



Call for applications for the establishment of the list of economic operators for the provision of goods and services of the Executive Secretariat of the Central European Initiative

ARTICLE 1

The present call regulates the drawing, management and updating of the list of economic operators of the Executive Secretariat of the Central European Initiative (hereinafter: CEI Secretariat) for the most convenient provision of goods and services within the limits and amounts foreseen by the internal rules of the CEI (*General Procurement Notice*) of 31st July 2014.

ARTICLE 2

The present call is published on the organisation's website, www.cei.int.

ARTICLE 3

The list is divided into the categories defined in Annex 1 to this call.

ARTICLE 4

The list will be used for the identification of economic operators possessing the qualifications foreseen by Article 5 for the most convenient purchase of goods and services. The CEI Secretariat is entitled to disregard the list and select more appropriate suppliers with regard to categories for which no operator applied or when the number of inscribed operators is not sufficient to comply with the rules of public procurement procedures. The CEI Secretariat is not bound to any entrustment: public procurement procedures will be launched solely on the basis of the organisation's needs.

ARTICLE 5

The economic operators interested in applying shall do so by filling in Annex 2 to the present call at any time during the period of validity of the list.

The following documents shall be included in the application:

- a) copy of a valid identity document of the signatory of the application;
- b) Annex 3 to the present call, duly filled in and signed;

In case of a temporary groupings or consortiums, each company of the group/consortium shall attach the requested documents and a copy of the present call shall be signed by the legal representative of each company of the same group/consortium.

The application can be delivered in a sealed envelope bearing the lettering "Application for registration in the list of economic operators of the Executive Secretariat of the Central European Initiative" at the following address:

Iniziativa Centro Europea – Executive Secretariat, via Genova 9, I-34121 Trieste

or it can be sent by e-mail at the following address: euprojects@cei.int.

ARTICLE 6

The CEI Secretariat will confirm the registration by e-mail or fax, using the contact details provided in the application. Should the CEI Secretariat deem necessary to obtain further information, the registration procedure will remain suspended until the candidate provides the requested integrations.

The application has no duration limits. It is up to the economic operator to update its application in case of internal changes and/or request of registration in different categories, as per Annex 1.

ARTICLE 7

The CEI Secretariat is entitled to check at any time the validity of the above-mentioned requirements and the truthfulness of the provided statements. Any variation must be communicated promptly.



The economic operators found to have provided false statements or not to possess the above-mentioned requirements will be automatically cancelled from the list.

The registered operators can ask at any time for their cancellation from the list in a written form.

ARTICLE 8

When assigning the task, the CEI Secretariat will invite the operators inscribed in the list to present an offer by an invitation letter.

The indications concerning the presentation and editing of offers, the selection criteria and technical features will be included in the invitation letter. The assignment of the task will be communicated by e-mail or fax.

ARTICLE 9

Once the task is assigned, it is strictly forbidden for the selected operator to hand it to others either entirely or in part. Should the operator not abide by this rule, the CEI Secretariat is entitled to rescind the contract and consider the task as unimplemented.

ARTICLE 10

Should the conditions of the supply not be respected, sanctions will be applied as stated in the letter of appointment.

Before applying the sanctions, an official objection letter will be sent first by fax and then by certified mail. The operator can provide his/her reply in the same way within the 10 days from the receipt of the objection letter.

The sanctions will be applied at the payment of invoices, or deducted from the deposit if provided.

In case of distrust, the CEI Secretariat is entitled to rescind the contract at any time, with immediate effect in case of:

- termination of activity;
- serious and repeated non-fulfilment of tasks;
- transfer of the task;
- failure of the general requirements foreseen by the regulations in force for the participation in public tenders;
- technical or legal incapacity of the operator, that hampers the correct provision of the services/goods.

ARTICLE 11

The operator must comply with the regulations in force concerning salaries, social security, insurance and accident-preventing issues for its own staff, leaving in this way no responsibility on the CEI Secretariat. The same operator shall show at any time, on simple request by the CEI Secretariat, the documents proving such compliance.

The operator will be held responsible for any damage occurred to people, things or premises of both the CEI Secretariat or other subjects occurred during the provision of the services/products and due to omissions, negligence or accidents.

ARTICLE 12

The payment for the provision of the services/products will be carried out by the CEI Secretariat within 45 days from the receipt of a regular invoice, according to the terms determined at the moment of the order and after the proper fulfilment of the foreseen tasks.



ARTICLE 13

In case of controversies, the economic operator will have to address to the competent court in Trieste.

ARTICLE 14

The data provided by the economic operators registered in the list of economic operators of the CEI Secretariat will be processed according to the regulation in force and to the principles of correctness, lawfulness and transparency, as well as in respect of the privacy. Those data will be processed for the preliminary purpose of the drawing of the list of economic operators of the Central European Initiative and they will be shown, when necessary, before the competent authorities for the definition of possible legal arguments. The data processing will be made through instruments that guarantee security and privacy.

ARTICLE 15

Any further issues not addressed by the present call are regulated by the relevant regulations in force.