



EUROPEAN CENTRAL BANK

EUROSYSTEM

**VOLUNTARY CONTRACT NOTICE  
FOR UPCOMING PROCUREMENT PROCEDURE:  
CONSULTANCY SERVICES FOR THE MAINTENANCE AND DEVELOPMENT  
OF THE ENVIRONMENTAL MANAGEMENT SYSTEM AT THE ECB REF.  
16969/A/PRE/2010**

**Title:** Consultancy Services for the maintenance and development of the Environmental Management System at the ECB

**I. Contracting authority**

**1. Name, addresses and contact point of the contracting authority:** European Central Bank, Directorate General Administration, attention: Mr Frank C. Hofmann, Kaiserstraße 29, 60311 Frankfurt am Main, Germany. Tel +49 69 1344 7012 Fax +49 69 1344 7506.

**2. Business area:** Directorate General Administration

**3. Division:** DIV/PRE

**4. Description of the functions:** The ECB's Premises Division is seeking suppliers who are interested in participating in a procurement procedure resulting in the award of a service contract for consultancy services related to the maintenance and development of the Environmental Management System of the European Central Bank, which is EN ISO 14001/EMAS certified.

**II. Description of the applicants' designated Tasks:**

The successful tenderer shall be in particular responsible for:

- Identification and assessment of the ECB's environmental aspects and impacts;
- Updating of the environmental inventory and annual establishment of the carbon footprint;
- Preparation and execution of staff trainings, fostering environmental awareness;
- Organisation of internal communication measures on the environmental issues;
- Coordination of the group of Environmental Representatives of the business areas and performance of the annual representatives workshops;
- Compliance management, implementation and supervision of corrective actions;
- Verification of the Environmental Management System in accordance with ISO 14001, preparation of the management review subsequent documentation and reporting.
- Advice to the ECB on continuous improvement of the management system as well as of environmental performance.

In addition, the ECB may request the successful tenderer to provide the following

optional services (planned for 2013-14):

- Determination and assessment of the additional EMS requirements resulting from implementation of the ECB's New ECB Premises (NEP);
- Preparation of a strategy paper and concept for amendments of the current Environmental Management System to the additional requirements of the NEP, including procurement strategy and tender documentation.

The successful tenderer will be supervised by the Environmental Management Officer at the ECB, who is responsible for the EMS and its smooth operation.

### **III. Procedure**

#### **1. General information**

This document constitutes a voluntary contract notice in the run-up to an upcoming procurement procedure for a Consultancy Service for the Maintenance and Operation of the ECB's Environmental Management System at the ECB which shall be governed by Decision ECB/2007/5 of 3 July 2007 laying down the Rules on Procurement<sup>1</sup>. The procurement procedure will be carried out in accordance with Article 29 of Decision ECB/2007/5.

It is the ECB's intention to identify and select potential candidates in accordance with the rules specified in this voluntary contract notice and in particular under Section III. ("Procedure") below who will then be invited to participate in an upcoming procurement procedure as further described below. Envisaged number of candidates: 5 to 7, where available.

#### **2. Pre-selection procedure:**

Objective criteria for choosing the limited number of candidates:

In order to identify the envisaged number of suitable candidates for the described upcoming procurement, the ECB will evaluate the applications received against the criteria set forth under Section IV. below. The ECB will create a list of applicants who fulfil the minimum criteria laid down in Section IV. 1. of this voluntary contract notice. Among these candidates the ECB will select those candidates who best meet the respective selection criteria set out under IV. 2. below ("Further general qualifications") and invite them to submit an offer for the specified services. The ECB's requirements and the award criteria will be specified in a Request for proposal.

#### **3. Division into lots:**

No.

#### **4. Type of contract:**

The successful tenderer will be awarded an ECB service contract.

The contract will be awarded for an initial duration of three years, planned from April 2011 to March 2014 and a possible extension of 6 months.

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<sup>1</sup>

OJ L 184, 14.7.2007, p. 34 as amended by Decision ECB/2009/2 (OJ L 51, 24.2.2009, p. 10) and Decision ECB/2010/8 (OJ L 238, 9.9.2010, p. 14), all published on, <http://www.ecb.europa.eu/ecb/proc/tenders/html/index.en.html>.

**5. Closing date:** All applications must be received by the ECB by the closing date set out in Section VIII. below.

**IV. Qualifications and experience (selection criteria)**

- 1. Minimum criteria:** Candidates must have and confirm the following qualifications/experience in the attached form (Annex 1):
- Specialisation in consultancy services relating to environmental management;
  - Experience in operating third party environmental management systems that are based on EN ISO 14001;
  - Sufficient staff with excellent English language and communication skills;
  - Staff with German language skills (required since German law and local regulations apply e.g. for waste disposal, water, energy, etc.);
  - An accumulated turnover in the past three years in the field of consultancy services relating to environmental management of at least € 750,000;
  - Availability for the envisaged services from April 2011 to September 2014.

- 2. Further general qualifications:** It would be an advantage for candidates to have the following experience:
- Experience in operating EMAS<sup>2</sup>;
  - Experience in implementing and developing environmental management systems (NACE Code 64.11);

Experience in the past three years in working for (i) EU institutions/bodies or international organisations and (ii) public institutions.

- V. How to apply:** Applications must be submitted in English and together with all necessary supporting documentation. In particular:
- The application form of the ECB for this procedure (Annex 1), signed by the candidate in a legally binding manner;
  - Information and/or documents as evidence to proof the applicants' relevant experience in the past three years with regards to further general qualifications (see under: Section IV. 2).

Incomplete applications, i.e. those with no supporting documentation, will not be considered.

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<sup>2</sup> Regulation (EC) No **1221/2009** of the European Parliament and of the Council on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC

Applications must be sent by post, quoting the above reference number, to the address stipulated under Section I. 1. above. Applications will not be returned and will remain the property of the ECB.

All applications must be received by the ECB by the closing date (see Section VIII below).

If Tenderers submit their proposals 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 above time-limit for submission. However, the ECB will not consider proposals which reach the ECB five calendar days after expiry of the above time-limit.

In case of hand delivery, Tenderers shall submit their proposal by 17.00 on the above date to the ECB's Logistics Centre at the Eurotower (Kaiserstraße 29, 60311 Frankfurt am Main). As proof of the deposit, the Tenderer shall receive a signed receipt indicating the time of deposit. Proposals received after the above time-limit shall not be considered.

The ECB may, at its discretion, exclude applications that do not meet the qualifying criteria, do not contain the information requested or are otherwise incomplete.

**VI. Additional information:**

1. The contract shall be governed by and interpreted under German civil law.
2. The ECB reserves the right not to make any award to any of the applicants.
3. The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that applicants may incur in connection with the submission of their application.
4. The ECB reserves the right to reuse the applicant's data for the identification of potential bidders for future procurement procedures.

**VII. Date of dispatch of this call for the identification of potential bidders:**

**14 December 2010**

**VIII. Closing date:**

**20 January 2011** (time-limit for submission and hand-delivery).

16969/A/PRE/2010 APPLICATION FORM

**CONSULTANCY SERVICES FOR MAINTANANCE AND OPERATION OF THE  
ECB's ENVIRONMENTAL MANAGEMENT SYSTEM**

**Applicant:**

**Legal formation:**

**Street:**

**Address:**

**Country:**

**Contact person:**

**Contact details (tel./fax/email):**

**We herewith confirm compliance with the following minimum criteria:**

- 1. Minimum criteria:**
- Specialisation in consultancy services relating to environmental management;
  - Sufficient staff with excellent English language and communication skills;
  - Staff with German language skills (required since German law and local regulations apply e.g. for waste disposal, water, energy, etc.);
  - An accumulated turnover in the past three years in the field of consultancy services relating to environmental management of at least € 750,000;
  - Availability for the envisaged services from April 2011 to September 2014.

**City, date (stamp & name(s))**

*Please note that this form is mandatory for your participation in this particular procedure.  
It is to be signed and to be attached to your application.*