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Ex-ante publicity notice in negotiated procurement procedure

Subject: ECHA/2017/485 Courier Services 2018-2022

European Chemicals Agency (ECHA), Annankatu 18, 00120 Helsinki <https://echa.europa.eu/> envisages awarding a service contract for courier services.

Description of the services:

Transportation (export and import) of documents and goods from one address to another. Service provider will collect, transport and deliver the shipments. Majority of shipments consist of documents but transportation of other goods e.g. promotional material to conferences (export and import) are also required.

Main elements of the required service:

- Economy and express delivery;
- On-line ordering and tracking;
- On-line reporting/statistics on demand (weekly/monthly/annual basis);
- Insurance option.

Description of the procedure:

This ex-ante publicity is the first stage of a negotiated procurement procedure below €60 000 with a minimum of three candidates, through with the Agency may award the above-mentioned contract. The purpose of this notice is to support the Agency in the selection of candidates to be invited to submit an offer for the requested services.

All economic operators interested in providing the services described above should send a declaration of interest before 18/12/2017, 16h00 Helsinki time, by email to procurement@echa.europa.eu clearly indicating reference ECHA/2017/485 in the email subject.

In the declaration of interest (max. 300 words) economic operators should demonstrate their ability to provide the required services. Declarations will be assessed by the Agency in order to select suitable candidates to be invited to tender. Request for offer will be sent by email to the selected candidates.



Geert Dancet
Executive Director