



**Title:** Negotiated procedure for the provision of plant service

**Reference:** EEA/ADS/20/005

The EEA wishes to enter into a framework contract with a service provider to deliver plant supplies and services for its premises located at Kongens Nytorv 6 and 8, 1050 Copenhagen K and occasionally for the various meetings, events and workshops it organises on a regular basis. The required services include watering, replanting, replacing indoors plants and providing ornamental plants and flower arrangements on an ad-hoc basis.

**Type of contract:**

Framework supply and service contract for a maximal period of 48 (forty-eight) months, starting from the date of signature. The services will be implemented through annual order forms and ad-hoc order forms depending on the EEA needs.

**Estimated value:**

EUR 40.000 excluding VAT.

**Place of delivery or of performance:**

The services shall be provided at the EEA premises. On an exceptional basis, provision of ornamental flower arrangements may be requested for meetings taking place outside the EEA premises.

**Description of the services to be procured:**

Indoor and occasionally outdoor plants and ornamental flowers, plant walls, seasonal plants with decoration, etc. including watering, replanting, replacing, for EEA premises.

**Scheduled starting date of contract (indicative):**

19/02/2020

**Registration of interest:**

Interested candidates shall register their interest **by email** to [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu) by **06/02/2020** at the latest, quoting the title and reference No of this negotiated procedure in the subject field of the message and providing the following information:

- Name (of individual or organisation/company)
- Address (of individual or organisation/company)
- Contact person
- E-mail
- Description of main area of business / expertise (max. 500 words)

Your personal information above will be processed solely for the purpose of this negotiated procedure in accordance with the rules set in Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data (OJEU L 295/39 of 21.11.2018). For further detailed information, please refer to the privacy statement available on the EEA website at the following address: <https://www.eea.europa.eu/about-us/tenders/index>.

**Description of the tendering procedure:**

Based on the pre-assessment of the information provided, the EEA will draw up a list of the most suitable candidates and will forward to all or some of them (at least three candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tenders submitted will be evaluated in accordance with the criteria specified in the tender specifications. During the negotiation phase after the submission of the tenders, selected candidates may be requested to adapt their tender to the requirements set in the tender specifications in order to find the solution offering the best value for money.

Candidates shall note that registration of interest to participate in the above-mentioned procedure entails no obligation on the part of the EEA to send an invitation to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.