

Donation of downgraded IT and Office Equipment

Call for expressions of interest

1. Entity responsible for the procedure

European Environment Agency (EEA), Kongens Nytorv 6, 1050 Copenhagen, Denmark.

Email: procurement@eea.europa.eu

EEA website: [European Environment Agency's home page — European Environment Agency \(europa.eu\)](http://www.eea.europa.eu)

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2. Type of notice

A call for expressions of interest which falls outside the scope of public procurement rules.

The procedure will, however, comply with the principles of transparency, proportionality, equal treatment, non-discrimination and sound financial management.

3. Description of the subject matter of the call for expressions of interest

3.1 The aim of this call for expressions of interest is to compile a list of pre-selected candidates according to the criteria set out in point 9.3 below, for the donation of IT and office equipment no longer used by the EEA. A donation agreement (see template in Annex 2) will be signed with the selected candidate(s).

3.2 The equipment may consist, inter alia, of:

- IT equipment:
 - o desktop computers (fully functional, inactivated Windows 10 O/S without license, no cables)
 - o screens 24", some VGA and DVI cables for the screens

- From 2024: laptop computers (fully functional, inactivated Windows 10 O/S without license, no cables)
- Office equipment:
 - Office chairs
 - Desks
 - Bookshelves
 - Tables
 - Desk lamps, etc.

3.3 The equipment will be transferred, free of charge, under the following conditions:

- a. The recipients undertake to collect, under their own responsibility each volume of items indicated by the participating entity and at the site specified by the latter. The equipment will be transferred as is, without warranties of any kind;
- b. The recipients undertake to fully comply with all applicable environmental protection regulations, including (where applicable) during the equipment's dismantling, and to cover any related costs incurred.

4. General description of the procedure

The EEA will draw up two sub-lists of pre-selected candidates (one list for IT equipment and one for office equipment) who meet the criteria set out at point 9.3. Candidates may express their interest to be included in only one of the two or in both sub-lists.

Once the EEA has IT and/or office equipment to donate, the selected candidates will be contacted and be requested to confirm their interest in writing.

The EEA will donate the equipment to the candidates according to chronological order of receipt of their interest in the specific equipment as well as the volume of items the candidate(s) will be able to collect at once, provided the candidate(s) still meet the conditions set out at point 9.3 of this notice. The EEA reserves the right to donate the equipment to more than one candidate.

The chosen candidate(s) will be contacted, and they should be able to pick up the equipment in a specific time limit which will be indicated by the EEA. In case the equipment is not collected by the selected candidate(s) within the allocated time limit, the EEA will contact other candidate(s) in the relevant sub-list(s).

5. Information and documents to be provided

Candidates are invited to submit an expression of interest in accordance with the rules set out in this notice. Candidates should provide:

1. A letter (no more than one page), stating the name and contact details of the responsible person for this procedure and signed by the candidate's authorised representative. This letter should:
 - (a) Present the NGO, local authority or association (*'forening'*) they are representing, including information about the field it is operating in, and whether or not it has an environmental policy in place;

- (b) Mention the type (IT and/or office equipment) and potential volume of items the candidate is interested in;
- (c) Explain how the candidate's NGO or local authority is planning on recycling the items at the end of their life span.

2. The declaration on honour (see Annex 1) confirming that the candidate is not in any of the exclusion situations (see point 9.2), duly signed and dated by an authorised representative. In case of doubt, candidates may be requested to provide supporting evidence of non-exclusion criteria.

6. Collection site and conditions

The items will be donated under the following conditions:

1. The items are to be collected from the EEA building, located at the address indicated below;
2. The candidates will collect the items using their own resources and staff and under their responsibility;
3. The items will be picked up in their present condition, which is reusable or recyclable. The items are not packaged.

7. Expiry date of the list resulting from this call for expressions of interest

The list resulting from this notice is valid for five years from dispatch of this notice.

Interested parties may submit an application at any time prior to the last 3 months of validity of the list.

8. Protection of personal data

Processing your reply to the invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). Such data will be processed pursuant to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data.

For the processing of this call for interest procedure, the EEA observes the rules set in Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies 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 expression of interest in accordance with the specifications of this call and will be processed solely for that purpose by the EEA.

For more information on the processing of tenderers' personal data, please refer to the privacy statement on the EEA website.

9. Conditions for participation

9.1. Legal status: Candidates must be legally registered as NGO, local authority or association (*'forening'*) in Denmark. Groupings of such associations may apply. In this case, the name of the body authorised to submit an application on behalf of the grouping and the person responsible shall be specified.

9.2. Exclusion criteria: To be eligible to participate in this call for expression of interest, candidates must not be in any of the exclusion situations referred to in Articles 136 to 141 of the Financial

Rules applicable to the general budget of the European Union¹. Candidates found to be in an exclusion situation will be rejected.

As evidence of non-exclusion each candidate shall submit a declaration on honour (see Annex 1).

9.3. Selection criteria: The selection of registered candidates to whom a donation agreement will be offered will be at the EEA's discretion, taking into consideration one or more of the following factors:

- order in which the parties submitted their expressions of interest;
- volume of items covered by the expression of interest;
- environmental policy in place.

Annexes:

Annex 1: Declaration on honour

Annex 2: Draft donation agreement

¹ (1) Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, OJEU L 193/1 of 30.07.2018.