

## **Ref: Negotiated procedure for Express courier services**

**ESMA reference:** PROC/2021/02

**Name of the procedure:** Express courier services

### **Description of required services:**

ESMA would like to sign a contract with an express courier company that would be able to ensure the following services:

- Shipment of standard mails/envelopes (< 0,5 kg) from ESMA premises to France, the EU, other European non-EU countries, rest of the world.
- Shipment of priority mails/envelopes (< 0,5 kg) from ESMA premises to France, the EU and other European non-EU countries.
- Shipment and receipt of standard parcels to / from France, the EU, other European non-EU countries.
- Shipment of priority parcels to France, the EU, other European non-EU countries.

The volume of the parcels will be most of the time limited (dimensions of a laptop), but this will not exclude the possibility to ship other heavier and voluminous items.

### **Description of contract:**

The maximum budget for the whole duration of the framework contract is **€110,000**. The contract is intended to be signed for an initial period of 12 (twelve) months. It shall be automatically renewable up to 3 (three) times for a total maximum duration of 48 (forty-eight) months under the same conditions.

### **How to express interest in participating in this negotiated procedure:**

Send an e-mail with the tender reference number PROC/2021/02 and contact details of your company to: [procurement@esma.europa.eu](mailto:procurement@esma.europa.eu) before **21/02/2021 23:59 CET**.