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**ECB - provision of quantitative and qualitative survey research (D-Frankfurt-on-Main)**

**2006/S 135-143939**

**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 (ECB), attn: Mr Alberto Molon, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Fax (49-69) 13 44-7110. E-mail: [procurement@ecb.int](mailto:procurement@ecb.int). URL: [www.ecb.int](http://www.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).
- I.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 08.
- II.1.4) **Is it a framework agreement?**  
Yes.
- II.1.5) **Title attributed to the contract by the contracting authority:**  
Restricted tender — accelerated procedure for the provision of quantitative and qualitative survey research.  
Lot 1: provision of quantitative survey research.  
Lot 2: provision of qualitative survey research.
- II.1.6) **Description/object of the contract:**  
The European Central Bank (ECB) wishes to establish a framework contract for the provision of quantitative and qualitative survey research with the following tasks to be performed:  
— management and coordination of surveys of the general public and specific target groups in all Member

States of the European Union and in acceding countries, using standard sampling methodologies,  
— quantitative research: face-to-face ('CAPI') and/or telephone surveys ('CATI') are an acceptable alternative,  
— qualitative research: focus groups and individual interviews,  
— reports including country analysis and analysis of the aggregated results,  
— access to target groups: general public and specific groups, such as financial analysts, cash handlers, journalists etc.

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

Delivery: ECB (as above), fieldwork in all EU Member States.

**II.1.8) Nomenclature**

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

74130000, 74131100, 74131110, 74131120.

**II.1.9) Division into lots:**

Yes. Tenders may be submitted for 1 lot, several lots or all lots.

**II.1.10) Will variants be accepted?**

Yes.

**II.2) Quantity or scope of the contract**

**II.2.1) Total quantity or scope:**

Lot 1: quantitative research: euro area (13 or more Member States) general public survey with 6–10 questions (excluding demographic questions) twice a year, EU-wide (including EU acceding countries) survey of special target group (approximately 15 questions, excluding demographics) every second year, euro area-wide (13 or more Member States) survey of special target group including redesign of questionnaire of approximately 50 questions — survey to be conducted every second year;

Lot 2: qualitative research: focus groups and/or individual interviews in the EU (including EU acceding countries) or in a selection of EU Member States including several different target groups each time.

**II.2.2) Options. Description and time when they may be exercised:**

Additional surveys of special target groups yet to be defined.

**II.3) Duration of the contract or time-limit for completion:**

Duration: 36 months from the award of the contract with the possibility of renewal for further periods of up to 24 months.

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

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

**III.1.1) Deposits and guarantees required**

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

As stated in the tendering documents which will be sent to the shortlisted applicants.

**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.

Subcontracting: admitted. However the major part of the service provided shall be performed by the contractor. Subcontractors must comply with the same exclusion/selection criteria as the contractor. The contractor must clearly indicate in their applications which parts of the requested supplies/services will be subcontracted.

### 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:**

All applications must be submitted using the application form prepared by the ECB. The application form can be obtained from the address indicated above I.1).

Applicants should note that failure to send sufficient information requested for the sections below may result in their application being rejected.

##### III.2.1.1) **Legal position — means of proof required:**

Applicants will be excluded from taking part in this contract if:

1. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. they have been convicted of an offence concerning their professional conduct by a judgment which has the force of 'res judicata';
3. they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
4. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority;
5. they have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the ECB's financial interests;
6. they are subject to a conflict of interests. There is a conflict of interests where the applicant and a person who is a player in the implementation of the ECB's budget or an internal auditor share interests (including, for example, family, emotional life, political or national affinity and economic interests) which compromise the impartial and objective exercise of that person's functions;
7. they commit misrepresentation in supplying the information required by the contracting authority.

Applicants will be required to declare whether they are in 1 or more of the situations listed above by providing a self statement signed by the person(s) empowered to represent the applicant party and sign the contract if the offer is successful.

Please note that the applicants that will be invited to tender may be requested to provide the hereafter listed documents (a–c) to prove the full compliance to the requirements listed in this section at point 1 to 8.

- a) In relation to items 1., 2. and 5. above, relevant extract(s) from the judicial record or, failing that, equivalent documentation issued by a judicial or administrative authority in the country where the applicant is established or an affidavit stating the legal position of your company for the requested elements in each point. The extract(s) or equivalent documentation must be dated less than 4 months before the final date for submission of offers. Depending on the national legislation of the country in which you are established, these documents must relate to entities with legal personality and/or natural persons; in the latter case, they must relate to the person(s) empowered to represent the applicant party and sign the contract if your offer is successful.
- b) In relation to items 3., 6., 7. and 8. above, an affidavit stating that you have not been guilty of grave professional misconduct, and you have not been declared to be in serious breach of a contract for failure to comply with your contractual obligations, and you are not subject to a conflict of interest and that you are supplying all the information required for the call for tenders in good faith and without misrepresentation. This document should be signed by the person(s) empowered to represent the applicant party and sign the contract if your offer is successful.
- c) In relation to item 4. above, recent certificates issued by the competent social security and tax authorities of the country where you are established. Where no such certificate is issued in that country, this can be replaced by a sworn or solemn statement made before a judicial or administrative authority, a notary or a qualified professional body in that country. The certificates or the statement provided must be dated less than 4 months before the final date for submission of offers.

**III.2.1.2) Economic and financial capacity — means of proof required:**

Applicants will be assessed on their economic and financial capacity to perform the contract and will be asked to present the following documentation:

1. evidence of professional risk indemnity insurance;
2. bank certificate stating the company's financial situation;
3. balance sheets or extracts from balance sheets for at least the last 3 years, or equivalent documentation (e.g. where company law in the country in which you are established does not require you to publish your balance sheet);
4. a statement that the accumulated fee income (for services of similar to those which are the object of this notice and specific lot) over the past 3 years if applying for lot 1 was at least EUR 2 500 000 excluding VAT. For temporary groupings the same threshold applies and in addition, at least 1 member of the grouping must have had an accumulated fee income of EUR 1 250 000 excluding VAT over the past 3 years. If applying for lot 2 the accumulated fee income over the past 3 years was at least EUR 2 500 000 excluding VAT. For temporary groupings the same threshold applies and in addition, at least 1 member of the grouping must have had an accumulated fee income of EUR 1 250 000 excluding VAT over the past 3 years.

**II.2.1.3) Technical capacity — means of proof required:**

Applicants will be assessed on their delivery and professional capacity as well as their experience to perform services of similar nature and will be asked to present the following documentation:

1. Names and addresses of companies to whom they have supplied during the last 3 years services of nature similar to those which are the object of this notice and state the length of time that such contracts were/have been held. A short description and the value of these contracts should also be included. These clients should preferably have a profile similar to that of the ECB. The names of contact persons from 3 such companies should be provided as referees;
2. indication of the average number of staff members and the number of managers employed by the tenderer in

the last 3 years (the information should be provided separately for each year). Numbers and geographical location of staff and managers employed in fulfilling contracts of similar nature to the tendered 1;  
3. the tenderer's background and its profile together with an organisational chart showing the company structure, including the branch offices and partnerships;  
4. experience in working with comparable institutions to the ECB.

**III.3) Conditions specific to services contracts**

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

No.

**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:**

Accelerated restricted.

**IV.1.1) Have candidates already been selected?**

No.

**IV.1.2) Justification for the choice of accelerated procedure:**

Fieldwork for some surveys are required to start by October 2006.

**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:**

Minimum 5.

The selection criteria are as follows:

(a) the applicant's general capacity to carry out a project of this size in terms of financial, technical resources and human resources; and

(b) the applicant's general experience and expertise;

(c) references from clients to which the applicant has supplied services of similar nature.

**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**

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

1.8.2006 (17:00), CET.

**IV.3.4) Dispatch of invitations to tender to selected candidates:**

Estimated date: 7.8.2006.

**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 ECB staff members only.

IV.3.7.2) **Date, time and place:**

Place: as in I.1).

**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**

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

No.

VI.4) **Additional information**

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

7.7.2006.

**Annex B: Information about lots**

Lot No 1

1. **Nomenclature**

1.1) **Common Procurement Vocabulary (CPV):**

74130000, 74131100, 74131110, 74131120.

1.2) **Other relevant nomenclature (CPA/NACE/CPC)**

2. **Short description and scope:**

Lot 1: quantitative research: euro area (13 or more Member States) general public survey with 6–10 questions (excluding demographic questions) twice a year, EU-wide (including EU acceding countries) survey of special target group (approximately 15 questions, excluding demographics) every second year, euro area-wide (13 or more Member States) survey of special target group including redesign of questionnaire of approximately 50 questions — survey to be conducted every second year.

3. **Indication about different starting/delivery date:**

Starting: 1.10.2006.

Lot No 2

1. **Nomenclature**

1.1) **Common Procurement Vocabulary (CPV):**

74130000, 74131100, 74131110, 74131120.

1.2) **Other relevant nomenclature (CPA/NACE/CPC)**

2. **Short description scope:**

Lot 2: qualitative research: focus groups and/or individual interviews in the EU (including EU acceding countries) or in a selection of EU Member States including several different target groups each time.

3. **Indication about different starting/delivery date:**

Starting: 1.10.2006.