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EBA/2019/02/CSU/SER/NP

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Subject: Ex-ante publicity for negotiated procurement procedure:

Coffee machines & coffee supplies for the European Banking Authority in Paris

Description of the contract:

The European Banking Authority (EBA) envisages awarding a contract with a maximum duration of three years for the lease of coffee machines and supply of coffee beans to its office in Paris. The estimated contract value over the three year period is in the range of EUR 45 000 to 60 000 exclusive of VAT. Coffee will be provided mainly to EBA's visitors (6,500 per year) as well as its employees. The start of the contract is expected in May 2019 however this is indicative only.

Services and supplies to be provided:

The EBA would like to procure coffee machines and coffee supplies to provide a good quality coffee to its employees and visitors. EBA will occupy floors 24-27 in Tour Europlaza- La Défense.

Number of machines	Description of machines
Four coffee machines for meeting room break-out areas on floor 27	Professional machines providing bean-to-cup coffee and milk options. Each machine will be equipped with a milk fridge on the side, and should be plugged into the main water network.
Six coffee machines for staff cafeterias on floors 24, 25 & 26	One machine with milk option and one machine without milk option per floor. Professional machines providing bean-to-cup coffee. The machines should be less than 60cm high in order to fit with the counter's height. Machines can be plugged to either the main water network or have a water tank. Machines with the milk option should be provided with a milk fridge on the side.

EBA estimates annual consumption of 500 kg of coffee beans.

A maintenance contract will come with either each machine, or all of them, for the duration of the lease. This contract will include an option of repair service or emergency replacement in case of failure or breakdown.

Description of the negotiated procurement procedure:

In the negotiated procurement procedure, interested economic operators may request to participate. EBA sends the procurement documents to selected candidates who are invited to submit a tender. Only those candidates selected and invited by the EBA are allowed to submit a tender. EBA has the right to select candidates of its choice and invite these candidates to participate. If you are interested in participating in this negotiated procurement procedure, **please send an email to tenders@eba.europa.eu copied to aurelien.travers@eba.europa.eu before 12.00 p.m. UK time on Thursday 11 April 2019**. Please include in your email:

- your name or that of a contact person in your organisation,
- the name of your organisation
- postal address
- description of your business
- the reference number EBA/2019/02/CSU/SER/NP.

Interested companies should have sufficient **financial capacity** to perform the contract, demonstrated by annual turnover for the last two years (2017 and 2018) of at least EUR 40 000. A statement of turnover and a balance sheet for the last 2 years (2017 and 2018) should be provided to enable the EBA to verify the financial capacity.

The **technical capacity** of interested companies should comply with the following: completion of at least two contracts similar in scope and value to that of this contract in the past two years. A short description of two finalised similar contracts should be provided.

Selected candidates who submit a tender will need to confirm in their tender they have the authorisation to perform the contract under national law and possess the financial capacity to perform the contract. In addition, they will need to confirm they have relevant previous experience and comply with applicable environmental, social and labour law obligations.

Further information on these criteria will be included in the procurement documents, which will be sent to the selected candidates.

The information published on this page is indicative and does not constitute any obligation for the EBA to invite to tender any economic operator who expresses interest. Registering your interest to receive the procurement documents in a negotiated procurement procedure of this type does not convey any legal right or create a legitimate expectation on the part of any economic operator.

The indicative date for the dispatch of the procurement documents to the selected candidates is 12 April 2019.

Further information on the EBA can be found at <https://eba.europa.eu/about-us>.