



EUROPEAN UNION
DELEGATION TO THE UNITED ARAB EMIRATES

The Head of Delegation

الإتحاد الأوروبي

بعثة الإتحاد الأوروبي إلى
الإمارات العربية المتحدة

Abu Dhabi, 23/08/2016

Subject: Collection of vendor's details to be invited to submit tenders

The Delegation of the European Union to the United Arab Emirates 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 published at this same website section.
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 United Arab Emirates
Etihad Towers 3, 15th floor
P.O. Box 63870
Abu Dhabi
United Arab Emirates

By e-mail:

DELEGATION-UNITED-ARAB-EMIRATES-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 amounts subject of these tenders:
 - for **supply and service** contracts shall not exceed **135 000 EUR** and
 - for **works** contracts shall not exceed **5.225.000 EUR** (or equivalent in other currency).
 4. The place of delivery for these contracts will be the Delegation to the United Arab Emirates at Abu Dhabi.

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 these limits 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 these limits.
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 Head of 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
9. 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)

10. The vendors' list is valid until 30/06/2019. Interested parties may submit an application at any time prior to the last three months of validity of the list.
11. 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.
12. 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.

List of contracts subject of the vendors list:

| Type of contract | Code List | Subject List | Code sub-list | Subject sub-list |
|-------------------------|------------------|---------------------|----------------------|--|
| Supply (goods) | G1 | Vehicles | G1.1 | Sedan cars |
| | | | G1.2 | Pick-ups, 4x4 |
| | | | G1.3 | Motorbikes |
| | | | G1.4 | Other motor vehicles |
| | G2 | Furniture | G2.1 | Office furniture |
| | | | G2.2 | Residential in-door furniture |
| | | | G2.3 | Garden furniture |
| | G3 | Office supplies | G3.1 | Toner (photocopiers, printers), printing cartridges. |
| | | | G3.2 | Paper (for photocopiers and printers) |
| | | | G3.3 | Stationery and other office supplies. |

| | | | | |
|-----------------|----|--------------------------|------|--|
| Services | S1 | Maintenance and cleaning | S1.1 | Maintenance and repairs of buildings (electricity) |
| | | | S1.2 | Maintenance and repairs of buildings (plumbing) |
| | | | S1.3 | Maintenance and repairs of buildings (masonry, painting) |
| | | | S1.4 | Maintenance and repairs of generators. |
| | | | S1.5 | Cleaning of office buildings |
| | | | S1.6 | Pest fighting |
| | S2 | Gardening | | |
| | S3 | Experts, consultants | S3.1 | Legal affairs |
| | | | S3.2 | Architectural, engineering |
| | | | S3.3 | Insurances |
| | S4 | Catering | | |
| | S5 | Limo Service | | |
| | S6 | Other... | | |
| Works | W1 | Construction | | |
| | W2 | Security installations | W2.1 | Alarms |
| | | | W2.2 | Armoured doors |
| | | | W2.3 | Grills, fences, razor-wire |
| | | | W2.4 | Security lights |