



## **Notice for the Delegation's low value contract vendors' list**

### **Call for expressions of interest**

The Delegation of the European Union to the Republic of Trinidad and Tobago has the intention to collect a list of vendors to be invited to submit tenders under the following conditions:

- 1.- Tenders relate to supplies, services or works indicated in the list below.
- 2.- Natural and legal persons interested in participating in these tenders are invited to send their application either by post or by e-mail to the following address:

By Post:

**European Union Delegation to the Republic of Trinidad and Tobago**  
**16 Queen's Park West**  
**P.O. Box 1144**  
**Port of Spain**  
**Trinidad**

By e-mail: [DELEGATION-TRINIDAD-AND-TOBAGO-TENDERS@eeas.europa.eu](mailto:DELEGATION-TRINIDAD-AND-TOBAGO-TENDERS@eeas.europa.eu)

The application must contain the following information for being accepted in the vendors' list:

- Identification of the vendor (supplier, service provider or contractor) indicating name, business address (full address of registration of the firm, if applicable), telephone and e-mail;
  - Indication of the list(s) / sub-list(s) where the vendor wants to be included using the table indicated below.
- 3.- Contracts subject of these tenders shall not exceed 60 000 € (or equivalent in other currency).
  - 4.- The place of delivery for these contracts will be the Delegation of the European Union to the Republic of Trinidad and Tobago.
  - 5.- For every new supply, service or work's contract to be awarded, the Delegation may invite those vendors included in the relevant list or sub-list to submit a tender.
  - 6.- Inclusion on the list entails no obligation on the part of the Delegation concerning the award of the contract. The use of this list is not compulsory.

- 7.- Contracts exceeding 60 000 € will be subject of an ad-hoc publication. Vendors interested in participating to these tenders must reply to such publication. The inclusion in a vendors' list gives no automatic right to participate as candidate for these contracts above 60 000 €.
- 8.- Processing your reply involves the recording and processing of personal data (such as your name and address). 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 future tenders in accordance with the specifications of the invitations to tender and will be processed solely for that purpose by the Delegation. 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).
- 9.- The vendors' list is valid until June 2018. Interested parties may submit an application at any time prior to the last three months of validity of the list.
- 10.- Interested parties may apply for one or more of the contracts included in the lists of contracts and sub-lists mentioned below. As mentioned in §2 above, the application must clearly indicate the lists and/or sub-list of interest of which the candidates will be part of.
- 11.- Other EU Delegations may publish similar calls for expression of interest. Interested parties must reply individually to each publication as each EU Delegation is a separate and independent contracting authority.

**List of contracts subject of the vendors list of the EU Delegation to: The Republic of Trinidad and Tobago**

<i>Type of contract</i>	<i>Code List</i>	<i>Subject List</i>	<i>Code sub-list</i>	<i>Subject sub-list</i>
<b>Supply (goods)</b>	<b>G1</b>	Vehicles	G1.1	Sedan cars
			G1.2	Pick-ups, 4x4
			G1.3	Other motor vehicles
	<b>G2</b>	Furniture	G2.1	Office furniture
			G2.2	Residential in-door furniture
			G2.3	Garden furniture
	<b>G3</b>	Office Supplies	G3.1	Toner (photocopiers, printers), Printing cartridges.
			G3.2	Paper (for photocopiers and printers)
			G3.3	Stationery and other office supplies.
			G3.4	Accessories.
	<b>G4</b>	Equipment	G4.1	Photocopiers, Printers, UPS, Scanners
			G4.2	Cookers, Refrigerators, Freezers, Air-conditioners
			G4.3	Generators
<b>Services</b>	<b>S1</b>	Maintenance and cleaning	S1.1	Maintenance and repairs of buildings (electrical)
			S1.2	Maintenance and repairs of buildings (plumbing)
			S1.3	Maintenance and repairs of buildings (masonry, painting)
			S1.4	Maintenance and repairs of air-conditioners
			S1.5	Maintenance and repairs of generators
			S1.6	Cleaning of office buildings
	<b>S2</b>	Travel	S2.1	Travel services
	<b>S3</b>	Gardening	S3.1	In-door plants
	<b>S4</b>	Experts, consultants	S4.1	Legal affairs
			S4.2	Architectural, engineering
			S4.3	Insurances
<b>Works</b>	<b>W1</b>	Construction		
	<b>W2</b>	Security Installations	W2.1	Alarms
			W2.2	Armoured doors
			W2.3	Grills, fences, razor-wire
			W2.4	Security lights
<b>IT</b>	<b>IT1</b>	IT	IT1.1	On site support
			IT1.2	Internet services
			IT1.3	Soft and hardware supplies