

ECB - travel agency services (D-Frankfurt-on-Main)

2004/S 161-139258

Contract notice**Services****Is this contract covered by the Government Procurement Agreement (GPA)? No.****Section I: Contracting authority****I.1) Official name and address of the contracting authority:**

The European Central Bank, Att: Mr Humphrey Rudgard, Kaiserstraße 29, D-60311 Frankfurt am Main.
Tel.: +49 69 13 44 75 31. Fax: +49 69 13 44 60 00. E-mail: procurement@ecb.int.

I.2) Address from which further information can be obtained:

As in I.1).

I.3) Address from which documentation may be obtained:

As in I.1).

I.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****II.1.1) Type of works contract****II.1.2) Type of supplies contract****II.1.3) Type of service contract**

Service category 27.

II.1.4) Is it a framework agreement?

No.

II.1.5) Title attributed to the contract by the contracting authority:

Travel agency services.

II.1.6) Description/object of the contract:

Full range of travel agency services for the business travel requirements of the European Central Bank (ECB).

II.1.7) Site or location of works, place of delivery or performance:

Frankfurt am Main (Germany).

Nuts code: DE712.

II.1.8) Nomenclature**II.1.8.1) Common Procurement Vocabulary (CPV):**

63515000, 63516000.

II.1.8.2) Other relevant nomenclature (CPA/NACE/CPC)**II.1.9) Division into lots?**

No.

II.1.10) Will variants be accepted?

No.

II.2) Quantity or scope of the contract**II.2.1) Total quantity or scope:**

5 000 000 EUR travel and accommodation expenditure.

II.2.2) Options. Description and time when they may be exercised**II.3) Duration of the contract or time-limit for completion:**

Starting 1.1.2005 and/or ending 31.12.2010.

Section III: Legal, economic, financial and technical information**III.1) Conditions relating to the contract**

III.1.1) Deposits and guarantees required:

No deposits will be required. However a parent-company guarantee may be required.

III.1.2) Main terms of financing and payment and/or reference to the relevant provisions:

Payment terms to be specified in the tender documents.

III.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 placing 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 who is authorised 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 each member of it, shall be named.

The parts of the services that will be performed by single companies shall be specified.

III.2) Conditions for participation**III.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:**

As detailed in the tender documents. Companies must be able to demonstrate that they have appropriate experience, sufficient resources and the requisite systems to execute this contract.

III.2.1.1) Legal position – means of proof required:

Address, telephone number and fax number, as well as the name of the person responsible for the application 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.

III.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.
- 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.
- c) Applicants must have had contracts during the last three years to provide at least two similar services, each of them handling a travel volume of at least 5 000 000 EUR a year excluding VAT.

III.2.1.3) Technical capacity – means of proof required:

Companies must be able to demonstrate that they have appropriate experience, sufficient resources and the requisite systems to execute this contract.

III.3) Conditions specific to services contracts**III.3.1) Is provision of the service reserved to a specific profession?**

Yes. Licensed travel agencies member of IATA.

III.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:**

Open.

IV.1.1) Have candidates already been selected?

No.

IV.1.2) Justification for the choice of accelerated procedure**IV.1.3) Previous publication concerning the same contract****IV.1.3.1) Prior information notice concerning the same contract****IV.1.3.2) Other previous publications****IV.1.4) Envisaged number of suppliers which will be invited to tender****IV.2) Award criteria:**

The most economically advantageous tender in terms of criteria as stated in contract documents.

IV.3) Administrative information**IV.3.1) Reference number attributed to the file by the contracting authority****IV.3.2) Conditions for obtaining contract document and additional documents:**

Obtainable until 23.9.2004.

IV.3.3) Time-limit for receipt of tenders or requests to participate:

30.9.2004 before 12:00 noon.

IV.3.4) Dispatch of invitations to tender to selected candidates**IV.3.5) Language or languages in which tenders or requests to participate can be drawn up:**

English.

IV.3.6) Minimum time frame during which the tenderer must maintain its tender:

6 months from the deadline stated for receipt of tenders.

IV.3.7) Conditions for opening tenders**IV.3.7.1) Persons authorised to be present at the opening of tenders:**

Authorised staff of the ECB only.

IV.3.7.2) Date, time and place:

Date: 4.10.2004. Time: 10.00.

Place: European central Bank Frankfurt am Main.

Section VI: Other information**VI.1) Is this notice a non-mandatory one?**

No.

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

Not applicable.

VI.3) Does the contract relate to a project/programme financed by EU-funds?

No.

VI.4) Additional information:

The ECB reserves the right to visit to any tenderer to whom it is considering awarding the contract in order to satisfy itself of the technical and management capabilities of the tenderer with respect to the execution of this contract.

VI.5) Date of dispatch of this notice:

11.8.2004.