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**Germany-Frankfurt-on-Main: ECB - Provision of services relating to the production of publications (PRO-000609)
2015/S 220-400211**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Central Bank
Sonnemannstraße 22
For the attention of: Alessandro Sussex
60314 Frankfurt-on-Main
GERMANY
Telephone: +49 6913440
E-mail: procurement@ecb.europa.eu
Fax: +49 6913447110

Internet address(es):

General address of the contracting authority: <http://www.ecb.europa.eu>
Electronic access to information: <https://www.ecb.europa.eu/secure/procurement/>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Economic and financial affairs

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes
Deutsche Bundesbank
PO Box 11 12 32
60047 Frankfurt-on-Main
GERMANY

Section II: Object of the contract

II.1) Description

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

Provision of services relating to the production of publications (PRO-000609).

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

Services

Service category No 15: Publishing and printing services on a fee or contract basis

Main site or location of works, place of delivery or of performance: Frankfurt-on-Main, Germany.
NUTS code

II.1.3) **Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves the establishment of a framework agreement

II.1.4) **Information on framework agreement**

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 5

Justification for a framework agreement, the duration of which exceeds four years: The contract is foreseen for a maximum of 5 years owing to the fact that the successful tenderer will have to take over/develop technical platforms anew which are needed for the provision of the services.

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

Estimated value excluding VAT:

Range: between 500 000 and 1 000 000 EUR

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

The ECB is the central bank for Europe's single currency, the euro. Its main task is to maintain the euro's purchasing power and thus price stability in the euro area. The ECB produces a number of publications to report on its activities including monetary policy, statistics, payments and securities settlement systems, financial stability and supervision, international and European cooperation, legal matters, as well as prudential supervision of credit institutions established in participating Member States.

With this procedure, the ECB is aiming at awarding a framework agreement for a maximum of 5 years for the provision of services related to the production of publications.

In order to interact directly with the ECB's publications team and to rely on the ECB's internal document management system (which for security reasons cannot be accessed remotely by suppliers), it is expected that the successful tenderers will deploy a small team on the ECB's premises in Frankfurt-on-Main, Germany.

The participation of the Deutsche Bundesbank in this tender is limited to the procurement of the services necessary for the production of the German version of the ECB's Economic Bulletin, which the ECB produces only in English.

With some exceptions, the ECB has in general stopped printing hard copies of its publications. In addition, by the time of contract award the ECB will have stopped typesetting most of its publications in favour of MS Word- and MS Excel-based production. While the ECB will continue to require classical typesetting for some materials, the number of such instances will be small.

The production of certain ECB publications is time critical with deadlines which are defined by EU legislation, and therefore their release cannot be postponed. Hence the successful tenderer will have to ensure that it has a sufficient number of prepared staff, and in addition that it has robust and proven procedures in place to deal with time-critical publications as well as unexpected peaks in workload and absences in its workforce.

II.1.6) **Common procurement vocabulary (CPV)**

79822300, 72415000, 72420000, 22100000

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

The contract value is estimated between 500 000 EUR and 1 000 000 EUR. The above figure is purely indicative and means no commitment at all from the ECB side in respect of the size of the specific contracts for the years to come.

Estimated value excluding VAT:

Range: between 500 000 and 1 000 000 EUR

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

This contract is subject to renewal: no

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

Duration in months: 60 (from the award of the contract)

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 governing them:

Method of payment will be in accordance with the terms and conditions of the framework agreement.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

The establishment of a temporary grouping is allowed under the conditions laid down in the invitation to tender (ITT).

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: 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 the requirements are met: Pursuant to Article 24 of the ECB rules on procurement as laid down in Decision of the European Central Bank of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5) (see Section VI.3) the following shall apply:

the ECB shall exclude tenderers from participation in a tender procedure if they have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, money laundering, and involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the Union, of the ECB or of the NCBs.

The ECB may exclude tenderers from participation at any time if:

(a) 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 these matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of 'res judicata';

- (c) they have been guilty of grave professional misconduct;
- (d) 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 reside or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been declared by a court or an arbitration tribunal to be in serious breach of contract for failure to comply with their contractual obligations following another tender procedure;
- (f) their management, staff or agents are subject to a conflict of interest;
- (g) they are guilty of misrepresentation in supplying the information required by the ECB;
- (h) they contact other tenderers with the purpose of restraining competition.

Tenderers must certify that they are not in any of the situations listed above by signing the relevant documentation relating to this procedure and providing the evidence requested therein. In the case of groupings, all members must fulfil these conditions. If such circumstances arise in the course of the procedure, the tenderer concerned shall inform the ECB thereof without undue delay.

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: The tenderers' economic and financial capacity will be assessed on the basis of their financial situation (turnover and profit and loss).

Minimum level(s) of standards possibly required: Tenderers must meet the following minimum requirement(s):
— accumulated total net turnover for the last 3 financial years of 800 000 EUR.

As proof, tenderers shall submit the documents listed in the tender submission form, Annex 3 to the invitation to tender (ITT).

If the tenderer is a temporary grouping:

- it may add the respective turnover of its members,
- however, one of the members shall have achieved on its own 60 % of the above amount(s).

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

The tenderers' technical and professional capacity will be assessed on the basis of the criteria stated in Section IV.4.2 of the invitation to tender.

Minimum level(s) of standards possibly required:

(a) A minimum formatting/typesetting capacity equal to or greater than 250 pages of A4 size per day in any official EU language (including formatting of separate Excel charts) in peak times (1st half of each year), for the rest of the year 100 pages per day, also including the formatting of charts.

(b) Experience in formatting MS Office files/typesetting pages in the current 24 official languages of the European Union as well as additional world languages using the Latin, Greek or Cyrillic alphabet. As proof, the tenderers shall provide a minimum of 3 reference projects where a minimum of 5 different languages were involved, the URL links to these publications, as well as the name and telephone number of a contact person on the client side.

(c) Availability of a small front office team on the ECB's premises for the overall coordination of the productions and to meet short-notice deadlines for selected activities.

(d) Experience or capacity of setting up a Web-based system for the translation of texts in charts and tables, or alternatively, the capacity of taking over and maintaining the ECB's current system (see Annex 1 to the ITT for details). The tenderers' experience or capacity will be assessed on the basis of at least 1 reference contract.

(e) Must be able to establish extranets in line with the functionality and security requirements outlined in Annex 1 to the invitation to tender.

As proof of the abovementioned requirements tenderers shall duly complete the tender submission form (Annex 3 to the invitation to tender).

III.2.4) **Information about reserved contracts**

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

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

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**

Open

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

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

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated below

1. Outcome of the test (step 1) relating to the formatting of a selected ECB publication according to the ECB style guide. Weighting 15
2. Outcome of the test (step 2) on the provision of scalable vector graphics (SVG) files compliant with a) ECB specifications and W3C's SVG validator. Weighting 10
3. Outcome of the test (step 2) on the provision of scalable vector graphics (SVG) files compliant with b) cleanliness of SVGs from superfluous code. Weighting 5
4. Outcome of the test (step 2) on the provision of scalable vector graphics (SVG) files compliant with c) ease and speed of the proposed SVG production workflow from the original MS Excel files and the level of automatisisation of the process. Weighting 5
5. Outcome of the test (step 3) on the provision of an EPUB 3.1 version of a selected ECB publication and the appropriateness of the proposed EPUB production workflow for such output format on the basis of MS Word and MS Excel files. Weighting 5
6. Experience and qualifications of the proposed front office team (minimum 3 members): a number of years of experience in coordinating the production of parallel, multilingual publications (in at least 5 EU languages). Weighting 5
7. Experience and qualifications of the proposed front office team (minimum 3 members): a number of years of experience in formatting and typesetting (minimum 2 years). Weighting 5
8. Experience and qualifications of the proposed front office team (minimum 3 members): English language skills (at least B2). Weighting 5
9. Measures to ensure the timeliness/availability of formatting services and to ensure the timely production of final output formats of publications like the XML and SVG files in particular with regard to ad hoc peaks of work and contingency. Weighting 5
10. Price. Weighting 40

IV.2.2) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

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

PRO-000609.

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

no

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

Time limit for receipt of requests for documents or for accessing documents: 11.12.2015

Payable documents: no

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

14.12.2015 - 18:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

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: 9 (from the date stated for receipt of tender)

IV.3.8) Conditions for opening of tenders

Persons authorised to be present at the opening of tenders: no

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) Additional information

The documentation for this procurement can be downloaded from an Internet platform. If you are interested in participating in the procurement procedure, please register via the Internet platform using the following Internet address, user name and password:

Internet address: <https://www.ecb.europa.eu/secure/procurement/>

User ID: 000609/C/MLT/2015

Password: DA7B9C

After you have registered, an e-mail will be sent to you with a new user name and password. The Internet address will remain the same. Please use the new user name and password to download the tender documentation.

Please note that tenderers participating in this procedure will have to undergo a test. The test script will be released on the abovementioned portal on 4.12.2015. For more information please consult the invitation to tender.

Should you experience any problems in accessing the Internet platform for registration and/or downloading the documentation please do not hesitate to contact us at the following e-mail address: procurement@ecb.europa.eu quoting the procurement number and problem experienced.

The ECB shall endeavour to answer all queries concerning access as quickly as possible but cannot guarantee a minimum response time. The ECB shall not be bound to reply to queries received less than 7 calendar days before the time limit for the submission of tenders.

The tender procedure shall be open on equal terms to all natural or legal persons resident or located in the European Union and to all natural and legal persons resident or located in a country which has ratified the World Trade Organisation Agreement on Government Procurement or has concluded with the European Union a bilateral agreement on procurement under the conditions laid down in the said agreements.

The tender procedure is conducted in accordance with the Decision of the European Central Bank of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5) (as amended), available on the ECB website at <http://www.ecb.europa.eu> (please look for the link 'about/procurement').

During the tender procedure tenderers shall not contact any other ECB staff members or organisations/persons working for the ECB with regard to this tender procedure other than the person indicated in Section I.1. Tenderers shall also not contact potential competitors unless they intend to form a temporary grouping with them or to involve them as subcontractors. Any violation of this communication rule may lead to the exclusion of the tenderer in question.

VI.4) **Procedures for appeal**

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

Procurement Review Body of the European Central Bank, c/o Legal Advice Team
Sonnemannstraße 22
60314 Frankfurt-on-Main
GERMANY
Telephone: +49 6913440
Internet address: <http://www.ecb.europa.eu>
Fax: +49 6913446886

Body responsible for mediation procedures

European Ombudsman
1 avenue du Président Robert Schuman
67001 Strasbourg
FRANCE

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 Decision of the European Central Bank of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5) or, if no information is requested, 15 days from the receipt of the notification to unsuccessful tenderers. Further requirements are outlined in Article 33 of this Decision. A complaint to the European Ombudsman does not affect the deadline for lodging appeals.

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

Central Procurement Office
Sonnemannstraße 22
60314 Frankfurt-on-Main
GERMANY
E-mail: procurement@ecb.europa.eu

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

3.11.2015