



**EUROPEAN UNION
DELEGATION TO TIMOR-LESTE**

Administration Section

General Provisions of middle, low value contract

- Vendor's List-

The EU Delegation to Timor-Leste has the intention to collect a list of vendors to be invited to submit tenders under the following conditions:

- Tenders relate to supplies, services or works indicated in the list below.
- 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: Administration Section

Delegation of the European Union to Timor-Leste
Palm Business & Trade Centre, 4th floor, Block D,
Surik Mas, Rue de Fatumeta, Dili

*The envelop must be marked "**TENDER-DO NOT OPEN**" together with relevant Ref. number.*

or

By e-mail: DELEGATION-TIMOR-LESTE-ADMINISTRATION@eeas.europa.eu

For submission by email, please indicate the relevant Ref. number in the subject line.

The application must contain the following information for being accepted in the vendor's list (see enclosed form);

- 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 tenders where the vendor wants to be included by filling enclosed form
- contracts subject of these tenders shall not exceed 144,000 EUR for services and supplies or 5,548,000 EUR for works (until 31/12/2020)
- the place of delivery for these contracts will be the EU Delegation to Timor-Leste, addressed as above.
- 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.

- 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.
- Contracts exceeding 144,000 EUR will be subject of an ex-ante 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 144,000 EUR.
- Processing your reply involves the recording and processing of personal and company 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
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 European External Action Service, 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 or the Commission Regulation 2008/1302 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)
- The vendors' list is valid until 31 December 2020. Interested parties may submit an application at any time prior to the last three months of validity of the list.
- 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.
- Other EU Delegations may publish similar vendors' lists. Interested parties must reply individually to each publication as each EU Delegation is a separate and independent contracting authority.