

## SUPPLY CONTRACT NOTICE

### CEFTA Office Furniture

#### 1. Reference

CEFTA 2026-08

#### 2. Procedure

Simplified procedure

#### 3. Programme title

Support to the Secretariat of the Central European Free Trade Agreement

#### 4. Financing

CEFTA budgets

#### 5. Contracting Authority

CEFTA Secretariat

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## CONTRACT SPECIFICATION

#### 6. Nature of contract

Unit-price

#### 7. Contract description

The contract concerns the supply, delivery and montage/assembly of office furniture for the contracting authority. The scope includes desks, ergonomic office chairs, meeting table and chairs, silent pods, etc as specified in the relevant annexe. The furniture must comply with applicable European standards relating to safety, ergonomics, durability and environmental performance, and be suitable for intensive professional use. The estimated quantities are indicative and may vary depending on operational needs, covering individual workstations, collaborative areas and common spaces. All items shall be delivered and assembled in accordance with instructions and timelines defined in the contract documents. The contractor shall ensure that all products are new, free from defects and covered by an appropriate warranty.

#### 8. Number and titles of lots

This contract is divided into lots: no

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## CONDITIONS OF PARTICIPATION

## 9. Eligibility

The legal basis for this procedure is CEFTA Secretariat Mandate, CEFTA Agreement and CEFTA GRANT 2025-2028 under IPA III (2021-2027)

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory mentioned as eligible in the Eligibility programmes 2021-2027-Annex A2a1<sup>1</sup> as defined under the Financial instrument IPA III (2021-2027).

All supplies under this contract may originate from any country member of EU.

## 10. Number of tenders

No more than one tender can be submitted by a legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a legal person submits more than one tender, all tenders in which that person has participated will be excluded.

Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted.

## 11. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in the Annex VIII.

Tenderer included in the lists of EU restrictive measures<sup>2</sup> at the moment of the award decision cannot be awarded the contract.

## 12. Sub-contracting

Subcontracting is allowed.

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## PROVISIONAL TIMETABLE

### 13. Provisional commencement date of the contract

June 2026

### 14. Implementation period of the tasks

From the date of signature until September 2026

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<sup>1</sup> <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes>

<sup>2</sup> <https://www.sanctionsmap.eu/#/main>

## SELECTION AND AWARD CRITERIA

### 15. Selection criteria

#### Capacity-providing entities

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality - and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document.** Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of the entities where the later will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to the tenderers. **In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole.** The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

**1) Economic and financial capacity of the tenderer** (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be **the last financial year for which accounts have been closed.**

- the average annual turnover of the tenderer must exceed the maximum budget of this contract (60,000 EUR);
- will not be economically dependent on the contracting authority in the event that the contract is awarded to it;
- has sufficient financial stability to handle the proposed contract.

**2) Professional capacity of candidate** (based on items 4 and 5 of the tender form). The reference period which will be taken into account will be **the last three years preceding the submission deadline.**

- at least 5 staff currently work for the tenderer in fields related to this contract;

- possess the technical and professional capacity in areas such as delivery, assembly, logistics, customer support and contract management;
- be legally established and authorised to operate in the field of office furniture and office supplies (i.e. registered as wholesaler of office and school supplies).

**3) Technical capacity of candidate** (based on items 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- The tenderer has delivered supplies under at least 2 contracts, each with a budget of at least 30.000 euro in office furniture which were implemented at any moment during the requested period.

This means that the service contract the tenderer refers to could have been implemented at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to supply contracts completed within the reference period (although started earlier) or to supply contracts partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the supply contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the supplies provided.

## **16. Award criteria**

Best price-quality ratio.

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## **TENDERING**

### **17. Deadline for receipt of tenders**

The deadline for receipt of tenders is specified in point 8 of the Instruction to Tenderers.

### **18. Tender format and details to be provided**

Tenders must be submitted using the Tender submission form, the format and instructions of which must be strictly observed. The complete tender dossier with the forms to use is published on the CEFTA website.

The tender must be accompanied by a Declaration on honour on exclusion and selection criteria using the format in Annex VIII to the draft contract.

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

### **19. How tenders may be submitted**

Tenders must be submitted in English exclusively to the CEFTA Secretariat, using the means specified in point 10 of the instructions to tenderers. Tenders submitted by any other means will not be considered. By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

## **20. Alteration or withdrawal of tenders**

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 15 of the instructions to tenderers.

## **21. Operational language**

All written communications for this tender procedure and contract must be in English.

## **22. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in EUR.

## **23. Legal basis**

CEFTA Secretariat Mandate<sup>3</sup>

CEFTA Agreement<sup>4</sup>

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<sup>3</sup> [Decision 1/2018 Functioning of Secretariat](#)

<sup>4</sup> <http://cefta.int/legal-documents/#1463498231136-8f9d234f-15f9>