

# Call for expression of interest in sale of phased-out office equipment, furniture and decorative objects (CDT/CEI/02/2021)

## Subject of the call for expression of interest

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The Translation Centre is selling<sup>1</sup>:

- (Lot 1) 7 x Desk and angle desk (2.60 m x 0.80m / angle desk 1.40m x 1.00m)
- (Lot 2) 9 x Wood cupboard - white colour (1.80 m x 0.80 m x 0.36 m)
- (Lot 3) 5 x Metal cupboard – grey colour (1.96 m x 1.00 m x 0.48 m)
- (Lot 4) 46 x Decorative frames with pictures of various size (please refer to the pictures)
- (Lot 5) 1x LG LCD flat screen TFT – 29 inch – 2003 model
- (Lot 6) 14 x Wood bookshelves - white colour (1.80 m x 0.80 m x 0.36 m)
- (Lot 8) 2 X VHS tape recorder Grundig 1999 model
- (Lot 9) 1x CRT TV Grundig 29 inch 1999 model (Remote included)
- (Lot 10) 1x CRT TV Grundig 29 inch 1999 model (No remote included)
- (Lot 11) 1x Optoma Projector (EP 758) 2006 model
- (Lot 12) 1x Optoma Projector (DX 733) 2007 model
- (Lot 14) 1x Set of meeting room tables oval shape beige colour  
(8 tables 1.60m x 0.83m + 6 angle 1.60 x0.83 m)  
max dimension is 9.00m x 3.20 m / mini dimension is 4.40 x 3.20 m
- (Lot 15) 1 x Meeting room table brown colour (2.40 m x 1.20 m)
- (Lot 16) 3 x Meeting room table beige colour (2.40 m x 1.20 m)
- (Lot 17) 2 x Meeting room table gray colour (2.40 m x 1.20 m)
- (Lot 18) 6 x Set of 3 pieces desktop gray colour with  
desk (1.60m x 0.80m)+ extension (0.80m x 0.40m) + angle (1.20 m x 1.20m)

## Who is eligible to participate?

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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).

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<sup>1</sup> Please refer to Annex I to this Call for expression of interest for details and pictures about these lots. 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Centre finds out during the sanitization of the items that they are not properly working anymore, these items will be withdrawn from the selling process.

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 for which there is more than one item.

Please note however that for lot 4, participants should mention for which frame/picture they wish to make an offer.

Please also note that lots 14 and 18 are each comprising a set of items which cannot be sold separately.

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

The minimum price set per individual item is as follows:

<b>Lot</b>	<b>Item</b>	<b>Minimum price</b>
1	Desk and angle desk	50€ per item
2	Wood cupboard	40 € per item
3	Metal cupboard	30€ per item
4	Decorative frames with pictures	5€ per item
6	Wood bookshelves	30 € per item
5,8,9,10,11 and 12	Various audiovisual products	5€ per item
14	Set of meeting room tables oval	80€
15,16 and 17	Meeting room table	40 € per item
18	Set of 3 pieces desktop	50€ per set of 3 items

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## How and when should I present my offer?

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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:

- sent by post mail to the following postal address, **no later than 13 August 2021**:

Translation Centre for the Bodies of the European Union  
Legal Affairs Section  
Call for expression of interest CDT/CEI/02/2021  
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 13 August 2021** (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/02/2021
- 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?

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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. The 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 expression of interest involves the recording and processing of personal data (such as your name and contact details), 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 tender in accordance with the specifications of the call for 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://www.cdt.europa.eu/en/callfortenders>

## Requests for clarification

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Requests for clarification should be sent by e-mail before 6 August 2021 using the following functional mailbox [tenders@cdt.europa.eu](mailto:tenders@cdt.europa.eu)

## Timetable

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Description	Date
Publication on the Translation Centre's internet site	16 July 2021
Deadline for submission of offers	13 August 2021
Collection of purchased items	In principle on 19 August 2021 Another session might be organised

## Where to collect the items?

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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 not later than [twenty-one] 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.

Please note that some items are quite large and that a large car or a truck might be needed to be able to collect them.

**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

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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	Desk and angle desk	50 € per item			
2	Wood cupboard	40 € per item			
3	Metal cupboard	30 € per item			
4	Decorative frames (indicate reference(s) in quantity column)	5 € per item			
5	LG LCD flat screen TFT – 29 inch	5 €			
6	Wood bookshelves	30 € per item			
8	VHS tape recorder	5 €			
9	CRT TV Grundig 29 inch + Remote	5 €			
10	CRT TV Grundig 29 inch	5 €			
11	Optoma Projector (EP 758)	5 €			
12	Optoma Projector (DX 733)	5 €			
14	Set of meeting room tables oval shape	80€			
15	Meeting room table (brown)	40€			
16	Meeting room table (beige)	40 € per item			
17	Meeting room table (gray)	40 € per item			
18	Set of 3 pieces desktop (gray)	50 € per set			
Total Price for all items					

Signature .....

Date: