

06/12/2003 S236

European Central Bank

**ECB - restricted tender procedure for the cleaning services for the premises of the ECB  
(D-Frankfurt-on-Main)****2003/S 236-210055****Contract notice****Services****Is this contract covered by the Government Procurement Agreement (GPA)? Yes****Section I: Contracting authority**

- I. 1) **Official name and address of the contracting authority:** European Central Bank, Att: Alberto Molon, Kaiserstraße 29, D-60311 Frankfurt am Main. Tel.: (49-69) 13 44-87 80. Fax: (49-69) 13 44-75 03. E-mail: [alberto.molon@ecb.int](mailto:alberto.molon@ecb.int).
- 2) **Address from which further information can be obtained:** As in I.1.
- 3) **Address from which documentation may be obtained:** As in I.1.
- 4) **Address to which tenders/requests to participate must be sent:** As in I.1.
- 5) **Type of contracting authority:** EU institution.

**Section II: Object of the contract**

- II. 1) **Description**
  - 1.1) **Type of works contract (in case of works contract)**
  - 1.2) **Type of supplies contract (in case of supplies contract)**
  - 1.3) **Type of service contract (in case of service contract)**
  - 1.4) **Is it a framework agreement?** No.
  - 1.5) **Title attributed to the contract by the contracting authority:** Restricted tender procedure for the cleaning services for the premises of the ECB.
  - 1.6) **Description/object of the contract:** It is the intention of the European Central Bank (hereinafter 'ECB'), using a restricted tender procedure, to appoint a contractor who will provide both a daily and a periodical cleaning service at the different ECB premises, including the cleaning of the buildings' windows/glass surfaces (interior only), according to the conditions contained in the invitation to tender and related annexes.
  - 1.7) **Site or location of works, place of delivery or performance:** D-Frankfurt am Main.  
NUTS code: DE712.
  - 1.8) **Nomenclature**
    - 1.8.1) **Common Procurement Vocabulary (CPV):** 74700000; 74731000; 74750000; 74740000; 74722000.
    - 1.8.2) **Other relevant nomenclature (CPA/NACE/CPC)**
  - 1.9) **Division into lots:** No.
  - 1.10) **Will variants be accepted:** Yes.
- 2) **Quantity or scope of the contract**
  - 2.1) **Total quantity or scope (including all lots and options, if applicable):**  
Calculating only the floor space, the surface to be cleaned in the different ECB premises corresponds to approximately 65 767 m<sup>2</sup> distributed over a total of 87,5 floors. The buildings comprise offices, meeting rooms, technical rooms, and common rooms such as copy rooms, libraries, toilets, dining areas and a cafeteria.
  - 2.2) **Options (if applicable). Description and time when they may be exercised**

(if possible)

- 3) **Duration of the contract or time-limit for completion:** The contract shall run for four years with the possibility of renewal for a further period of up to four years.

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

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

##### 1.1) **Deposits and guarantees required (if applicable)**

##### 1.2) **Main terms of financing and payment and/or reference to the relevant provisions (if applicable)**

##### 1.3) **Legal form to be taken by the grouping of suppliers, contractors or service providers to whom the contract is awarded:**

The establishment of a temporary grouping is allowed. Bids from temporary groupings will only be considered if their members, at the time of submission of the bid, have declared in writing that:

- in the case of an order they will provide all services as a temporary grouping; and
- all members will have joint and several liability for the performance of the contract.

Furthermore, a representative shall be named who is authorized 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 or any member of it. The parts of the services that will be performed by single companies shall be specified.

#### 2) **Conditions for participation**

##### 2.1) **Information concerning the personal situation of the contractor, supplier or service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required**

##### 2.1.1) **Legal position - means of proof required:** (a) Address, telephone number and fax number of the bidding company. Copies of original documents proving the legal status, place of registration and/or registered office and, if different, the main place of business of the bidding company.

(b) Statement of all legal claims pending against the bidding company (the legal entity or partnership) and a statement of all legal suits and/or pending claims settled out of court in the last three years.

(c) Document issued by the appropriate authority certifying that the bidding company has fulfilled its obligations to pay social security contributions and taxes, in accordance with legal provisions in the country in which it is established.

##### 2.1.2) **Economic and financial capacity - means of proof required:** (a) Statement of the bidding company's overall turnover and a statement of turnover for the last three financial years for the type of service involved in this contract. Where applicable, a distinction shall be made between contracts carried out by the service provider itself and those carried out by subcontractors. In order to be selected the bidding company must be able to demonstrate an average total annual turnover of at least 3 000 000 EUR.

(b) Copies of the bidding company's audited accounts and balance sheets for the past three financial years or equivalent certified documentation demonstrating the financial position of the bidding company.

##### 2.1.3) **Technical and professional capacity - means of proof required:** (a)

Specifications concerning the bidding company's background and profile together with an organization chart showing the company structure, including any branch offices and partnerships.

(b) List of the main contracts of a similar nature entered into by the bidding company in the past three years, together with details of the values, quantities, dates and recipients, public or private, involved. In order to be selected, the bidding company must be able to demonstrate that, during the last three years, it has had a contract to provide at least one similar services, being worth at least 750 000 EUR a year, excluding VAT.

(c) Indication of the average number of employees and the number of managers employed by the bidding company for each of the last three years. Number and

geographical location of cleaning staff and managers employed in fulfilling contracts of a similar nature.

(d) Document proving that the bidding company has ISO 9002 or equivalent certification, or a description of the quality-control measures put in place by the bidding company.

3) **Conditions specific to services contracts**

3.1) **Is provision of the service reserved to a specific profession?** No.

3.2) **Will legal entities be required to state the names and professional qualifications of the personnel responsible for execution of the contract?**  
Yes.

**Section IV: Procedure**

IV. 1) **Type of procedure:** Restricted.

1.1) **Have candidates already been selected? (for negotiated procedure only and if applicable)**

1.2) **Justification for the choice of accelerated procedure (if applicable)**

1.3) **Previous publication concerning the same contract (if applicable)**

1.3.1) **Prior information notice concerning the same contract (if applicable)**

1.3.2) **Other previous publications**

1.4) **Envisaged number of suppliers which will be invited to tender:** Minimum 3 / maximum 6.

2) **Award criteria:** Criteria as stated in contract documents.

3) **Administrative information**

3.1) **Reference number attributed to the file by the contracting authority**

3.2) **Conditions for obtaining contract document and additional documents**

3.3) **Time-limit for receipt of tenders or requests to participate:** 7.1.2004.  
Time: 17.00 CET.

3.4) **Dispatch of invitations to tender to selected candidates (in restricted and negotiated procedure):** Estimated date: January 2004.

3.5) **Language or languages in which tenders or requests to participate can be drawn up:** English.

3.6) **Minimum time frame during which the tenderer must maintain its tender (in case of an open procedure):** 6 months from the deadline stated for receipt of tenders.

3.7) **Conditions for opening tenders**

3.7.1) **Persons authorized to be present at the opening of tenders (when applicable)**

3.7.2) **Date, time and place**

**Section VI: Other information**

VI. 1) **Is this notice a non-mandatory one?** Yes.

2) **If applicable, indicate whether this procurement is a recurrent one and the estimated timing for further notices to be published**

3) **Does the contract relate to a project/programme financed by EU funds?** No.

4) **Additional information (if applicable)**

5) **Date of dispatch of this notice:** 2.12.2003.