



EUROPEAN UNION
DELEGATION TO THE RUSSIAN FEDERATION

Administration & General Services

2022 TENDERS

The Delegation of the European Union to the Russian Federation has the intention to collect a list of potential candidates to be invited to submit tenders under the following conditions:

1. Tenders relate to supplies, services or works indicated in the list below.
2. Natural and legal persons interested in participating in these tenders are invited to submit their application either by post or by e-mail at least 1 week prior to the **Indicative Tender Launch Date** to the following address:

By Post: Head of Administration, 119017 Moscow, Kadashevskaya Nab. 14/1

By e-mail: DELEGATION-RUSSIA-ADMIN-TENDERS@eeas.europa.eu

The application must contain the following information for being accepted in the candidates' list:

- Identification of the vendor (supplier, service provider or contractor) indicating name, business address (full address of registration of the firm, if applicable), telephone and e-mail;
- Indication of the list where the vendor wants to be included using the table below.

Tender No.	Tender name and subject matter	Contract type (supplies or services)	Type of contract	Value, EUR	Duration of contract	Indicative Tender Launch Date
RUSM 2022012	Training for Local Staff	Service	FWC	60,000.00	4 years	30 June 2022
RUSM 2022013	Uniforms for drivers	Supply	FWC	50,000.00	4 years	31 March 2022
RUSM 2022014	Catering services	Service	FWC	60,000.00	4 years	28 February 2022

RUSM 2022015	Limousine (Transfer) service	Service	FWC	50,000.00	4 years	30 June 2022
RUSM 2022016	Detergents/ cleaning means for Residence	Supply	FWC	5,000.00	4 years	31 January 2022
RUSM 2022017	UPI Agency - rent of mailbox	Service	FWC	2,000.00	4 years	31 January 2022
RUSM 2022018	Satellite communication	Services (and supplies)	FWC	15,000.00	4 years	31 March 2022
RUSM 2022019	Sound system	Services (and supplies)	Direct	600,000.00	1 year	31 December 2022
RUSM 2022020	Sound system maintenance	Services	FWC	60,000.00	4 years	31 December 2022
RUSM 2022021	External council services	Services	FWC	50,000.00	4 years	31 March 2022
RUSM 2022022	Christmas trees	Supply	FWC	3,000.00	4 years	31 October 2022
RUSM 2022023	Chinaware for HoD receptions	Supplies	Direct	25,000.00	1 year	30 June 2022
RUSM 2022001	Replacement of 2 service cars	Supply	Direct	50,000.00	1 year	19 May 2022
RUSM 2022002	Carpet system purchase	Supply	Direct	10,000.00	1 year	28 April 2022
RUSM 2022003	Replacement of the UPS	Supply	Direct	60,000.00	1 year	9 March 2022
RUSM 2022004	Utilities - Water supply	Supply	Direct	10,000.00	4 years	20 April 2022
RUSM 2022005	Utilities - Heating supply	Supply	Direct	50,000.00	4 years	20 April 2022

RUSM 2022006	Utilities - Electric power supply	Supply	Direct	140,000.00	4 years	20 April 2022
RUSM 2022007	Delegation Internal refurbishments	Supply	FWC	100,000.00	4 years	1 March 2022
RUSM 2022008	Residence refurbishment	Supply	Direct	50,000.00	1 year	15 September 2022
RUSM 2022009	Office furniture	Supply	FWC	130,000.00	4 years	1 March 2022
RUSM 2022010	Residence furniture	Supply	FWC	80,000.00	4 years	15 September 2022
RUSM 2020025	Heavy moving	Service	FWC	30,000.00	4 years	16 February 2022
RUSM 2022011	Facility management	Service	FWC	750,000.00	4 years	19 May 2022
RUSM 2022023	Subscription to INTERFAX	Service	Direct	25,000.00	3 years	1 February 2022
RUSM 2022024	Subscription URAL-PRESS	Service	Direct	13,000.00	1 year	1 November 2022
RUSM 2022025	Stationary	Supply	FWC	15,000.00	4 years	12 August 2022
RUSM 2022026	Drinking water	Supply	FWC	3,700.00	1 year	1 August 2022
RUSM 2022027	GUIDE Information Moscow	Supply	Direct	3,000.00	4 years	1 March 2022
RUSM 2022028	Travel agency	Service	FWC	250,000.00	4 years	1 November 2022
RUSM 2022029	Sanitizers(wipes + soap+ gel for dispensers	Supply	FWS	12,000.00	3 years	1 October 2022

RUSM 2022030	Construction works	Works	Direct	250,000.00	1 year	31 January 2022
RUSM 2022031	Security equipment	Supply	Direct	45,000.00	1 year	1 April 2022
RUSM 2022032	AED batteries	Supply	FWC	12,000.00	4 years	1 May 2022
RUSM 2022033	Security guarding	Services	FWC	1,500,000	4+2 years	31 January 2022

3. For every new supply, service or work's contract to be awarded, the Delegation may invite those candidates included in the relevant list or sub-list to submit a tender.
4. Inclusion on the list entails no obligation on the part of the Delegation concerning the award of the contract. The use of this list is not compulsory.
5. Processing your reply involves the recording and processing of personal data (such as your name and address). 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 future tenders in accordance with the specifications of the invitations to tender and will be processed solely for that purpose by the Delegation. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
6. Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the European External Action Service, should you be in one of the situations mentioned in:
 - the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm or
 - the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE).