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ECB - Copy and print centre services (D-Frankfurt-on-Main)

2010/S 102-154051

Contract notice

Section I: Contracting authority

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

European Central Bank (ECB), attention: Ms Rosemary Cowlard, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-0. Fax +49 691344-7110. E-mail: procurement@ecb.europa.eu

Internet address(es):

General address of the contracting authority: <http://www.ecb.europa.eu>

Further information can be obtained at:

European Central Bank, attention: Ms Rosemary Cowlard, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Contact: Central Procurement Office. Tel. +49 691344-7572. Fax +49 691344-7503. E-mail: procurement@ecb.europa.eu Internet: <http://www.ecb.europa.eu>

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:

European Central Bank, attention: Ms Rosemary Cowlard, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Contact: Central Procurement Office. Tel. +49 691344-7572. Fax +49 691344-7503. E-mail: procurement@ecb.europa.eu Internet: <http://www.ecb.europa.eu>

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

European institution/agency or international organisation.

Other: European School.

Economic and financial affairs.

Education.

The contracting authority is purchasing on behalf of other contracting authorities: yes.

Section II: Object of the contract

II.1) Description

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

Copy and print centre services.

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

Supplies: Purchase, lease.

Services: service category No 05.

Main place of delivery or performance: ECB, Frankfurt-on-Main, GERMANY.

NUTS code: DE712.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Duration of the framework agreement:

Duration in years: 3.

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

It is the intention of the European Central Bank (ECB) and the European School Frankfurt (ESF) by means of a negotiated tender procedure to award a contract for the provision of a full range of copy and print centre services.

II.1.6) Common procurement vocabulary (CPV):

79521000, 79800000, 79811000, 30121100, 30121200, 30190000.

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:

No.

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope

Estimated print volumes:

— digital prints annual amount 9 000 000 (inclusive colour, black and white or mixed),

— digital prints daily amount 40 000 (inclusive colour, black and white or mixed),

— digital prints within 1 to 2 hours on-site 4 000 (black and white, colour or mixed).

The services also include:

— copying, sorting, binding, bookbinding, spiral binding, glue binding, laminating, cutting, printing booklets, burning and duplicating DVD/CD/BD, reproducing USB memory devices and SD/SDHC memory cards, scanning hard copies into PDF format including mass scanning, off-set printing, silk screen printing, bubble printing, thermal transfer printing, flock printing, engraving, acid etching, embossing of paper, acrylic signs, etc.

Optional services:

Providing the ECB with approximately 130 full service lease multifunctional systems to be connected to the ECB network for printing, copying, scanning and faxing with a printing speed of 40 colour digital prints/copies a minute with a 160 GB data overwrite security disc and a card reader for LEGIC cards.

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

Duration in months: 36.

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:

The establishment of a temporary grouping of companies is allowed. In the application, all the members of the temporary grouping must declare in writing that:

(i) in case of an order they will provide all services as a temporary grouping; and

(ii) all the members will have joint and several liability for the performance of the contract;

(iii) a single legal entity shall represent the whole grouping.

The parts of the supplies and/or services that will be performed by the individual companies shall be specified.

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 must demonstrate that they are eligible to participate in an ECB procurement procedure by declaring their compliance with the eligibility criteria outlined in Decision ECB/2007/5 of 3.7.2007 laying down the rules on procurement (available under <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>). Candidates wishing to participate must provide information (including that indicated below) by completing the ECB's application form (see IV.3.3). The completed application form must be returned in paper copy format by the date indicated in IV.3.4 below:

(a) full company name, business address and registered address (if different) and registration number;

(b) all requested information must be returned in hard copy format by the date indicated in IV.3.4 below.

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

Information and formalities necessary for evaluating if requirements are met:

1) evidence of the professional risk indemnity insurance and/or third party/civil liability insurance;

2) Credit reform registration number, if available;

3) balance sheets or extracts from balance sheets for at least the last 3 financial years for which accounts have been closed, or equivalent documentation if the company law of the country where your company is established does not require you to publish the balance sheet;

4) statement of the annual overall turnover during the last 3 years and statement of the annual turnover concerning the services or supplies to be covered by the contract, during the last 3 financial years.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

(a) Technical capacity — tenderers must provide information that demonstrates that they have:

— appropriate ability and experience,

— sufficient resources and capacity,

— requisite systems and equipment to execute the contract.

(b) Professional capacity — tenderers must provide information relating to 3 different past contracts that demonstrates they have undertaken similar work over the last 3 years, providing details of scope, size, duration and value of contracts.

Minimum level(s) of standards possibly required (if applicable):

(a) a certificated environmental management system according to ISO 9000/14000 or a proof of low-emission print matter according to an accepted environmental label;

(b) a good command of English language skills;

(c) an English and German-speaking contact person.

III.2.4) **Reserved contracts:**

No.

III.3) **Conditions specific to services 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:**

Negotiated.

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 operators:

minimum number: 5 and maximum number: 8.

Objective criteria for choosing the limited number of candidates:

The candidate's general capacity to carry out the requested services in terms of economic, financial, technical and human resources as listed in the contract notice in Section III.2 including the following detailed selection criteria:

(a) technical capacity (overall weighting of this criterion: 45 %):

— technical equipment (weighting of this criterion: 25 %),

— facilities (weighting of this criterion: 20 %);

(b) human resources (overall weighting of this criterion: 20 %):

— experience (weighting of this criterion: 10 %),

— education (weighting of this criterion: 10 %);

(c) at least 3 similar contracts performed during the last 3 financial years (overall weighting of this criterion: 35 %):

— volume/size (weighting of this criterion: 15 %),

— scope (weighting of this criterion: 10 %),

— complexity (weighting of this criterion: 10 %).

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

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated: yes.

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.

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

No.

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

13939/A/ADS/2010.

IV.3.2) **Previous publication(s) concerning the same contract:**

No.

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

http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_copyprint_2010.en.html

Suppliers who intend to submit a tender are required, promptly after downloading the ECB application form from the above Internet site, to provide the ECB (procurement@ecb.europa.eu) with a valid contact e-mail address. This shall be used by the ECB to keep all interested parties aware of potential further communications on this tender that the ECB may need to disclose until the deadline for the submission of tenders.

In addition, such potential further communications will also be published on the aforementioned Internet site. It is foreseen that, after choosing the limited number of candidates that will be invited to submit a tender, the tender documentation will be published at the same Internet site. Such documentation will include the detailed requirements, procedural rules and contractual terms and conditions.

Payable documents: no.

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

28.6.2010 (12:00).

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

28.6.2010 (12:00).

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

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 months: 6 (from the date stated for receipt of tender).

IV.3.8) Conditions for opening tenders:

Persons authorised to be present at the opening of tenders: yes.

Officers of the ECB only.

Section VI: Complementary information

VI.1) This is a recurrent procurement:

Yes.

If yes, estimated time for further notices to be published: It is anticipated that this will be a recurrent procurement, and if required, further notices shall be published prior to the termination of any new contract that result from this procurement exercise.

VI.2) Contract related to a project and/or programme financed by Community funds:

No.

VI.3) Additional information:

The framework agreement is intended initially for 3 years with the possibility to extend it on a yearly basis for up to a maximum of a further 3 years.

The deadline for questions or requests for clarification relating to the application form shall be 5 calendar days prior to the deadline for applications.

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/tenders/html/index.en.html>

All communications, discussions and meetings will be conducted in English 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.

Tenders and all supporting documents must be priced in euro and all contract payments will be made in euro.

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.

If candidates submit their application form by registered post or private courier services the post office stamp or the date on the slip issued by the courier service shall constitute proof of compliance with the time limit for submission specified in IV.3.3 above. However, the ECB will not consider tenders which reach the ECB 10 calendar days after expiry of the above time limit.

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

VI.4) **Procedures for appeal**

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

European Central Bank, Procurement Review Body, c/o Legal Advice Team, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-0. Fax +49 691344-6886. E-mail: LegalAdviceTeam@ecb.europa.eu
Internet: <http://www.ecb.europa.eu>

Body responsible for mediation procedures

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

Precise information on deadline(s) for lodging appeals:

appeals must be lodged 15 days from the receipt of the notification of the award decision or from the receipt of further information on the award decision (Article 28(3) of the Decision ECB/2007/5 laying down the rules on procurement).

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

As in I.1 above.

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

21.5.2010.