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ECB - Provision of exhibition stands and venue decoration (D-Frankfurt-on-Main)

2010/S 96-144132

Contract notice

Section I: Contracting authority

I.1) Name, addresses and contact point(s):

European Central Bank, attention: Josef Pinhas, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-0. Fax +49 691344-7110. E-mail: procurement@ecb.europa.eu

Internet address(es):

General address of the contracting authority: <http://www.ecb.europa.eu>

Further information can be obtained at:

As in abovementioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:

As in abovementioned contact point(s).

Tenders or requests to participate must be sent to:

As in abovementioned contact point(s).

I.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

The contracting authority is purchasing on behalf of other contracting authorities: no.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Provision of exhibition stands and venue decoration.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 27.

NUTS code: DE712.

II.1.3) The notice involves:

The establishment of framework agreements.

II.1.4) Information on framework agreement:

Framework agreement with several operators for lot 3.

Framework agreement with a single operator for lots 1, 2, and 4.

Number of participants to the framework agreement envisaged: 3.

Duration of the framework agreement: duration in years: 3.

Estimated total value of purchases for the entire duration of the framework agreement:

Lot 1: ECB information stands for open days and other public events.

Estimated value range excluding VAT: between 220 000 EUR and 250 000 EUR.

Lot 2: services for the transport, set-up and maintenance of a travelling exhibition (Euro exhibition and game corner).

Estimated value range excluding VAT: between 150 000 EUR and 200 000 EUR.

Lot 3: preparation, set-up and dismantling of the exhibition stand at the Sibos exhibition.

Estimated value range excluding VAT: between 400 000 EUR and 500 000 EUR.

Lot 4: venue decoration and design services for large-scale conferences and colloquia.

Estimated value range excluding VAT: between 120 000 EUR and 150 000 EUR.

II.1.5) Short description of the contract or purchase(s):

The European Central Bank (ECB) intends to use a restricted procedure, divided into 4 lots, for the procurement of the provision of exhibition stands and venue decoration. The following lots are foreseen:

lot 1: ECB information stands for open days and other public events;

lot 2: services for the transport, set-up and maintenance of a travelling exhibition (Euro exhibition and game corner);

lot 3: preparation, set-up and dismantling of the exhibition stand at the Sibos exhibition;

lot 4: venue decoration and design services for large-scale conferences and colloquia.

Tenderers are required to submit a proposal for 1 or more lots. The lots will be evaluated separately.

II.1.6) Common procurement vocabulary (CPV):

Lots 1–4: 79956000, 79950000, 39154000, 39154100.

Lots 1–3: 32321200.

II.1.7) Contract covered by the Government Procurement Agreement (GPA):

Yes.

II.1.8) Division into lots:

Yes.

Tenders should be submitted for: 1 or more lots.

II.1.9) Variants will be accepted:

No.

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

The European Central Bank (ECB) intends to use a restricted tender procedure divided into 4 lots in order to procure the following services:

lot 1: ECB information stands for open days and other public events;

lot 2: services for the transport, set-up and maintenance of a travelling exhibition (Euro exhibition and game corner);

lot 3: preparation, set-up and dismantling of the exhibition stand at the Sibos exhibition;

lot 4: venue decoration and design services for large-scale conferences and colloquia.

II.2.2) Options

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

Duration in months: 36 (from the award of the contract) with the option of renewal up to 12 months.

Information about lots

Lot No 1

Title: ECB information stands for open days and other public events

1) Short description:

For 10 years, as part of its public relations work, the ECB has been regularly participating with information stands at various public events such as the annual Open Days at the European Council in Brussels and the

European Parliament in Strasbourg as well as on the premises of national central banks, e.g. in Poland and the Czech Republic. Those events last 1 to 2 days attracting between 10 000 and 24 000 visitors.

The goal of taking part in such events is to reach various target groups and to give the visitors the opportunity to inform themselves about e.g. the ECB, the Eurosystem, the banknotes' security features and any other ECB-relevant topics (e.g. the new ECB premises).

In addition to the abovementioned recurrent events, the ECB plans to continue participating in those types of events for the public at large and to identify more opportunities for attendance in and around Frankfurt and other European cities.

In that context, the ECB is looking for an agency to:

— provide the complete stand organisation including:

- (i) the project management and controlling activities;
- (ii) the logistic services (transport) to and from the venue of the event;
- (iii) support during the event for the ECB stand, including the technical support;
- (iv) the complete set-up and the dismantling afterwards of the stand and all its components (including technical equipment) at the location; and
- (v) the storage of the stand systems, panels etc. between the events,

— provide assistance with the maintenance and replacement of the current stand system, panels, i.e.:

- (i) maintenance, refurbishing and/or provision of new stand system if need be;
- (ii) (re-)design, incl. typesetting of text panels in various official languages of the European Union and production of new panels requiring updates and/or changes,

— provide consultancy services (if required) with regards to:

- (i) alternative stand systems;
- (ii) design and production of new panels;
- (iii) developments in stand technology and alternative stand modules.

2) **Common procurement vocabulary (CPV)**

79956000, 79950000, 39154000, 32321200, 39154100.

3) **Quantity or scope:**

Estimated cost excluding VAT: between 220 000 EUR and 250 000 EUR.

4) **Indication about different date for duration of contract or starting/completion:**

Duration in months: 36.

Lot No 2

Title: The Euro exhibition and game corner

1) **Short description:**

(a) Euro exhibition:

As part of its portfolio of communications and public relations tools, the ECB has developed a modular travelling exhibition entitled 'The Euro Exhibition' (hereafter 'the exhibition'). The main objective of the exhibition is to raise awareness about the euro banknotes and coins and their security features among the European public at large.

The exhibition targets all age groups and strives to provide comprehensive information about the euro cash — its history, context and physical features — in an appealing and interactive way.

See also <http://www.ecb.europa.eu/euro/html/exhibition.en.html>

(b) Game corner:

Based on the same structure and design as the exhibition, the ECB has also developed a 'game corner' consisting of 4 touch screen terminals with game pads (controls) and a 42-inch LCD screen and backdrop. The game corner is occasionally set up with the exhibition, at other times it is used by itself for events.

See also http://www.ecb.europa.eu/euro/play/html/euroschool_photos.en.html

Activities related to providing the services for the exhibition and game corner:

So far, the exhibition has been displayed in different cities across the European Union Member States, for a period of between 1 to 3 months per city, having reached between 3 to 6 cities per year. For the current contract, it is assumed that the exhibition will be on display at on average 3 locations per year. It is further assumed that the game corner will be set up once together with the exhibition and once alone per year.

The services to be provided are threefold:

1. transport and set-up/assembly of the exhibition (including the game corner) as well as storage.

Note: the services provided shall include appropriate insurance for the transport, set-up and storage of the exhibition items; during exhibitions the hosting institutions provide adequate insurance;

2. maintenance/production of panels and modules.

Note: any replacement of hardware, for whatever reason, will be done in consultation and agreement with the ECB; the possible purchase or construction costs arising in such a case are not part of this tender;

3. provision of consultancy services with regard to the set-up/arrangement of the exhibition modules, design and layout of new/existing panels, and technical advice on and/or design of new exhibition elements.

2) **Common procurement vocabulary (CPV):**

79956000, 79950000, 39154000, 32321200, 39154100.

3) **Quantity or scope:**

Estimated cost excluding VAT: between 150 000 EUR and 200 000 EUR.

4) **Indication about different date for duration of contract or starting/completion:**

Duration in months: 36.

Lot No 3

Title: Sibos exhibition

1) **Short description:**

The Sibos exhibition, organised by SWIFT, is an annual global exhibition and conference event where current and future financial services (focussing on payment and securities settlement systems) are presented and discussed.

The Sibos exhibition takes place annually in September or October at worldwide locations — alternately in Europe, the Americas and Asia/Pacific — and is visited by approx. 8 000 delegates and lasts 1 week.

The European Central Bank (ECB) has been participating continuously at the Sibos exhibition from the first time in 2000 in San Francisco to the latest Sibos exhibition in Hong Kong 2009. In the past years the ECB's stand

was of a size of 72 m² (including kitchen and storage room, meeting room and an open space area) and was built with the 'Octanorm' system. For more detailed information about Sibos see: <http://www.swift.com/sibos2010>

In that context, the ECB is looking for an agency to:

— provide the complete stand organisation including:

(i) organisation, project management and controlling activities related to the stand;

(ii) the complete construction of the stand and all its components;

(iii) set-up and dismantling of the exhibition stand at the Sibos exhibition including all technical equipment;

(iv) logistic services to and from Sibos,

— provide consultancy services (if required) with regards to:

(i) stand architecture, layout and design;

(ii) developments in stand technology and alternative stand modules.

2) **Common procurement vocabulary (CPV):**

79956000, 79950000, 39154000, 32321200, 39154100.

- 3) **Quantity or scope:**
Estimated cost excluding VAT: between 400 000 EUR and 500 000 EUR.
- 4) **Indication about different date for duration of contract or starting/completion:**
Duration in months: 36.

Lot No 4

Title: Venue decoration and design services for large-scale conferences and colloquia

- 1) **Short description:**
The ECB organises 1 to 2 large-scale conferences and colloquia per year with 200–300 high-level participants at external venues (mainly hotels) in the Rhine-Main area for which decoration and design services (e.g. furniture, signposting, stage decoration, and other necessary equipment depending on the venue) are required. The conferences last 1 to 2 days and set-up and dismantling is usually arranged on the same days. It is foreseen that approx. 1 to 2 large-scale conferences or colloquia per year with 200–300 high-level participants will take place at external venues (mainly hotels) in the Rhine-Main area.
In that context the ECB is looking for a company to provide the complete decoration services, i.e. set-up of registration and conference facilities, appropriate signposting throughout the conference venue, various furniture elements such as stage elements, backdrops and finally the manpower to set up and dismantle these elements.
- 2) **Common procurement vocabulary (CPV):**
79956000, 79950000, 39154000, 39154100.
- 3) **Quantity or scope:**
Estimated cost excluding VAT: between 120 000 EUR and 150 000 EUR.
- 4) **Indication about different date for duration of contract or starting/completion:**
Duration in months: 36.

Section III: Legal, economic, financial and technical information

- III.1) **Conditions relating to the contract**
- III.1.1) **Deposits and guarantees required:**
No deposit is required, but where applicable, the successful tenderer (or in the case of a successful consortium bid, each member of the consortium) may be required to provide a parent-company guarantee.
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**
Method of payment will be in accordance with the terms and conditions of the contract.
- III.1.3) **Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded:**
The establishment of a temporary grouping of companies is allowed. In the application, all the members of the 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;
(iii) a single legal entity shall represent the whole grouping.
The parts of the supplies and/or services that will be performed by the individual companies shall be specified.
- III.1.4) **Other particular conditions to which the performance of the contract is subject:**
No.
- III.2) **Conditions for participation**

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met:

Candidates must demonstrate that they are eligible to participate in an ECB procurement procedure by declaring their compliance with the eligibility criteria outlined in Decision ECB/2007/5 of 3.7.2007 laying down the Rules on Procurement (available under <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>).

Candidates wishing to participate must provide information (including that indicated below) by completing the ECB's application form (see IV.3.3). The completed application form must be returned in paper copy format by the date indicated in IV.3.4 below:

- (a) full company name, business address and registered address (if different) and registration number;
- (b) all requested information must be returned in hard copy format by the date indicated in IV.3.4 below.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met:

- (a) financial statements relating to the past 3 years of trading (lots 1–4);
- (b) evidence of relevant insurances (lots 1– 4).

Minimum level(s) of standards possibly required:

The total net turnover of candidate or temporary grouping for the period 2007–2009 must be at least:

lot 1: ECB information stands for open days and other public events: 450 000 EUR;

lot 2: services for the transport, set-up and maintenance of a travelling exhibition (Euro exhibition and game corner): 375 000 EUR;

lot 3: preparation, set-up and dismantling of the exhibition stand at Sibos: 750 000 EUR;

lot 4: venue decoration and design services for large-scale conferences and colloquia: 260 000 EUR;

lots 1–4: candidates must provide copies of their current insurance certificates for each of the relevant insurances.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

- (a) technical capacity — tenderers must provide information that demonstrates that they have:

- appropriate ability and experience,
- sufficient resources and capacity,
- requisite systems and equipment to execute the contract;

- (b) professional capacity — tenderers must provide information relating to 3 different past contracts that demonstrates they have undertaken similar work over the last 3 years, providing details of scope, size, duration and value of contracts.

Minimum level(s) of standards possibly required:

Lot 2: services for the transport, set up and maintenance of a travelling exhibition (Euro exhibition and game corner):

- available space, secure and accessible, with the possibility to assemble parts of the Euro exhibition and/or the game corner for testing or checking purposes at the storage location.

Lot 3: preparation, set-up and dismantling of the exhibition stand at Sibos:

- experience of working with an exhibition system in the past 3 years.

Lot 4: venue decoration and design services for large-scale conferences and colloquia:

- capacity to deliver sufficient venue decoration and design services in the Rhine-Main region, with the capacity to deliver additional decoration material, in case of unexpected need within 2 hours to the venue.

III.2.4) Reserved contracts:

No.

III.3) Conditions specific to services contracts

III.3.1) Execution of the service is reserved to a particular profession:

No.

III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service:

Yes.

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure:

Restricted.

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:

Envisaged number of operators: 5.

Objective criteria for choosing the limited number of candidates:

The candidate's general capacity to carry out the requested services in terms of economic, financial, technical and human resources (as listed in the contract notice in Section III.2.3).

IV.1.3) Reduction of the number of operators during the negotiation or dialogue:

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated: no.

IV.2) Award criteria

IV.2.1) Award criteria:

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

Criteria; weighting:

1. Quality; 55 %.

2. Price; 45 %.

IV.2.2) An electronic auction will be used:

No.

IV.3) Administrative information

IV.3.1) File reference number attributed by the contracting authority:

12714/CO/PEP/2009.

IV.3.2) Previous publication(s) concerning the same contract:

No.

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document:

The ECB application form can be downloaded from the following Internet site:

http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_decostands_2010.en.html

Suppliers who intend to submit a tender are required, promptly after downloading the ECB application form from the above Internet site, to provide the ECB (at procurement@ecb.europa.eu) with a valid contact e-mail address. This shall be used by the ECB to keep all interested parties aware of potential further communications on this tender that the ECB may need to disclose until the deadline for the submission of tenders.

In addition, such potential further communications will also be published on the aforementioned Internet site.

It is foreseen that, after choosing the limited number of candidates that will be invited to submit a tender, the tender documentation will be published at the same Internet site. Such documentation will include the detailed requirements, procedural rules and contractual terms and conditions.

Payable documents: no.

Time limit for receipt of requests for documents or for accessing documents: 14.6.2010 (12:00).

IV.3.4) Time limit for receipt of tenders or requests to participate:

14.6.2010 (12:00).

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:

English.

IV.3.7) Minimum time frame during which the tenderer must maintain the tender:

Duration in months: 6 (from the date stated for receipt of tender).

IV.3.8) Conditions for opening tenders:

Place: Tenders shall be opened shortly after the deadline for receipt of tenders has expired, at the address in I.1.

Persons authorised to be present at the opening of tenders: yes.

Members of staff of the ECB only.

Section VI: Complementary information

VI.1) This is a recurrent procurement:

Yes.

It is expected that this will be a recurrent procurement, and if required, further notices shall be published prior to the termination of any new contract that results from this procurement exercise.

VI.2) Contract related to a project and/or programme financed by Community funds:

No.

VI.3) Additional information:

The ECB reserves the right not to make any award and reserves the right not to accept all or part of any tender unless the tenderer expressly stipulates otherwise in their tender. The ECB reserves the right to disqualify any applicant who provides information which proves to be incorrect.

The framework agreements are intended initially for 3 years, with the option of renewal up to 12 months. It is estimated that the framework agreements will start as of January 2011.

The contract shall be governed by and interpreted under German civil law.

The deadline for questions or requests for clarification relating to the application form shall be 5 calendar days prior to the deadline for applications.

Applicable rules:

The tender procedure is conducted in accordance with the ECB procurement rules (European Central Bank Decision of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5), amended by the European Central Bank Decision of 27.1.2009 (ECB/2009/2)). Both Decisions were published in the 'Official Journal of the European Union' (respectively OJ L 184 of 14.7.2007, p. 34 and OJ L 51 of 24.2.2009, p. 10) and are available on the ECB website at:

<http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>

All communications, discussions and meetings will be conducted in English and no interpretation facilities will be provided. Tenderers are also informed that presentations, interviews, and/or site visits may be required to confirm information contained in their offers.

Tenders and all supporting documents must be priced in euros and all contract payments will be made in euros. The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that tenderers may incur in connection with the submission of their proposals. Proposals received will not be returned and will remain the property of the ECB.

If candidates submit their application form by registered post or private courier services the post office stamp or the date on the slip issued by the courier service shall constitute proof of compliance with the time limit for submission specified in IV.3.3 above. However, the ECB will not consider tenders which reach the ECB 10 calendar days after expiry of the above time limit.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures:**

European Central Bank — Procurement Review Body, c/o Legal Advice Team, Kaiserstraße
29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-0. Fax +49 691344-6886. E-mail:
legaladviceteam@ecb.europa.eu Internet: <http://www.ecb.europa.eu>

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: 15 days from the receipt of the information specified in Article 28(3) of the ECB procurement rules (see Section VI.3 above) or, if no information is requested, 15 days from the receipt of the notification to unsuccessful bidders

VI.4.3) **Service from which information about lodging of appeals may be obtained**

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

7.5.2010.