

ECB - accommodation search services (D-Frankfurt-on-Main)**2000/S 232-149530****Restricted tender for the provision of accommodation search services for new staff of the ECB**

1. **Awarding authority:** European Central Bank, Kaiserstrasse 29, D-60311 Frankfurt am Main. Tel.: (49-69) 13 44 75 31. Fax: (49-69) 13 44 75 03.
2. **Description of the fields covered:** The ECB wishes to contract with a specialist service provider who can provide predominantly expatriate staff joining the ECB at all levels with a relocation service upon their arrival in D-Frankfurt. The service should include:
 - general advice on the local accommodation market; and
 - a personalized service to enable individual members of staff to find and move into appropriate accommodation and settle in D-Frankfurt (i.e. excluding removal services). The ECB recruits staff from all 15 EU Member States and uses English as a common language. It may have up to 40 new staff joining in any 1 month.
3. **Place where services are to be provided:** Frankfurt am Main and Rhine-Main area in Germany.
4. a)
b)
c) Legal persons should provide the number of staff to be responsible for the execution of the services, their names and professional qualifications.
5. **Indication of whether the service provider can tender for a part of the services concerned:** Bidders must provide a comprehensive range of services relating to the overall service requirement specified.
6. **Number of bidders that will be invited to tender:** Between 3 and 8 bidders will be invited to tender.
- 7.
8. **Duration of contract or time limit for completion of the service:** It is foreseen that the contract will be awarded in 4/2001, initially for a 3-year-period with a maximum of 2, 1-year extensions before the service is re-tendered.
9. **Legal form in case of group bidders:** No special legal form is required. In any consortium bid, 1 bidder must act as the prime agency. Other members of the consortium may be required to become jointly or collectively liable. The relationship between consortium members should be clearly stated.
10. a)
b) **Deadline for receipt of applications:** 3.1.2001 (12.00).
c) **Address to which applications should be sent:** As in 1 above. The envelope should be marked: 'Restricted tender relocation services, for the attention of Mr Humphrey Rudgard'.
d) **Language(s):** All applications must be in English.
11. **Final date for dispatch of invitations to tender:** Probably in early 1/2001. The date for final tender submissions will be in the second half of 2/2001.
- 12.
13. **Qualifications:** Bidders are expected to be experienced providers of similar services to other commercial or public organizations or providers of all the individual services necessary for the comprehensive package required, and to have a sufficient staff with the required language skills to meet the necessary service standard during peak recruitment periods. Applicants are asked to provide the following information:

- (a) name, legal status, VAT number, address, telephone and facsimile numbers, as well as the name of the person responsible for the application;
- (b) full details of company organizations, including company owners, any group structure, staff numbers and organizational structure relevant to the execution of this contract;
- (c) number of years in business. Copies of annual reports & accounts for the past 3 years or equivalent certified statements;
- (d) evidence and extent of previous experience in the provision of the individual services required;
- (e) a full list of all relevant and associated services which the organization could supply to ECB staff;
- (f) a statement indicating knowledge of the accommodation market and settling-in needs of staff in the Frankfurt area or comparable knowledge and a credible statement of how equivalent local knowledge would be obtained;
- (g) a list of client companies for which the bidder has performed such services, including the names and addresses of 3 companies (together with the name of a contact person), at least 1 of which is a new client gained in the past 12 months and a least 1 of which is a client gained at least 24 months ago, who may be contacted as referees. A short description of the scope of the service provided should be supplied;
- (h) any other relevant information.

- 14. **Award criteria:** To be specified in the tender documents.
- 15. **Other information:** All applications, proposals and presentations must be submitted/conducted in English.
- 16. **Date of dispatch of the notice:** 28.11.2000.
- 17. **Date of receipt by Office for Official Publications of European Communities:** 28.11.2000.