

**ECB - call for expressions of interest for services related to the deployment of SAP solutions
(D-Frankfurt-on-Main)**

2005/S 122-119872

Update to the publication [2004/S 238-204510](#)

1. Awarding authority:

European Central Bank, Kaiserstraße 29, D-60311 Frankfurt am Main. Fax: (49-69) 13 44 75 03. Att: Mr Humphrey Rudgard. Tel.: (49-69) 13 44 75 31. E-mail: procurement@ecb.int.

2. Type:

Call for expressions of interest.

In November 2004, for the purpose of implementing a Human Resources module, the European Central Bank anticipated the expansion of its current implemented SAP software. This project has now been stopped and the ECB has decided that it will launch shortly a tender for an ERP package. Accordingly the scope of services covered by this call for expression of interest is reduced and limited to the maintenance of the already implemented SAP R/3 modules. In addition the ECB has separated its requirement for Agency supplied consultants into a separate list (No. 4).

Consequently, companies or individuals interested in having their name entered on one or several lists of potential suppliers to the European Central Bank (ECB) for the maintenance of existing SAP R/3 applications are still invited to submit applications in accordance with the following guidelines. A separate application, tailored to the particular list should be submitted for each list. In case of several applications, data requested at point 8.1.1 need be supplied only once.

- An ECB procurement committee, appointed for the purpose, will draw up four lists of potential suppliers who provide clear details of their company organisation, its financial and technical capacity in accordance with the request for information in 8 (a) below. The lists will be established according to the particular skill-sets and modules listed in 3 (a) below.

- Prior to awarding a contract, the ECB will send a request for proposal (RFP) to all or some of the potential suppliers on the list, selected on the basis of their suitability in terms of their declared technical and financial capacity appropriate to the contract to be awarded.

- The value of one or more of the intended contracts may exceed EUR 250 000.

3.(a) Description of the fields covered:

CPV 72200000, 72240000, 72262000, 72266000.

The lists will be used for services in the existing SAP R/3 system in place at the ECB.

Provision of professional consultancy services, in the English language, for the maintenance of the SAP application, is the scope of the requested works.

The services would cover providing advice as well as hands-on maintenance support. The service providers should be able to adapt flexibly their tools and methodologies to ECB standards and methods in the areas of organisational development and business process management.

For the list number 1 the services provided shall specifically relate to:

- Business process analysis, business case analysis, design, benefits realisation.

For the list number 2 the services provided shall specifically relate to:

- Development, maintenance and operation of SAP R/3 modules (at present modules FI-CO-MM-FM-PS).

For the list number 3 the services provided shall specifically relate to:

- hosting of a series of SAP R/3 components.

For the list number 4 the services provided shall specifically relate to:

- agencies providing agency staff for SAP R/3 related short-term projects;
- freelance consulting providers providing individuals with SAP related skills.

(b) **Type of contracts:**

Services.

4. **Place where services are to be provided:**

The ECB's premises or the corresponding venue.

5. **Period of validity of the list resulting from the call for expressions of interest:**

The expiry date of the list resulting from the call for expressions of interest is 31.12.2006. New companies may, by sending the information requested in this notice, may apply to be added to the list at any time until the expiry date.

6. **Legal status of applicants:**

n/a.

7.(a) **Address to which applications should be sent:**

European Central Bank, Kaiserstraße 29, D-60311 Frankfurt am Main.

(b) Applications must be signed by an authorised person and sent together with all the documentation referred to in point 8 in a sealed envelope to the above-mentioned address.

The envelope should be marked 'Call for Expression of Interest / SAP Solutions,' for the attention of: Mr H. Rudgard'.

Applications sent by facsimile or electronic means will not be accepted. However, in addition to the paper version, an electronic version on CD excluding copies of the Annual Reports and any research analysts reports requested in 8.1.1.4 and 8.1.1.5 below should be sent with the application.

Applications must be in English. Only in the case of legal, financial, ISO and other certificates will original (non-English) language documents be accepted, on the condition that the applicant, if so requested, provides the ECB with a sworn translation of the original document.

8. List of information and documents concerning the applicant's own position and the information, formalities and documents necessary for an appraisal of the minimum economic and technical standards required.

1. As proof of qualification, applicants shall provide the following information and documentation:

1.1. Company profile:

1.1.1. a) The applicant's address, telephone number, email address and fax number, as well as the name of the person responsible for the application for inclusion on the list of potential suppliers;

b) copies of original documents proving the applicant's legal status, place of registration and/or registered office and, if different, the applicant's main place of business.

1.1.2. a) The applicant's company profile (or equivalent) and organisation;

b) including the range of expertise and type of services provided, focusing on the requirements set out in this call for expressions of interest.

1.1.3. A statement of the applicant's:

a) overall turnover and a statement of the turnover for the last three financial years;

b) for the type of services described in this call for expressions of interest.

1.1.4. Copies of the applicant's audited accounts and balance sheets for the past 3 financial years or equivalent certified documentation showing the applicant's financial position.

1.1.5. Copies of any recent research analyst reports mentioning applicant's organisation, products and/or tools/methodologies.

1.2. Resources and staffing:

1.2.1. Details of the number of the fluent English speaking SAP related professional staff/consultants working for the applicant, broken down by professional:

- a) qualification/certification and;
- b) location.

Note: an excellent command of English is mandatory for any staff dealing directly with the ECB.

1.2.2. Ability to permanently ensure updated and current knowledge on SAP products and new features with:

- a) a breakdown of training budget per capita and;
- b) overall training budget for SAP related training.

1.2.3. Proficiency of all relevant client service staff in known SAP implementation methodologies.

1.2.4. Description of resource management model used to staff projects, clearly demonstrating how projects can effectively and quickly be staffed with fully qualified, fluent English speaking professionals from the disciplines required for SAP projects.

1.3. Project Experience

1.3.1. A description of the applicant's applied SAP knowledge (a short overview and details are required);

1.3.2. a) A list of the main contracts of a similar nature entered into by the applicant in the last three years, together with details of the values, quantities, dates and recipients (preferably clients comparable to the ECB, such as EU institutions, central banks and other financial or public institutions) involved, with;

b) a detailed description of how this experience will benefit the ECB.

1.3.3. A full description of 2 or 3 SAP projects that have been successfully completed for companies, institutions or organisations comparable to the ECB (e.g. public sector, central banking, international organisations), including the following:

Project information:

a) a description of the scope and strategy of each project, indicating the total duration, budget and resources and the deviation from the initial plan, budget and resources. Applicants should provide:

b) a description of the project quality controls in place with specific examples;

c) an extract of the integration or acceptance test documents should also be included;

d) for each project described, applicants are requested to provide contact details of a representative of the client's company, and;

technical information: indication of hardware and SAP components, volumes processed, number of users, number of concurrent users and/or other data indicating the size of the implementation.

1.4. Project support organisation and quality control

1.4.1. a) Internal SME (Subject Matter Expertise) functions available to front-line staff and clients with:

b) examples of how these will accelerate projects, e.g. certified SAP centre of excellence, bench marking, benefits realisation, etc.

1.4.2. The number and quality of project accelerators (e.g. white papers, implementation papers, solution outlines, example deliverables...) provided free of charge to clients;

a) before;

b) during and;

c) after implementation projects;

d) Applicants are requested to provide examples of various project accelerators.

1.4.3. The ability to provide appropriate and efficient project methodology, implementation and collaboration tools for:

a) project tracking;

b) project documentation and;

c) reporting for shared use by consultants and the ECB.

1.4.4. Documents:

a) proving that the applicant is a holder of ISO or equivalent certification, and;

b) a description of the quality control philosophy and measures put in place.

9. **Prior publication:**

This notice replaces the notice [2004/S 238-204510](#) originally published on 30.11.2004.

Applicants who applied to this notice for lists 1, 2 and 3 and who have been notified of their inclusion on one or more of these lists need not apply again to these lists.

Applicants accepted onto lists 1, 2 or 3, who wish to be considered also for list 4, need send only the additional details relevant to list 4.

10. **Date of dispatch of the notice:**

22.6.2005.

10. **Date of receipt by the Office for Official Publications of the European Communities:**

22.6.2005