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**Germany-Frankfurt-on-Main: ECB - Provision of logistic and mail services
2017/S 207-426817**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) **Name and addresses**

European Central Bank
Sonnemannstraße 22
Frankfurt am Main
60314
Germany
Contact person: Miklos Karoly
Telephone: +49 69/13440
E-mail: procurement@ecb.europa.eu
Fax: +49 69/13447110
NUTS code: DE712

Internet address(es):

Main address: <http://www.ecb.europa.eu>

I.2) **Joint procurement**

I.3) **Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.ecb.europa.eu/secure/procurement/login.html>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

I.4) **Type of the contracting authority**

European institution/agency or international organisation

I.5) **Main activity**

Economic and financial affairs

Section II: Object

II.1) **Scope of the procurement**

II.1.1) **Title:**

Provision of logistic and mail services.
Reference number: PRO-002921.

II.1.2) **Main CPV code**

98392000

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The European Central Bank is intending to use a negotiated tender procedure to appoint 1 or several candidates who will provide logistic services (lot 1) and mail services (lot 2). The logistics services entail the transportation of any items requiring movement within each building as well as between each of the buildings, including the distribution and maintenance of furniture in office and conference areas, office relocations of staff and services supporting infrastructural facility management e.g. inventory management, support of the administration and maintenance of lockers, exchanging of confidential waste containers, etc. Mail services entail the handling and sorting of all incoming post (letters, packages, courier deliveries, registered letters) from the mail distribution centre (MDC) located in the MB as well as the processing of all outgoing post.

II.1.5) **Estimated total value**

Value excluding VAT: 9 600 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for maximum number of lots: 2

II.2) **Description**

II.2.1) **Title:**

Provision of logistic services

Lot No: 1

II.2.2) **Additional CPV code(s)**

79613000

50850000

II.2.3) **Place of performance**

NUTS code: DE7

II.2.4) **Description of the procurement:**

The ECB is seeking a candidate who will operate the logistics services according to set standards and service levels agreed with the ECB. The logistics services are an important function within the Directorate General Administration. This entails the transportation of any items requiring movement within each building as well as between each of the buildings, including the distribution and maintenance of furniture in office and conference areas, office relocations of staff and services supporting infrastructural facility management e.g. inventory management, support of the administration and maintenance of lockers, exchanging of confidential waste containers.

Staff presence for the services covered under scope of lot 1 will be required from Monday to Friday 5:30 to 20:00.

This lot covers a broad range of tasks:

- acceptance of all incoming goods delivered to the ECB at its centralised logistics centre in the main building. This includes checking of delivery slips, inspecting packaging, unloading goods, signing the acceptance, etc.,
- transportation of any items requiring movement within each building as well as between each of the buildings. The candidate shall provide the different kinds of vehicles needed,
- storage and delivery of goods to the appropriate locations within the ECB premises,
- inventory of assets and warehouse management i.e. monitoring the stock level of certain goods (e.g. paper, furniture), and be in charge of launching a replacement order if necessary,
- furniture maintenance and distribution in offices and conference areas. The furniture for office workplaces is set up, administered and repaired by the candidate. The workplace allocation and layouts will be supplied to the candidate in advance,
- setting up and dismantling of ECB equipment for special events organised by the ECB,

- scheduling and documenting the relocation preparation, execution and completion including processing the move requests in the CAFM system, coordinating and collaborating with other service teams, etc.,
- handling and exchanging of the waste containers (fitted with wheels) and the confidential paper waste containers,
- administration and maintenance of lockers in the ECB premises i.e. answering customers' tickets, opening lockers together with customers, updating badge user data and troubleshooting, etc.,
- other administrative small tasks such as changing batteries in clocks.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

Value excluding VAT: 8 400 000.00 EUR

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The contract shall be subject to an extension for a maximum of 12 months, however the total contract duration shall not exceed 48 months.

II.2.9) **Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 3

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

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

II.2.14) **Additional information**

II.2) **Description**

II.2.1) **Title:**

Provision of mail services

Lot No: 2

II.2.2) **Additional CPV code(s)**

64122000

II.2.3) **Place of performance**

NUTS code: DE7

II.2.4) **Description of the procurement:**

The ECB is seeking a candidate who will handle the sorting of all incoming post (letters, packages, courier deliveries, registered letters) from the mail distribution centre (MDC) located in the MB as well as the processing of all outgoing post. Staff presence for the services covered under the scope of lot 2 will be required from Monday to Friday 7:00 to 18:00.

In particular, the tasks under this lot include:

- daily collection and transportation to and from the Frankfurt mail sorting centre,

- distribution of external and internal mail throughout the ECB. This is currently performed with 4 distribution rounds per day where incoming post is delivered and outgoing post collected from the mail distribution points on each floor,
- mail shuttle between buildings to distribute internally processed mail between the ECB's buildings,
- regional courier services (an on-demand service) to send items via courier within the Rhine-Main area.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: 1 200 000.00 EUR

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The contract shall be subject to extension for a maximum of 12 months, however the total duration shall not exceed 48 months.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged minimum number: 3

II.2.10) Information about variants

Variants will be accepted: no

II.2.11) Information about options

Options: no

II.2.12) Information about electronic catalogues

II.2.13) Information about European Union funds

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

II.2.14) Additional information

Section III: Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

As stated in the procurement documents.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.1.5) Information about reserved contracts

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

III.2.2) Contract performance conditions:

In line with the terms and conditions of the draft contract. See details in the procurement documents.

III.2.3) Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

IV.1.3) Information about a framework agreement or a dynamic purchasing system

IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.1.5) Information about negotiation

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

IV.1.6) Information about electronic auction

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

IV.2.2) Time limit for receipt of tenders or requests to participate

Date: 17/11/2017

Local time: 18:00

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 11/12/2017

IV.2.4) Languages in which tenders or requests to participate may be submitted:

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

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

IV.2.7) Conditions for opening of tenders

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

VI.3) Additional information:

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

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

User name: 002921/A/ADS/2017/CFA

Password: 052615

After you have registered, an e-mail will be sent to you with a new user name and password. Use the new user name and password to download the procurement documentation from the above Internet address.

However, your mere registration and downloading the procurement documents does not constitute an application. You must submit your application in hard copy version to the ECB, on time, in the format requested and including the content as further instructed in the application documentation.

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

The procurement 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 Organization 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 procurement procedure is conducted in accordance with Decision (EU) 2016/245 of the European Central Bank of 9.2.2016 laying down the rules on procurement (ECB/2016/2), OJ L 45, 20.2.2016, p. 15 as amended, available on the ECB website at <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>

During the procurement procedure, tenderers shall not contact any 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 review**

VI.4.1) **Review body**

Procurement Review Body of the European Central Bank, c/o Legal Advice Team
Sonnemannstraße 20
Frankfurt am Main
60314
Germany
Telephone: +49 6913440
Fax: +49 6913446886
Internet address:<http://www.ecb.europa.eu>

VI.4.2) **Body responsible for mediation procedures**

European Ombudsman
1 avenue du Président Robert Schuman
Strasbourg
67001
France

VI.4.3) **Review procedure**

VI.4.4) **Service from which information about the review procedure may be obtained**

Central Procurement Office
Sonnemannstraße 20
Frankfurt am Main
60314
Germany
Telephone: +49 6913440
Internet address:<http://www.ecb.europa.eu>

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

17/10/2017