

**ECB - Provision of special technical services by specialised  
staff for the ECB Premises Division (D-Frankfurt-on-Main)**

**2009/S 100-143843**

**Contract notice**

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s):**

European Central Bank, attention: Alberto Molon, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Fax +49 691344-7110. E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)

**Internet address(es):**

General address of the contracting authority (URL): [www.ecb.europa.eu](http://www.ecb.europa.eu)

**Further information can be obtained at:**

As in abovementioned contact point(s).

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:**

As in abovementioned contact point(s).

**Tenders or requests to participate must be sent to:**

As in abovementioned contact point(s).

**I.2) Type of the contracting authority and main activity or activities:**

European institution/agency or international organisation.

The contracting authority is purchasing on behalf of other contracting authorities: no.

**Section II: Object of the contract**

**II.1) Description**

**II.1.1) Title attributed to the contract by the contracting authority:**

Provision of special technical services by specialised staff for the ECB Premises Division.

**II.1.2) Type of contract and location of works, place of delivery or of performance:**

Services.

Service category: No 1.

Main place of performance: ECB and National Central Banks of the ESCB, Frankfurt-on-Main, GERMANY.

NUTS code: DE712.

**II.1.3) The notice involves:**

A public contract.

**II.1.4) Information on framework agreement**

Duration of the framework agreement: duration in year(s): 4 years with the possibility of extension(s)/renewal(s) of the contract up to a further period of 2 years.

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value excluding VAT: 600 000 EUR for 4 years.

Estimated value excluding VAT of the options indicated in section II.2.2) of this contract notice: up to 800 000 EUR for 4 years.

**II.1.5) Short description of the contract or purchase(s):**

The European Central Bank (ECB) intends to use a restricted tender procedure in order to select a company that will supply temporary labour (special technical services) to the Premises Division. The requested special technical services shall be provided by specialised staff. Initially 2 permanent staff members will be required.

II.1.6) **Common procurement vocabulary (CPV):**

71356000, 79620000, 98392000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

Yes.

Variants will be accepted under the conditions set out in the invitation to tender, which will be sent to the shortlisted candidates.

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope**

The European Central Bank (hereafter the ECB) intends to select a company that will supply temporary labour (special technical services) to the Premises Division of the ECB. The requested special technical services shall be provided by specialised staff. Initially 2 permanent staff members will be required. It is an option for the ECB to require up to 3 additional permanent staff members during the duration period of the contract. These staff will work in the ECB's premises in Frankfurt-on-Main and will perform the following tasks:

a) repairs and maintenance:

- carrying out small repairs to technical equipment and office fixtures usually installed in office buildings,
- carrying out regular quality inspections in all kinds of areas (e.g. offices, meeting and conference areas, kitchenettes, sanitary rooms, etc.),
- organising tasks for, and supervising, external service providers at the ECB's premises as well as quality checks and acceptance procedure after completion,
- taking care of ECB staff requests and maintaining a high level of customer service,
- documenting tasks and reporting to management;

b) relocation work:

- planning relocations of individual staff or units and technical equipment,
- coordinating and supervising internal and external service providers involved in relocation tasks,
- checking quality of completed work carried out by service providers,
- maintaining connections with IT networks, especially installation and patching of PCs, printer and telephones,
- carrying out physical relocations,
- updating task documentation (MS office).

II.2.2) **Options:**

Option for the ECB to acquire up to 3 additional permanent staff members during the duration period of the contract.

II.3) **Duration of the contract or time limit for completion:**

Duration in months: 48 months with the possibility of extension(s)/renewal(s) of the contract up to a further period of 24 months.

**Section III: Legal, economic, financial and technical information**

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

No deposit is required, but where applicable, the successful tenderer (or in the case of a successful consortium bid, each member of the consortium) may be required to provide a parent-company guarantee.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

Method of payment will be in accordance with the terms and conditions of the contract.

III.1.3) **Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded:**

Candidates/tenderers may establish temporary groupings with a view to jointly obtaining a contract. They will be jointly and severally liable (in German: 'Gesamtschuldner') for all obligations under the contract. Temporary groupings must name a representative who is authorised to report to the ECB on behalf of the temporary grouping, to make legal statements and to accept unrestricted payments on behalf of the temporary grouping and of each member of it. Tenders from temporary groupings will only be considered if the grouping submits one joint tender containing the information requested in the invitation to tender document.

Parts of the services that will be performed exclusively by one of the members of the temporary grouping shall be specified in detail.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

No.

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met:

Candidates wishing to participate must provide information (including that indicated below) by requesting in writing, and completing the ECB's application form from the address in I.1 above. The completed application form must be returned in paper copy format by the date indicated in IV.3.4 below.

In line with Article 24 of the ECB procurement rules (see point VI.3 below) the following shall apply:

the ECB shall exclude candidates from participation in a tender procedure if they have been the subject of a judgment which has the force of res judicata for fraud, corruption, money laundering, involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the Communities, of the ECB or of the NCBs.

The ECB may exclude candidates from participation at any time if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

(c) they have been guilty of grave professional misconduct;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) have been declared by a court or an arbitration tribunal to be in serious breach of contract for failure to comply with their contractual obligations following another tender procedure;

(f) their management, staff or agents are subject to a conflict of interest;

(g) they are guilty of serious misrepresentation in supplying the information required by the ECB;

(h) they contact other candidates or tenderers with the purpose of restraining competition.

Candidates must declare, and if proposed for the award of the contract, certify that they are not in any of the situations listed above by signing the application form and provide the evidence specified therein. Each member of a grouping must comply with these conditions. If such circumstances arise in the course of the procedure, the candidate concerned shall inform the ECB thereof without undue delay.

Candidates may rely on their registration in an official list of approved economic operators or certification by approved bodies to provide evidence they have met the above conditions. Details are explained in the application form. The ECB reserves the right to request further information.

Candidates shall supply the staff in accordance with the requirements laid down in the German Act concerning the supply of temporary labour (Arbeitnehmerüberlassungsgesetz (AÜG)) and the requirements set out in the draft agreement (that will be supplied to the shortlisted candidates as annex 1 of the invitation to tender).

Candidates shall have a permit to supply temporary labour (Arbeitnehmerüberlassungsgenehmigung).

**III.2.2) Economic and financial capacity:**

The signed application form, which specifies the total net turnover in the past 2 financial years.

Minimum standards required: sound financial business, with no serious outstanding financial liabilities.

Financial capacity: accumulated total net turnover in the past 2 financial years of at least 1 500 000 EUR.

Temporary groupings may add together the turnover of their members.

**III.2.3) Technical capacity:**

Candidates must provide information that demonstrates that they have:

- appropriate technical and human resources,
- appropriate ability and experience.

In particular candidates shall guarantee:

- staff that will be proposed to perform the contract will be available to start on 1.1.2010 (to work full time in the ECB's premises in Frankfurt-on-Main);
- an adequate number of specialist and skilled experts in the related fields among its own staff.

The candidate shall enclose in the application information proving:

- a) the experience in the abovementioned fields that includes similar services undertaken over the last 3 years, providing details of scope, size, duration and value of contracts, contact persons, numbers and addresses; and
- b) the location and number of its own staff together with their qualifications, language skills and experience.

All the requested information must be returned in a hardcopy format within the deadline set in section IV.3.4.

**III.3) Conditions specific to service contracts**

**III.3.1) Execution of the service is reserved to a particular profession:**

No.

**III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

Yes.

**Section IV: Procedure**

**IV.1) Type of procedure**

**IV.1.1) Type of procedure:**

Restricted.

Candidates have already been selected: No.

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate**

Envisaged number of candidates: 5–7.

Objective criteria for choosing the limited number of candidates:

the selection criteria are as follows:

(a) the candidate's general capacity to carry out the requested services in terms of technical and human resources (number, composition of staff, experience, qualifications and language skills of staff members in general) (weighting of this criterion: 60 %); and

(b) the candidate's general experience and expertise, assessed on the basis of the candidate's past experience and its reference projects which are comparable in terms of scope, size and complexity, for which the candidate has provided services comparable to those requested by the ECB (weighting of this criterion: 40 %).

**IV.1.3) Reduction of the number of operators during the negotiation or dialogue:**

**IV.2) Award criteria**

**IV.2.1) Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

1. Quality-related criteria. Weighting: 50 %.

2. Price-related criteria. Weighting: 50 %.

**IV.2.2) An electronic auction will be used:**

No.

**IV.3) Administrative information**

**IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document:**

Time limit for receipt of requests for documents or for accessing documents:

Date: 18.6.2009 (12:00), CET.

Payable documents: no.

**IV.3.4) Time limit for receipt of tenders or requests to participate:**

22.6.2009 (12:00), CET.

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:**

English.

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender:**

Duration in month(s): 6 (from the date stated for receipt of tender).

**IV.3.8) Conditions for opening tenders:**

Place: tenders shall be opened shortly after the deadline for receipt of tenders has expired, at the address in I.1. Members of the ECB's staff only.

**Section VI: Complementary information**

**VI.1) This is a recurrent procurement:**

It is expected that this will be a recurrent procurement, and if required, further notices shall be published prior to the termination of any new contract that results from this procurement exercise.

**VI.3) Additional information:**

Applicable rules:

The tender procedure is conducted in accordance with the ECB procurement rules (European Central Bank Decision of 3.7.2007 laying down the rules on procurement (ECB/2007/5), amended by the European Central Bank Decision of 27.1.2009 (ECB/2009/2)). Both Decisions were published in the Official Journal of the European Union (respectively OJ L 184 of 14.7.2007, p. 34 and OJ L 51 of 24.2.2009, p. 10) and are available on the ECB website at: <http://www.ecb.europa.eu/ecb/jobsproc/proc/tenders/html/index.en.html>

All communications, discussions and meetings will be conducted in English and/or German and no interpretation facilities will be provided. Tenderers are also informed that presentations, interviews, and/or site visits may be required to confirm information contained in their offers.

The ECB reserves the right not to make any award and reserves the right to accept all or part of any tender unless the tenderer expressly stipulates otherwise in their tender. The ECB reserves the right to disqualify any candidate who provides information which proves to be incorrect.

The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that tenderers may incur in connection with the submission of their proposals. Proposals received will not be returned and will remain the property of the ECB.

Applications shall be delivered, sealed in an envelope addressed as in I.1) above, so as to arrive no later than the date and time specified in IV.3.3) above. The ECB may consider any application received after that time.

Applications received in electronic format, or by facsimile will not be considered.

The application form should be requested from the address in 1.1 above.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures:**

European Central Bank — Procurement Review Body of the European Central Bank, c/o Central Procurement Office, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-0. Fax +49 691344-7110. E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu) Internet: [www.ecb.europa.eu](http://www.ecb.europa.eu)

V.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals:

15 days from the receipt of the information specified in Article 28 (3) of the ECB procurement rules (see Section VI.3) above) or, if no information is requested, 15 days from the receipt of the notification to unsuccessful bidders.

Further requirements are outlined in Article 33 of the ECB procurement rules (see Section VI.3) above).

VI.4.3) **Service from which information about lodging of appeals may be obtained:**

European Central Bank — Procurement Review Body of the European Central Bank, c/o Central Procurement Office, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-0. Fax +49 691344-7110. E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu) Internet: [www.ecb.europa.eu](http://www.ecb.europa.eu)

VI.5) **Date of dispatch of this notice:**

15.5.2009.