



**EUROPEAN UNION**

**DELEGATION TO CHINA AND MONGOLIA**

**CHNP2015139**

**Painting Services**

**Service Contract**

**NEGOTIATED PROCEDURE**



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## INVITATION TO TENDER

Dear Sir/Madam,

**Subject: - Painting Services**

**Ref: - CHNP2015139**

1. The European External Action Service (EEAS), represented by Ms. Carmen CANO, Chargé d'affaires a.i. is planning to award a contract referred to above. Please find enclosed the related tender specification listing all the documents that must be produced in order to submit a tender, and the draft contract.
2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.
3. Tenderers shall submit tenders by letter:
  - a) either by post or by courier not later than 28/08/2015, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below.
  - b) or delivered by hand not later than 28/08/2015 to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the central mail department who took delivery.

By post, courier or by hand:

CALL FOR TENDERS

CHNP2015139-Painting Services

EU Delegation to China

For the attention of Procurement Sector

No 15 Dongzhimenwai Dajie, Chaoyang District, Beijing 100600, PR China

Tender must be placed inside sealed envelope. If self-adhesive envelope is used, it must be sealed with adhesive tape and sender must sign across this tape.



4. Tenders must be:
  - signed by a duly authorised representative of the tenderer;
  - perfectly legible so that there can be no doubt as to words and figures;
  - drawn up using the model reply forms in the tender specification.
  
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is **6** months from the final date for submission.
  
6. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
  
7. All costs incurred during the preparation and submission of tenders is to be borne by the tenderers and will not be reimbursed.
  
8. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
  - Before the final date for submission of tenders:
    - At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract.
    - Any requests for additional information must be made in writing only to [DELEGATION-CHINA-TENDERS@eeas.europa.eu](mailto:DELEGATION-CHINA-TENDERS@eeas.europa.eu).
    - Requests for additional information received less than five working days before the final date for submission of tenders will not be processed.
    - The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.
    - Any additional information including that referred to above will be sent simultaneously to all candidates invited to tender.
  - After the opening of tenders



- If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.
  - The contracting authority may negotiate with tenderers the tenders they have submitted, in order to adapt them to the requirements set out in the contract notice, tender specifications or any additional document and in order to find the tender offering best value for money. During negotiations equal treatment of all tenderers will be ensured.
9. This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.
10. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
11. Once the contracting authority has opened the tender, the document shall become its property and it shall be treated confidentially.
12. You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.
13. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Chargé d'affaires a.i. of the EU Delegation to China. Details concerning the processing of your personal data are available on the privacy statement at: [http://eeas.europa.eu/delegations/china/grants\\_tenders/tenders/index\\_en.htm](http://eeas.europa.eu/delegations/china/grants_tenders/tenders/index_en.htm)



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14. Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the EEAS, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) ),

or

- the Commission Regulation 1302/2008 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE) )



Carmen CANO  
Chargé d'affaires a.i.

Annexes: Tender specifications  
Price Sheet  
Draft contract



## ANNEX I - TENDER SPECIFICATIONS

### 1. INTRODUCTION

The European External Action Service, here represented by Ms Carmen Cano, Chargé d'affaires a.i. to China and Mongolia (the Delegation), intends to sign a purchase order for painting some offices at South Wing of the Delegation and a gate at the Residence according to the specifications hereafter.

### 2. SUBJECT OF THE CONTRACT

The successful tenderer shall paint some offices at South Wing of the Delegation (incl. one staircase in the HoD zone) and a gate at the Residence.

The maximum indicative price of the contract shall be 41,000 CNY.

### 3. TECHNICAL SPECIFICATIONS

- 1) The successful tenderer shall make sure that workers are capable of providing high-quality service and will follow the Delegation's security rules.
- 2) For the offices at the South Wing (incl. one staircase in the HoD zone),
  - Odourless, environmental-friendly paint shall be used (either Dulux or Nippon odourless paint);
  - In case of cracks, the wall shall be repaired before it is painted.
- 3) For the gate at the Residence,
  - Painting is peeling off in some corners of the gate, and it shall be repaired before any painting is done. Proper prep work shall be done to ensure the paint is not easily peeling off;
  - The colour of the paint shall be the same as the current one.
- 4) A site visit on 21/08/2015 to the Delegation's premises (15 Dongzhimenwai Dajie) is compulsory in order to participate in the tender.
- 5) The contract shall be implemented within 6 months as of the signature of the contract, with the notification to the tenderer a week earlier before the printing work is planned.



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#### **4. CONTENT AND PRESENTATION OF THE TENDER**

Prices must be:

- Denominated in CNY;
- Unconditional and all inclusive;
- Drawn up using the price sheet attached (Annex II – price sheet, duly completed and signed).

Submission of a tender implies that the tenderer:

- Accepts all the terms and conditions governing the purchase order;
- Waives its own terms and conditions;
- Period of validity of the tender: 6 months from the deadline for the submission of tenders.

#### **5. EVALUATION OF TENDERS**

Automatic award: the contract is awarded to the lowest tender that satisfies the technical specifications.





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**ANNEX II PRICE SHEET**  
to be completed by the tenderer

Nr.	Item/content of the work	Unit	Quantity	Unit price (CNY)	Sum (CNY)
1	Repair the wall of the staircase in the HoD zone with odourless paint (ceiling not included)	m2	195		
2	Repair and paint the wall in HoD office (ceiling included) with odourless paint	m2	147		
3	Repair and paint the wall in HoD secretary office with odourless paint (ceiling included)	m2	48		
4	Repair and paint the wall in DHoD secretary office with odourless paint (ceiling included)	m2	52		
5	Repair and paint the wall in coffee room with odourless paint (ceiling included)	m2	58		
6	Repair and paint the wall with odourless paint in 3/F POL office 1	m2	49		
7	Repair and paint the wall with odourless paint in 3/F POL office 2	m2	46		
8	Repair and paint wall with odourless paint in 3/F POL office 3		43		
9	Scaffold set up in the HoD zone & protection of items in the rooms		1		
10	Repairing and painting a gate at the Residence	m2	4.1		
11	Moving furniture inside rooms		1		
12	Cleaning		1		
13	Tax (CNY) (if applicable)				
	<b>Total (CNY)</b>				

Please indicate the brand of the odourless paint for offices:

\_\_\_\_\_.


Name of the tenderer:

Done at Date:

Signature/stamp:



**ANNEX III – DRAFT CONTRACT**

EUROPEAN EXTERNAL ACTION SERVICE 		<b>PURCHASE ORDER FOR LOW VALUE CONTRACT</b>			
		Name and address of the Contractor			
Delegation to China and Mongolia, Beijing, China		Number:	Address:		
Tel.: +8610 8454 8000		Currency of payment : CNY			
Fax: +8610 8454 8011		Offer (date and reference):	Email:		
			Tel.:		
This purchase order constitutes acceptance of the above Contractor's offer (quote). By agreeing to this order (contract), the Contractor accepts the specification sent on _____ attached to this document, the Contractor waives all other terms of sale or performance of services and accepts the General Conditions in its latest version (01.2013) as published on the Internet at: <a href="http://eeas.europa.eu/delegations/china/grants_tenders/tenders/index_en.htm">http://eeas.europa.eu/delegations/china/grants_tenders/tenders/index_en.htm</a>					
DESCRIPTION OF THE SUPPLIES OR SERVICES		UNIT	QUANTITY	PRICE in CNY	
				UNIT PRICE	TOTAL
		Packaging			
		Insurance			
		Transport			
		Assembly			
		VAT			
		<b>TOTAL:</b>			
Place of delivery or implementation and/or Incoterm:		<b>Contractor's signature</b>			
EU Delegation SW: 15 Dongzhimenwai Dajie, Chaoyang, Beijing					
Delivery dates and hours:					Name:
Payment:					Position:
30 days from receipt of the invoice.		Date:			
Contractor's bank account:					
<b>Acceptance of the quote by the EEAS:</b> Signature [name, position and date]:					
<b>The invoice shall be admissible only if the Contractor has returned the signed purchase order.</b> This Contract shall be governed by the Union law, complemented, where necessary, by the law of the P.R.China and any dispute shall be brought before the courts of Beijing, PRC.					