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**Contract notice**  
(Directive 2004/18/EC)

## Section I : Contracting authority

### I.1) Name, addresses and contact point(s):

Official name: [European External Action Service \(EEAS\) - Delegation of the European Union to the Hashemite Kingdom of Jordan](#)

National ID: *(if known)*

Postal address: [Princess Basma Street](#)

Town: [Amman](#)

Postal code: [11185](#)

Country: [Jordan \(JO\)](#)

Contact point(s): [Head of Administration](#)

Telephone:

For the attention of: [Beatrice Neven](#)

E-mail: [Delegation-Jordan-HOA@eeas.europa.eu](mailto:Delegation-Jordan-HOA@eeas.europa.eu)

Fax:

**Internet address(es):** *(if applicable)*

General address of the contracting authority/entity: *(URL)* <http://eeas.europa.eu/delegations/>

Address of the buyer profile: *(URL)* [http://eeas.europa.eu/delegations/jordan/index\\_en.htm](http://eeas.europa.eu/delegations/jordan/index_en.htm)

Electronic access to information: *(URL)*

Electronic submission of tenders and requests to participate: *(URL)*

#### Further information can be obtained from

- The above mentioned contact point(s)  Other (please complete Annex A.I)

#### Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from

- The above mentioned contact point(s)  Other (please complete Annex A.II)

#### Tenders or requests to participate must be sent to

- The above mentioned contact point(s)  Other (please complete Annex A.III)

### I.2) Type of the contracting authority

- Ministry or any other national or federal authority, including their regional or local sub-divisions
- National or federal agency/office
- Regional or local authority
- Regional or local agency/office
- Body governed by public law
- European institution/agency or international organisation
- Other: *(please specify)*

### I.3) Main activity

- General public services
- Defence
- Public order and safety
- Environment
- Economic and financial affairs
- Health
- Housing and community amenities
- Social protection
- Recreation, culture and religion
- Education
- Other: *(please specify)*

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities:

yes  no

*information on those contracting authorities can be provided in Annex A*

## Section II : Object of the contract

### II.1) Description :

#### II.1.1) Title attributed to the contract by the contracting authority :

[EEAS-182-DELJORA-SER-FWC - Cleaning services for the Delegation of the European Union to the Hashemite Kingdom of Jordan](#)

#### II.1.2) Type of contract and location of works, place of delivery or of performance :

choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s)

- |   |   |  |
|---|---|--|
| <input type="radio"/> Works   | <input type="radio"/> Supplies                  | <input checked="" type="radio"/> Services  |
| <input type="checkbox"/> Execution  | <input type="checkbox"/> Purchase               | Service category No: <a href="#">14</a>    |
| <input type="checkbox"/> Design and execution   | <input type="checkbox"/> Lease                  | Please see Annex C1 for service categories |
| <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities | <input type="checkbox"/> Rental                 |  |
|   | <input type="checkbox"/> Hire purchase          |  |
|   | <input type="checkbox"/> A combination of these |  |

Main site or location of works, place of delivery or of performance :

[Amman, Jordan](#)

NUTS code:

#### II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS):

- The notice involves a public contract
- The notice involves the establishment of a framework agreement
- The notice involves the setting up of a dynamic purchasing system (DPS)

#### II.1.4) Information on framework agreement : *(if applicable)*

- Framework agreement with several operators       Framework agreement with a single operator

Number :

or

*(if applicable)* maximum number :                      of participants to the framework agreement envisaged

#### Duration of the framework agreement

Duration in years :                      or    in months : [48](#)

Justification for a framework agreement, the duration of which exceeds four years :

#### Estimated total value of purchases for the entire duration of the framework agreement *(if applicable, give figures only)*

Estimated value excluding VAT :                      Currency :

or

Range: between : [120000.00](#) : and : [160000.00](#) :    Currency : [EUR](#)

Frequency and value of the contracts to be awarded : *(if known)*

**II.1.5) Short description of the contract or purchase(s) :**

The objective of this tender is to conclude a framework contract with a company specialised in cleaning services. A framework contract with a maximum duration of 4 years will be implemented via specific contracts and/or order forms.

**II.1.6) Common procurement vocabulary (CPV) :**

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	90900000	
Additional object(s)	90910000	

**II.1.7) Information about Government Procurement Agreement (GPA) :**

The contract is covered by the Government Procurement Agreement (GPA) :  yes  no

**II.1.8) Lots:** (for information about lots, use Annex B as many times as there are lots)

This contract is divided into lots:  yes  no

(if yes) Tenders may be submitted for

one lot only

one or more lots

all lots

**II.1.9) Information about variants:**

Variants will be accepted :  yes  no

**II.2) Quantity or scope of the contract :**

**II.2.1) Total quantity or scope :** (including all lots, renewals and options, if applicable)

The number of buildings concerned is one of about 3800 square meters of office space. The number of hours to be performed by contractor is about 8400 hours per year.

(if applicable, give figures only)

Estimated value excluding VAT : Currency :

or

Range: between : : and : : Currency :

**II.2.2) Information about options :** (if applicable)

Options :  yes  no

(if yes) Description of these options :

(if known) Provisional timetable for recourse to these options :

in months : or in days : (from the award of the contract)

**II.2.3) Information about renewals :** (if applicable)

This contract is subject to renewal:  yes  no

Number of possible renewals: (if known) or Range: between : and:

(if known) In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: or in days: (from the award of the contract)

**II.3) Duration of the contract or time limit for completion:**

Duration in months :                      or in days:                      (from the award of the contract)

*or*

Starting:                      (dd/mm/yyyy)

Completion:                      (dd/mm/yyyy)

## Section III : Legal, economic, financial and technical information

### III.1) Conditions relating to the contract:

#### III.1.1) Deposits and guarantees required: *(if applicable)*

none

#### III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

Monthly payment upon presentation of invoices and time sheets duly signed by the contractor and countersigned for approval by the Delegation.

#### III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded: *(if applicable)*

Requests to participate of tenders can be submitted by groupings of service providers who will not be required to adopt a particular legal form prior to the contract being awarded but may be required to do so after the award. However, a grouping of firms must nominate one party to be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration, and for coordination. The documents required and listed at paragraph III.2 must be supplied by every member of the grouping. Each member of the grouping assumes a joint and several liability towards the Contracting Authority.

#### III.1.4) Other particular conditions: *(if applicable)*

The performance of the contract is subject to particular conditions :  yes  no

*(if yes) Description of particular conditions:*

### III.2) Conditions for participation:

#### III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if the requirements are met:

Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 - financial regulation

##### A) EXCLUSION CRITERIA:

Article 106 of the Financial Regulation sets out that:

1. Candidates or tenderers shall be excluded from participation in procurement procedures if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;

(d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;

(f) they are subject to an administrative penalty referred to in Article 109(1).

Points (b) and (e) of the first subparagraph shall not apply where the candidates or tenderers can demonstrate that adequate measures have been adopted against the persons having powers of representation, decision making or control over them, who are subject to a judgment as referred to in points (b) or (e) of the first subparagraph.

2. Candidates or tenderers shall certify that they are not in one of the situations listed in paragraph 1.

For the purpose of the correct application of paragraph 1, the candidate or tenderer, whenever requested by the contracting authority, shall:

(a) where the candidate or tenderer is a legal entity, provide information on the ownership or on the management, control and power of representation of the legal person and certify that they are not in one of the situations referred to in paragraph 1;

(b) where subcontracting is envisaged, certify that the subcontractor is not in one of the situations referred to in paragraph 1.

3. The Commission shall be empowered to adopt delegated acts in accordance with Article 210 concerning detailed rules on:

(a) the exclusion criteria applicable for participation in calls for tenders, including rules on illegal activities giving rise to exclusion;

(b) what evidence may be satisfactory to show that an exclusion situation does not exist;

(c) the duration of an exclusion. Such exclusion shall not exceed 10 years.

Article 107 of the Financial Regulation sets out that a contract shall not be awarded to candidates or tenderers who, during the procurement procedure for that contract:

(a) are subject to a conflict of interests;

(b) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information;

(c) find themselves in one of the situations of exclusion, referred to in Article 106(1), for the procurement procedure.

#### B) EVIDENCE

1. Candidates and tenderers shall provide a declaration on their honour, duly signed and dated, stating that they are not in one of the situations referred to in Articles 106 and 107 of the Financial Regulation.

2. The tenderer to whom the contract is to be awarded shall provide, within a time limit defined by the contracting authority and preceding the signature of the contract, the evidence referred to in paragraph 3 hereafter, confirming the declaration referred to in paragraph 1.

3. The contracting authority shall accept as satisfactory evidence that the candidate or tenderer to whom the contract is to be awarded is not in one of the situations described in points (a), (b) or (e) of Article 106(1) of the Financial Regulation, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. The contracting authority shall accept, as satisfactory evidence that the candidate or tenderer is not in the situation described in point (a) or (d) of Article 106(1) of the Financial Regulation, a recent certificate issued by the competent authority of the State concerned as defined under point A)1.d) above.

Where the document or certificate referred to in the first subparagraph is not issued in the country concerned and for the other cases of exclusion referred to in Article 106 of the Financial Regulation, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

4. Depending on the national legislation of the country in which the candidate or tenderer is established, the documents referred to in paragraphs 1 and 3 shall relate to legal persons and/or natural persons including,

where considered necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate or tenderer.

5. Where they have doubts as to whether candidates or tenderers are in one of the situations of exclusion, contracting authorities may themselves apply to the competent authorities referred to in paragraph 3 to obtain any information they consider necessary about that situation.

6. The contracting authority may waive the obligation of a candidate or tenderer to submit the documentary evidence referred to in paragraph 3 if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case, the candidate or tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in his situation have occurred.

7. When requested by the contracting authority, the candidate or tenderer shall submit a declaration on honour from the intended subcontractor that he is not in one of the situations referred to in Articles 106 and 107 of the Financial Regulation. In case of doubt on this declaration on the honour, the contracting authority shall request the evidence referred to in paragraphs 3 and 4. Paragraph 5 shall apply, where appropriate.

### **III.2.2) Economic and financial ability:**

Information and formalities necessary for evaluating if the requirements are met:

Proof of economic and financial capacity must be furnished by the following documents: a) appropriate statements from banks or evidence of relevant professional risk indemnity insurance; b) financial statements for the last three years for which accounts have been closed; c) a statement of overall turnover and turnover concerning the services covered by the contract during the last three financial years available. The amounts declared for the overall turnover, at least, must be verifiable with the amounts in the financial statements.

If some documents are not in an official language of the EU, a certified translation shall be provided.

Minimum level(s) of standards possibly required: *(if applicable)*

A minimum average annual turnover for the last three years should be at least of 140000 EUR or equivalent, in the same sector, is required to participate. This amount is a minimum below which no request to participate can be accepted. The exchange rate used to convert the turnover into Euro will be the rate of December of the year of the financial statement as published at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)

### **III.2.3) Technical capacity:**

Information and formalities necessary for evaluating if the requirements are met:

Evidence of the technical and professional capacity of economic operators must be furnished on the basis of the following documents: a) the educational qualifications and professional experiences of the firm's managerial staff and, in particular, those of the person(s) responsible for providing the services; b) a list of the principal services provided in the past three years, with the sums, dates and recipients, public or private, in fields related to the contract, in particular services provided to international or foreign companies, diplomatic missions or representations of international organisations; these experiences have to be supported with a proof of satisfaction of clients specifying whether the services have been carried out in a professional manner and have been fully completed; c) statement of the average annual manpower (in total and in the fields related to the contract) and the number of managerial staff of the service provider in the last three years; d) information on the quality standards to

Minimum level(s) of standards possibly required: *(if applicable)*

The average number of staff in the fields related to the contract over the last three years must be at least 16. The part of the staff involved in the fields related to the contract must be at least 50% of the total staff. The candidates must have at least 3 similar experiences in international organisations or diplomatic missions during the last 3 years.

which the company services comply supported by valid certification issued by reputable organisations such as ISO or equivalent certification from industry regulators or trade associations; e) information on the facilities and resources available to the company to ensure the quality of services; f) where applicable, an indication of the proportion of the contract which the service provider may intend to subcontract.

**III.2.4) Information about reserved contracts:** *(if applicable)*

- The contract is restricted to sheltered workshops
- The execution of the contract is restricted to the framework of sheltered employment programmes

**III.3) Conditions specific to services contracts:**

**III.3.1) Information about a particular profession:**

Execution of the service is reserved to a particular profession:  yes  no

*(if yes)* Reference to the relevant law, regulation or administrative provision :

The awardee of the contract will have to register as cleaning company in the Hashemite Kingdom of Jordan at the latest before the contract is signed.

**III.3.2) Staff responsible for the execution of the service:**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service:  yes  no

**Section IV : Procedure**

**IV.1) Type of procedure:**

**IV.1.1) Type of procedure:**

- Open
- Restricted
- Accelerated restricted

Justification for the choice of accelerated procedure:

- Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) :  yes  no  
*(if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)*

- Accelerated negotiated

Justification for the choice of accelerated procedure:

- Competitive dialogue

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:** *(restricted and negotiated procedures, competitive dialogue)*

Envisaged number of operators:

or

Envisaged minimum number:                      and *(if applicable)* maximum number

Objective criteria for choosing the limited number of candidates:

**IV.1.3) Reduction of the number of operators during the negotiation or dialogue:** *(negotiated procedure, competitive dialogue)*

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated :  yes  no

**IV.2) Award criteria**

**IV.2.1) Award criteria** *(please tick the relevant box(es))*

- Lowest price

or

- The most economically advantageous tender in terms of

the criteria stated below *(the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)*

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	

Criteria	Weighting	Criteria	Weighting
5.		10.	

#### IV.2.2) Information about electronic auction

An electronic auction will be used  yes  no

(if yes, if appropriate) Additional information about electronic auction:

#### IV.3) Administrative information:

**IV.3.1) File reference number attributed by the contracting authority:** (if applicable)  
[EEAS-182-DELJORA-SER-FWC](#)

#### IV.3.2) Previous publication(s) concerning the same contract:

yes  no

(if yes)

Prior information notice  Notice on a buyer profile

Notice number in the OJEU: of: (dd/mm/yyyy)

Other previous publications (if applicable)

#### IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document: (in the case of a competitive dialogue)

Time limit for receipt of requests for documents or for accessing documents

Date: Time:

Payable documents  yes  no

(if yes, give figures only) Price: Currency:

Terms and method of payment:

#### IV.3.4) Time limit for receipt of tenders or requests to participate:

Date: [12/06/2013](#) Time:

#### IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates: (if known, in the case of restricted and negotiated procedures, and competitive dialogue)

Date:

#### IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:

Any EU official language

Official EU language(s):

Other:

#### IV.3.7) Minimum time frame during which the tenderer must maintain the tender:

until: :

or

Duration in months :                      or in days :                      (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening of tenders:**

Date :                      (dd/mm/yyyy)    Time

*(if applicable)* Place:

Persons authorised to be present at the opening of tenders *(if applicable)* :

yes     no

*(if yes)* Additional information about authorised persons and opening procedure:

## Section VI: Complementary information

### VI.1) Information about recurrence: *(if applicable)*

This is a recurrent procurement :  yes  no

*(if yes)* Estimated timing for further notices to be published:

4 years

### VI.2) Information about European Union funds:

The contract is related to a project and/or programme financed by European Union funds :  yes  no

*(if yes)* Estimated timing for further notices to be published:

### VI.3) Additional information: *(if applicable)*

#### I. PREPARATION AND SUBMISSION OF REQUESTS TO PARTICIPATE AND TENDERS

Participation in this call for tender is open to natural and legal persons with their domicile or headquarters in one of the Member State of the European Union, in Jordan, Lebanon and Armenia, Canada, Hong Kong, Iceland, Israel, Japan, Korea, Liechtenstein, the Netherlands with respect to Aruba, Norway, Singapore, Switzerland, Chinese Taipei and United States.

This tender will be taking place in two stages, as follows:

##### A. FIRST STAGE (preselection stage):

Candidates are requested to submit requests to participate which must contain all the information requested in section III of this contract notice: legal, economic, financial and technical information. Regarding the exclusion criteria (section III.2.1 of this contract notice), candidates must include in their request to participate a duly signed and dated solemn declaration, stating that they are not in one of the situations referred to in articles 106 and 107 of Regulation (EU, EURATOM) n° 966/2012 of the European Parliament and Council of 25 October 2012. With regard to the financial and technical selection criteria (sections III.2.2 and III.2.3), all documents and information requested to enable the assessment of the candidate's capacity to carry out the contract in the field stated in section II.1.5 of the contract notice must be included in the request to participate.

Request to participate must be submitted by the deadline as mentioned at section IV.3.4 of this contract notice (Requests to participate submitted beyond this deadline will be automatically rejected). These requests must be duly signed by the candidate or a legally authorised representative of the candidate and be perfectly legible to avoid any misunderstanding on the text and on the figures. Submission can be made, according to the candidate's choice: (a) either by post or by private courier, posted no later than 12/06/2013, as evidenced by the postmark or the date on the delivery receipt, to the address stated in section I.1; (b) or delivered by hand to the address stated in section I.1 by 12/06/2013 at 15.00hrs at the latest. Delivery by hand will be confirmed in this case by a dated and stamped receipt signed by the duly authorised agent from the Delegation. The request to participate shall comprise 1 original and 2 copies. Submissions must be made using a double envelope. Both envelopes are to be sealed. If self-seal envelopes are used, they must also be sealed with adhesive tape with the sender's signature written across the tape. The outer envelope must bear both the name of the department which it is addressed to, as above, and the following: "TENDER Nr. EEAS-182-DELJORA-SER-FWC NOT TO BE OPENED". This will be marked on the inner envelope too.

##### B. SECOND STAGE:

Candidates shortlisted at the end of the preselection period shall be invited to submit a tender. The invitation to tender documents (including the letter of invitation to tender, the tender specifications and the model contract to be used for this contract) will be sent to them directly, with no further publication in the Official Journal of the EU. *Nota Bene:* Submitting requests to participate or drawing up tenders does not give tenderers the right either to be awarded the contract or to receive any compensation for costs incurred. The contracting authority is under no obligation to award a contract subsequent to this notice.

#### II. DATA PROTECTION

If processing your reply to this contract notice involves the recording and processing of personal data (such as 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 institutions and bodies and on the free movement of such data. Unless indicated otherwise, replies to the questions and any personal data requested are required to evaluate your request to participate in accordance with the contract notice and will be processed solely for that purpose by the contracting authority mentioned in Heading I.1. Details concerning the processing of your personal data are available on the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf). 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))  
III. Where appropriate, the Contracting authority may have recourse to a negotiated procedure on the basis of Art. 134 (1) (f) of the rules of applications applicable to the financial regulation."

#### **VI.4) Procedures for appeal:**

##### **VI.4.1) Body responsible for appeal procedures:**

Official name: [General Court](#)

Postal address: [Rue du Fort Niederguenewald](#)

Town: [Luxembourg](#)

Postal code: [2925](#)

Country: [Luxembourg \(LU\)](#)

Telephone: [+352 4303-2100](#)

E-mail: [generalCourt.Registry@curia.europa.eu](mailto:generalCourt.Registry@curia.europa.eu) Fax:

Internet address: (URL) <http://www.curia.europa.eu>

##### **Body responsible for mediation procedures (if applicable)**

Official name:

Postal address:

Town:

Postal code:

Country:

Telephone:

E-mail:

Fax:

Internet address: (URL)

##### **VI.4.2) Lodging of appeals:** *(please fill in heading VI.4.2 or if need be, heading VI.4.3)*

Within 2 months of the notification to the plaintiff or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

##### **VI.4.3) Service from which information about the lodging of appeals may be obtained:**

Official name: [General Court](#)

Postal address: [Rue du Fort Niederguenewald](#)

Town: [Luxembourg](#)

Postal code: [2925](#)

Country: [Luxembourg \(LU\)](#)

Telephone: [+352 4303-2100](#)

E-mail: [generalCourt.Registry@curia.europa.eu](mailto:generalCourt.Registry@curia.europa.eu) Fax: [+352 4303-2100](#)

Internet address: (URL) <http://www.curia.europa.eu>

**VI.5) Date of dispatch of this notice:**  
30/04/2013 (dd/mm/yyyy) - ID:2013-059475

**Annex A**  
**Additional addresses and contact points**

**I) Addresses and contact points from which further information can be obtained**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**II) Addresses and contact points from which specifications and additional documents can be obtained**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**III) Addresses and contact points to which tenders/requests to participate must be sent**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing**

Official name National ID ( if known ):  
Postal address:  
Town Postal code  
Country

----- (Use Annex A Section IV as many times as needed) -----

**Annex B**  
**Information about lots**

**Title attributed to the contract by the contracting authority**

**Lot No :**                      **Lot title :**

**1) Short description:**

**2) Common procurement vocabulary (CPV):**

Main vocabulary:

**3) Quantity or scope:**

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between :

and:

Currency:

**4) Indication about different date for duration of contract or starting/completion: (if applicable)**

Duration in months :                      or in days :                      (from the award of the contract)

or

Starting:                      (dd/mm/yyyy)

Completion:                      (dd/mm/yyyy)

**5) Additional information about lots:**

**Annex C1 – General procurement**  
**Service categories referred to in Section II: Object of the contract**  
**Directive 2004/18/EC**

<b>Category No [1]</b>	<b>Subject</b>
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: a) Insurances services b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
<b>Category No [7]</b>	<b>Subject</b>
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1 Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC.

2 Except for rail transport services covered by category 18.

3 Except for rail transport services covered by category 18.

4 Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services. The following are also excluded: services involving the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property or concerning rights thereon. However, financial service contracts concluded at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to the Directive.

- 5 Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
- 6 Except arbitration and conciliation services.
- 7 Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC.
- 8 Except employment contracts.
- 9 Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.