

13/07/2000 S132

European Central Bank

ECB - actuarial services (D-Frankfurt-on-Main)**2000/S 132-085906****Negotiated procedure****Services**

1. **Awarding authority:** European Central Bank, Kaiserstraße 29, D-60311 Frankfurt am Main. Fax: (49-69 13) 44 79 21. Att: Mrs Daphne Foulkes.
2. **Description of the fields covered:** CPV No 67240000. The European Central Bank (ECB) is to conduct a negotiated tender to appoint the plan actuary for its retirement plan and other actuarial work that may be required in relation to ECB pension matters.
- 3.
4. **Reservation by law:** Candidates must be qualified professionals accredited to national bodies of the actuarial profession in the EU State in which they are registered.
5. **Division into lots:** Bids must be for the complete contract.
6. **Number of service providers who will be invited to tender:** 3-9.
- 7.
8. **Time limit for completion of the service or duration of the service contract and, as far as possible, time limit for starting or providing the service:** 4-year 3-month contract term. Anticipated starting date: 1.11.2000.
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10. a)
 - b) **Final date for the receipt of requests to participate:** 15.8.2000.
 - c) **Address to which they must be sent:** As in 1, For the attention of Mrs D. Foulkes. The envelope should be marked: Negotiated Tender ECB Retirement Plan - Plan Actuary.
 - d) **Language(s) in which they must be drawn up:** English - all applications, proposals and presentations must be submitted/conducted in English.
- 11.
12. **Qualifications:** Applicants are expected to be suitably qualified legal persons of the actuarial profession in the EU State under which they are registered. Potential candidates are asked to provide the following information:
 - a) company details:
complete name, address, telephone and fax numbers of the applicant company, together with the legal status of the company and details of all parent or subsidiary companies, if applicable, as well as the name and contact details of the person responsible for the application;
 - b) company organization:
company background, profile, number of years of trading, number and geographical location of offices and the number and level of employees/partners working within each office, in particular, the number of qualified staff (by profession) should be stated, together with an organizational chart showing the detailed company structure relevant to the operations required in this tender;
 - c) regulatory organizations/associations:
the names and addresses of the regulatory organizations/associations that the applicant company is registered with and for which parts of its business;
 - d) compliance:
the areas of the applicant company's business which are required to comply with compliance regulations laid down by national financial services legislation and a

description of how the applicant company is organized, including the personnel employed specifically for the purpose of dealing with the requirements of such regulations;

e) professional bodies and trade associations:

a list of relevant qualifications, trade associations and affiliations with professional bodies, copies of accreditation certificates and a statement of the extent of accreditation to ISO 9000, together with the names and qualifications of the personnel who will be appointed to work on this contract;

f) experience and similar contracts:

a list of any similar contracts for commercial or public institutions, stating the number of years the contract has been held and its size;

g) references:

give the names and addresses of up to 3 relevant persons who may be contacted as referees. At least 1 of whom should be a new client obtained within the last 12 months and at least 1 of whom should be a client for at least 3 years;

h) audited accounts:

copies of the audited accounts and balance sheets for the past 3 years, or comparable information to demonstrate overall size and financial stability of the applicant company;

i) public liability:

level of public liability insurance that the applicant company has in place to cover potential losses to clients as a result of negligence;

j) legal claims:

details of any pending legal claims/lawsuits against the applicant company;

k) legal agreement:

a copy of the standard contract of the applicant company.

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15. **Date of dispatch of the notice: 7.7.2000.**

16. **Date of receipt of the notice by the Office for Official Publications of the European Communities: 7.7.2000.**