

APPEL À MANIFESTION D'INTERET (AMI) Fournitures et consommables de bureau

I. Contexte

Les appels à manifestation d'intérêt ou (Expression Of Interest – EOI) permettent aux acteurs concernés dans le domaine de se porter candidats avant une opération de mise en concurrence.

Indépendamment de leur soumission à cette manifestation d'intérêt (par email à l'attention de lejdi.skilja@oecd.org), les candidats seront informés de toute procédure de mise en concurrence en ligne. Ils seront pour cela invités à s'enregistrer sur le portail Achats de l'OCDE ([Prospeum Portal](#)) pour être référencés dans la base de données soumissionnaires et recevoir les alertes de mises en concurrence.

Cet appel à manifestation d'intérêt a pour but de fournir des informations sur les acteurs du marché fournitures de bureau.

Titre de la manifestation d'intérêt	Prestataire pour les fournitures de bureau/consommables de bureau		
Direction	EXD/CSI/BLS		
Domaine d'activité	Frais généraux / fournitures et consommables de bureau		
Date de publication AMI:	16 Avril 2024	Date de clôture pour la réception AMI:	16 mai 2024
Envoyer les réponses par courriel à:	Lejdi Skilja		
Sujet de l'e-mail:	EOI_FOURNITURES	Adresse E-mail:	lejdi.skilja@oecd.org

DESCRIPTION DES EXIGENCES

II. Objectif

Dans le cadre de ses activités et dans un souci d'optimisation, l'OCDE recherche un ou plusieurs prestataires pour les fournitures de bureau/ consommables de bureau.

La ou les solutions recherchées doivent permettre :

- De répondre aux besoins quotidiens des Directions en l'OCDE en fournitures de bureau et de consommable de bureau ;
- Proposer un catalogue de matériel cohérent avec le cahier des charges défini ;
- La mise à disposition rapide du matériel demandé ;
- Proposer une plateforme de commande digitale pour passer des commandes ou une plateforme de commande digitale reliée à notre ERP (SAP) pour faciliter le suivi des commandes et des dépenses.

III. Périmètre :

Les livraisons des fournitures demandées se dérouleront sur les sites suivants, en ce qui concerne l'OCDE :

- 2-4, rue André-Pascal 75016 Paris
- 44, quai le Gallo 92100 Boulogne Billancourt
- 13-15, chaussée de La Muette 7016 Paris
- 2, rue du Conseiller Collignon 75016 Paris
- 21, rue Octave Feuillet 75016 Paris
- rue Maspero 75016 Paris

Locaux de l'AIE :

- 9 rue de la Fédération 75015 Paris
- 31-35 rue de la Fédération 75015 Paris

IV. Proposition attendue

Il est demandé aux candidats de fournir :

- Présentation succincte de l'entreprise (produits & services proposés, max 10 pages)
- Un catalogue complet du matériel avec des tarifs attractifs
- Une proposition de plateforme de commande qui puisse, si possible, être connectée à notre ERP (SAP) permettant de produire des reportings des consommations, faire un suivi des commandes etc
- Description des initiatives RSE (exemple : matériel le plus local possible)

V. Estimations financières :

Les consommations annuelles sont estimées aux alentours de 100K € par ans (estimation non contractuelle).

Répartition des besoins (non contractuel) :

- BOOKS & PADS (cahiers, post it...)	19%
- WRITING AND CORRECTION (stylos, stabilos etc)	14%
- CATERING (petites bouteilles d'eau, boissons froides ...)	11%
- FILING (Intercalaires, classeurs, trieurs ...)	10%
- FURNITURE & MEETING ROOM (tableau blancs, chevalets, sièges techniques ...)	7%
- OFFICE STATIONERY (agrafeuses, ciseaux etc)	7%
- OFFICE MACHINES (calculatrice, piles etc)	6%
- LABELS, SIGNAGE & IDENTIFICATION (rubans, affiches, étiqueteuses etc ...)	6%

- IT ENVIRONMENT (supports ordinateurs, câbles USB/HDMI, tapis souris, repose poignets etc ...)	5%
- MACHINE CONSUMABLES (cartouches imprimantes)	5%
- DOCUMENT PRESENTATION (pochettes, chemises etc ...)	5%
- PAPER	1%
- RECEPTION, OFFICE & PERSONAL	1%
- PPE & WORKPLACE SAFETY	1%
- PACKAGING, POSTROOM & ENVELOPES	1%
- HYGIENE & CLEANING	1%

Les candidats intéressés sont invités à compléter la fiche ci-dessous et transmettre leurs autres documentations en réponse à l'appel à manifestation d'intérêt par email à l'attention de lejdi.skilja@oecd.org avant le 16 mai 2024 à 14h00.

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Office supplies and consumables

I. Context

Calls for expression of interest (EOI) – in French "appels à manifestation d'intérêt" (AMI) - serve to invite economic operators to put themselves forward as candidates in advance of a public procurement operation by a contracting authority. The shortlists generated this way may be used and updated many times for future procurement procedures.

Independently of their submission to this EOI (by email to lejdi.skilja@oecd.org), candidates will be informed of any online competitive bidding procedure. To this end, they will be invited to register on the OECD Purchasing Portal ([Prospeum Portal](#)) to be referenced in the bidders' database and to receive invitations to tender.

This call for expressions of interest aims to provide information about actors in the office supplies market.

Title of the EOI	Office supplies / Office consumables' provider		
Directorate	EXD/CSI/BLS		
Field of activity	General / Office supplies		
Publication date of the EOI	16 April 2024	Closing date for reception of EOI	16 May 2024
Address EOI responses by e-mail to:	Lejdi Skilja		
Subject of the e-mail:	EOI_FOURNITURES	E-mail address:	lejdi.skilja@oecd.org

DESCRIPTION OF REQUIREMENTS

II. Objective

As part of its operations and with a focus on optimization, the OECD is seeking one or several providers for office supplies and consumables.

The sought-after solution(s) should:

- Address the daily needs of the OECD's departments in terms of office supplies and consumables;
- Offer a catalogue of equipment consistent with the defined specifications;
- Ensure the rapid availability of requested materials;

- Provide a digital ordering platform for placing orders, or a digital ordering platform integrated with our ERP (SAP) to streamline order tracking and expenses management.

III. Scope:

The deliveries of the requested supplies will take place at the following sites, concerning the OECD:

- 2-4, rue André-Pascal 75016 Paris
- 44, quai le Gallo 92100 Boulogne Billancourt
- 13-15, chaussée de La Muette 7016 Paris
- 2, rue du Conseiller Collignon 75016 Paris
- 21, rue Octave Feuillet 75016 Paris
- rue Maspero 75016 Paris

Offices of AIE :

- 9 rue de la Fédération 75015 Paris
- 31-35 rue de la Fédération 75015 Paris

IV. Expected Proposal:

Candidates are requested to provide:

- A brief presentation of the company (products & services offered, max 10 pages)
- A comprehensive catalog of equipment with competitive pricing
- A proposal for an ordering platform that can ideally be connected to our ERP (SAP), enabling the generation of consumption reports, order tracking, etc.
- Description of Corporate Social Responsibility initiatives (e.g., sourcing materials locally where possible).

V. Financial Estimates:

Annual consumption is estimated to be around €100K (non-binding estimate).

Distribution of needs (non-binding):

- BOOKS & PADS (notebooks, post-its...)	19%
- WRITING AND CORRECTION (pens, markers, etc.)	14%
- CATERING (small bottles of water, cold drinks...)	11%
- FILING (dividers, binders, organizers...)	10%
- FURNITURE & MEETING ROOM (whiteboards, easels, technical chairs...)	7%
- OFFICE STATIONERY (staplers, scissors, etc.)	7%
- OFFICE MACHINES (calculators, batteries, etc.)	6%

- LABELS, SIGNAGE & IDENTIFICATION (ribbons, posters, label makers, etc.)	6%
- IT ENVIRONMENT (computer stands, USB/HDMI cables, mouse pads, wrist rests, etc.)	5%
- MACHINE CONSUMABLES (printer cartridges)	5%
- DOCUMENT PRESENTATION (folders, sleeves, etc.)	5%
- PAPER	1%
- RECEPTION, OFFICE & PERSONAL	1%
- PPE & WORKPLACE SAFETY	1%
- PACKAGING, POSTROOM & ENVELOPES	1%
- HYGIENE & CLEANING	1%

Interested candidates are invited to complete the form below and submit their other documentation in response to the call for expressions of interest via email to lejdi.skilja@oecd.org before May 16, 2024, at 2:00 PM.

EOI - CANDIDATES RESPONSE FORM

NOTICE

The OECD requires all Vendors interested in participating to the Call for Tenders to register to the OECD eSourcing Portal ([Prospeum Portal](#))
Once they are registered on the eSourcing Portal, the users will be informed of any other tender launched on the Portal, and in connection with activities related to the areas of expertise that they have selected.

ENTITY INFORMATION


Legal Entity Name			
Entity Contact			
Address		City	
Postal Code		Country	
Phone Number		Phone Number #2	
E-mail address			
Entity Website (if applicable)			
Years of operation (if applicable)			
Number of staff (if applicable)			
Areas of specialisation and expertise			

OECD Sourcing Platform

Registered on the Sourcing Platform of the OECD (YES / NO)		User ID	
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RELEVANT INFORMATION FOR THE EOI

Academic background			
Qualifications			

Experience			
Estimate of the cost of carrying out the work for 1 year			
Additional information			
MINIMUM GENERAL CONDITIONS FOR OECD CONTRACTS			
Please acknowledge the Minimum General Conditions for OECD contracts			
<div style="text-align: center;">  <p>Minimum General Conditions for OECD</p> <p>[Double click on the document]</p> </div>			
Name and title:		Date:	

PREREQUISITES OF ELIGIBILITY

In order to be eligible for participating to the Call for Tenders launched by the OECD, the Tenderer must declare :

- i. That it is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- ii. That it has not been convicted of an offence concerning its professional conduct by a judgment which has the force of *res judicata*;
- iii. That it has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the interests or reputation of the OECD, its members or its donors;
- iv. That it is not guilty of misrepresentation in supplying the information required as a condition of participation in this call for Tenders or fail to supply this information;
- v. That it is not subject to a conflict of interest;
- vi. That its employees and any person involved in the execution of the work to be performed under the present Call for Tenders are regularly employed according to national laws to which it is subject and that it fully complies with laws and regulations in force in terms of social security and labor law;
- vii. That it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award or the execution of the Contract.