

**ECB - Supply of stationery material (D-Frankfurt-on-Main)**

**2006/S 53-054753**

**Contract notice**

**Supplies**

**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, attn: Mr Klaus Demmer, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Tel. +49-69-1344-7554. Fax +49-69-1344-7110. 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**  
Purchase.
- II.1.3) **Type of service contract**
- II.1.4) **Is it a framework agreement?**  
Yes.
- II.1.5) **Title attributed to the contract by the contracting authority:**  
Supply of stationery materiel.
- II.1.6) **Description/object of the contract:**  
It is the intention of the ECB to appoint a contractor who will provide stationery material to the ECB. Delivery has to be split to supply single ECB staff members with requested material. Delivery takes place either to a central place or directly to one of the three ECB sites in the centre of Frankfurt.  
The following services have to be provided: (a) provision of an electronic catalogue in English with visual and written presentation including price, (b) delivery of ordered items, (c) stationery packed and labelled per

requesting staff member, (d) delivery to agreed places on a daily basis, (e) updating of catalogue, (f) provision of reports, (g) customer service function with English as the main communication language.

The hosted system shall be interfaced with the ECB ERP installation at a later date.

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

European Central Bank, Frankfurt am Main.

NUTS Code: DE712.

**II.1.8) Nomenclature**

**II.1.8.1) Common procurement vocabulary (CPV):**

30192700, 30192000.

**II.1.8.2) Other relevant nomenclature (CPA/NACE/CPC)**

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

No.

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

Yes.

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

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

The estimated value of the contract might be EUR 750 000.

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

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

36 months from the award of the contract, with the possibility of a renewal for a further period of 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:**

**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 must declare in writing that: (i) in case of an order they will provide all services as a temporary grouping and (ii) all the members will have joint and several liability for the performance of the contract. The parts of the supplies and/or services that will be performed by the 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:**

a) Full address, telephone and fax number of the Applicant

b) Years of trading of the Applicant.

c) Other specifications concerning the Applicant's background and profile together with an organisational chart showing the company structure, including any branch offices and partnerships.

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

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 Applicant

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

a) Statement of the Applicant's overall turnover and;

b) Statement of turnover for the last three years for the type of service involved in this contract. In order to be selected, the Applicant must be able to demonstrate that during the last three years it has had one contract providing similar services being worth at least EUR 100 000 per year, excluding VAT.

**III.2.1.3) Technical capacity - means of proof required:**

Description of the company's technical facilities and its measures for ensuring quality and especially the measures ensuring that the service will be provided without interruption.

**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:**

Negotiated.

**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:**

Minimum: 3; maximum: 5.

**IV.2) Award criteria:**

The most economically advantageous tender in terms of criteria as stated in contract documents.  
Not in descending order of priority.

**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**

In order to participate it is essential to use the Application Form which will be supplied by the ECB on request. The Application Form has to be completed and sent back to the ECB by the deadline given in Section IV.3.3

**IV.3.3) Timelimit for receipt of tenders or requests to participate:**

16.4.2006 (12:00) CET.

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

5.5.2006.

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

German. 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**

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

**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:**

10.03.2006.