



Call for expression of interest in sale of phased-out office monitors and PCs (CDT/CEI/02/2024)

Subject of the call for expression of interest

The Translation Centre is selling¹:

- (lot 1) - 100 screens Dell P2311Hb
- (lot 2) - 121 screens Dell P2312HT
- (lot 3) - 8 screens Dell P2314HT
- (lot 4) - 20 screens Samsung S24C650PL
- (lot 5) - 141 PCs HP PRODESK 600 G1 TWR
- (lot 6) - 16 PCs HP PRODESK 600 G2 TWR
- (lot 7) - 28 PCs HP ELITEDESK 800 G2

Who is eligible to participate?

Individuals established or registered in the European Union or the European Economic Area are eligible to make an offer. Participants shall provide the Translation Centre with supporting documents proving they meet the eligibility criteria (e.g. copy of their identity card).

Participants in order not to be excluded from participation should not be in one of the situations described in the declaration of eligibility together with the administrative data form attached hereto (which should be signed and dated and submitted together with the bid). By signing such declaration, the bidders declare on oath that they shall not undertake any form of commercial transaction involving the purchased assets.

What should my offer consist of?

Participants can make an offer for several items for lots 1, 2, 3, 4, 5, 6 and 7.

Please note that the awarding will be done on the basis of the highest bid.

¹ The quantities mentioned in this call for expression are maximum quantities. This implies that if the Centre finds out during the sanitization of the items that they are not properly working anymore, these items will be withdrawn from the selling process.

The minimum price set per individual item is as follows:

| Lot | Item | Minimum price |
|-----|---|---------------|
| 1 | Dell P2311Hb - 23 inches Wide format | 10 € per item |
| 2 | Dell P2312HT - 23 inches Wide format | 10 € per item |
| 3 | Dell P2314HT - 23 inches Wide format | 10 € per item |
| 4 | Samsung S24C650PL - 24 inches Wide format | 10 € per item |
| 5 | HP PRODESK 600 G1 TWR | 15 € per item |
| 6 | HP PRODESK 600 G2 TWR | 15 € per item |
| 7 | HP ELITEDESK 800 G2 | 15 € per item |

Detailed technical specifications concerning the screens and the PCs:

The technical characteristics of the monitors and PCs are mentioned and detailed in the attached:

- **ANNEX I – “Technical characteristics of the monitors”**
- **ANNEX II – “Technical characteristics of the PCs”**

How and when should I present my offer?

Offers must be submitted in one of the official languages of the European Union, but preferably in English or French (for practical reasons). Participants shall use, for practical reasons the form enclosed.

The offer should be postmarked no later than the date indicated below or submitted by hand not later than this date.

The offer should either be:

- sent by post mail to the following postal address, **no later than 17.05.2024**:

Translation Centre for the Bodies of the European Union
Legal and Procurement Section
Call for expression of interest CDT/CEI/02/2024
Bâtiment Technopolis Gasperich
12 E, rue Guillaume Kroll
L-1882 Gasperich - Luxembourg

- delivered by hand by the participant in person or by an authorised representative to the Reception of the Translation Centre **no later than 17.30 hours on 17.05.2024** (in which case a receipt, signed and dated by an official of the Translation Centre authorised to take delivery, must be obtained as proof of submission). **The service is open from 08.30 to 17.30 hours Monday to Friday. It is closed on Saturdays, Sundays and Translation Centre holidays.**

Offers should be submitted in accordance with the double envelope system. The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- The reference number of the call for expression of interest: **CDT/CEI/02/2024**
- The name of the individual making the offer
- The indication "Offer – not to be opened by the internal mail service"
- The address for submission of offers (see above)
- The date of posting should be legible on the outer envelope

The inner envelope should contain a signed original of the financial offer. This financial offer should include the following elements:

- Reference of the lot(s)
- Quantity
- Minimum price per item. All prices must be quoted (and payments must be made) in Euros on the Translation Centre's bank account that will be indicated in the award letter. Prices shall be quoted free of all duties, taxes and other charges, i.e. also free of VAT, as the Translation Centre is exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union (OJEU C 83 of 30.03.2010, p. 266).

How will my offer be evaluated?

Offers are opened and evaluated by a committee of which the members are appointed on a personal basis by the Translation Centre under guarantee of impartiality and confidentiality. **The items will be attributed to the highest bid.** In case similar financial offers are received or the requested quantities would exceed the available quantities then the items will be attributed on the basis of the date of dispatch of the offer (postmarked authentic date) or by picking straw in case the date of dispatch is identical.

The criteria used by the committee members to check the formal compliance of the offers received are the following:

- Submitted by an eligible individual;
- Not submitted later than the submission deadline;
- The envelope containing the offer is sealed;
- Written in an EU language
- Signed
- Required minimum price per item

Any bid submitting a financial proposal below the minimum prices set forth above will be rejected.

All documents presented by the bidder become the property of the Translation Centre and are deemed confidential. Translation Centre will not reimburse expenses incurred in preparing and submitting offers.

Completing the adjudication or the procedure of the call for expressions of interest in no way imposes on the Translation Centre an obligation to award the contract. The Translation Centre shall not be liable for any compensation with respect to bidders whose offers have not been accepted, nor shall the Translation Centre be liable when deciding not to award the contract.

Each participant will be informed in writing about the outcome of procedure.

If processing your reply to the call for tenders involves the recording and processing of personal data (such as names, addresses and CVs), such data will be processed pursuant to Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No. 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the Specifications of the Invitation to tender and will be processed solely for that purpose by the Centre's Legal Affairs Section (tenders@cdt.europa.eu).

Details concerning the processing of your personal data are available on the Specific privacy statement for processing of personal data related to procurement procedures at:

http://cdt.europa.eu/sites/default/files/documentation/pdf/privacy_statement_procurement_en.pdf

Requests for clarification

Requests for clarification should be sent by e-mail before 17.05.2024 using the following functional mailbox tenders@cdt.europa.eu

Timetable

| Description | Date | Comments |
|---|--|----------|
| Publication on the Translation Centre's internet site | 22.04.2024 | |
| Deadline for submission of offers | 17.05.2024 | |
| Collection of purchased items | 06.06.2024 (10:00-12:30 and 14:30-16:30) and 12.06.2024 (10:00-12:30 and 14:30 – 16:30) | |

Where to collect the items?

After being awarded items of the lots by the Translation Centre and upon receipt of the payment by the Translation Centre (which should be made no later than fifteen days after the date of the award letter), the beneficiaries will have to collect and to arrange for the packaging of the equipment purchased from the Translation Centre premises at the address mentioned above, at their sole risks and costs. The assets are sold by the Translation Centre "as is" without any kind of warranty whether express or implied. The purchasers will have no recourse against the Translation Centre whatsoever.



DECLARATION ON HONOUR

I, , hereby certify, that the undersigned:

- is not bankrupt or being wound up, is not having his affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning his professional conduct by a judgement which has the force of *res judicata*;
- is not guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- has fulfilled his obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- has not been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- has not been declared to be in serious breach of contract for failure to comply with their contractual obligations following another procurement procedure or grant award procedure financed by the European Union budget and is not subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

That, the undersigned, is not subject to any conflict of interest.

That to the best of my knowledge, all information provided is true and accurate.

The undersigned also undertakes, in case it is awarded whole or parts of the lots of assets, not to undertake any form of commercial transaction involving the purchased assets.

Signature

Date :

Participant's administrative data

Address and contact details

| | |
|--------------------|--|
| Participant's Name | |
| Address | |
| Post Code | |
| Country | |
| Tel | |
| Fax | |
| Email | |

Have I enclosed a copy of my Identity card / passport? Y N

Have I signed the declaration on honour? Y N

Financial Offer

| Lot | Item | Minimum price | Quantity | Price per unit | Total price |
|---------------------------|---|---------------|----------|----------------|-------------|
| 1 | Dell P2311Hb - 23 inches Wide format (max. 100 items) | 10 € per item | | | |
| 2 | Dell P2312HT - 23 inches Wide format (max. 121 items) | 10 € per item | | | |
| 3 | Dell P2314HT - 23 inches Wide format (max. 8 items) | 10 € per item | | | |
| 4 | Samsung S24C650PL - 24 inches Wide format (max. 20 items) | 10 € per item | | | |
| 5 | HP PRODESK 600 G1 TWR (max. 141 items) | 15 € per item | | | |
| 6 | HP PRODESK 600 G2 TWR (max. 16 items) | 15 € per item | | | |
| 7 | HP ELITEDESK 800 G2 (max. 28 items) | 15 € per item | | | |
| Total Price for all items | | | | | |

Signature

Date :