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## Germany-Frankfurt am Main: Provision of Office Supplies, Toner Cartridges and Branded Merchandise 2020/S 190-457659

### Contract notice

### Supplies

#### Legal Basis:

Directive 2014/24/EU

#### **Section I: Contracting authority**

##### I.1) Name and addresses

Official name: European Central Bank  
Postal address: Sonnemannstrasse 22  
Town: Frankfurt am Main  
NUTS code: DE712 Frankfurt am Main, Kreisfreie Stadt  
Postal code: 60314  
Country: Germany  
Contact person: Central Procurement Office  
E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)  
Telephone: +49 69/13440  
Fax: +49 69/13447110

##### **Internet address(es):**

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

##### I.2) Information about joint procurement

##### I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>  
Additional information can be obtained from the abovementioned address  
Tenders or requests to participate must be submitted electronically via: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>  
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 Office Supplies, Toner Cartridges and Branded Merchandise  
Reference number: PRO-005396

###### II.1.2) Main CPV code

30192000 Office supplies

###### II.1.3) Type of contract

Supplies

II.1.4) **Short description:**

The ECB is seeking suppliers for the provision of regular and sustainable (eco-friendly) office supplies, toner cartridges and branded merchandise. The tender is divided into two lots, lot 1 for office supplies and toner cartridges, Lot 2 for Branded Merchandise. Interested parties may bid for one or both lots. The ECB is planning to sign 4-year framework purchase agreements for each lot with the provider offering best value for money. The successful supplier shall also be in position to supply goods for the European School of Frankfurt. Place of delivery shall be primarily Frankfurt am Main or the Rhein-Main area.

II.1.5) **Estimated total value**

Value excluding VAT: 2 100 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: yes  
Tenders may be submitted for all lots

II.2) **Description**

II.2.1) **Title:**

Provision of Regular and Sustainable Office Supplies and Toner Cartridges  
Lot No: 1

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

30125100 Toner cartridges  
30192700 Stationery  
30190000 Various office equipment and supplies

II.2.3) **Place of performance**

NUTS code: DE7 HESSEN

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

The ECB wishes to conclude a framework supply contract for the purchase of general office supplies and stationery including toner cartridges for the premises of the ECB, currently serving over 5 000 staff. In addition, the contractor shall provide similar goods to the European School of Frankfurt under the same contract. The flexible provider of office supplies shall offer a wide range of products (e.g. files, writing pads, paper clips, electronic office equipment, label printers, P-touch, shredders, staplers, electronic date stamps, adding machines, meeting equipment such as whiteboards, yearly planners, etc.). The contractor shall also provide office supplies with or without their own logo (e.g.: pens, pencils, mouse pads, erasers, etc.) and stamps with individual text and graphic design (e.g. data stamps, division stamps, free text stamps, etc.). Additionally, the ECB and ESF are seeking a variety of original toner cartridges and refills. The successful supplier shall offer (if available) a selection of environment-friendly alternative products which are certificated with an internationally accepted environmental label (e.g. Blue Angel, etc.) or equivalent.

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: 1 500 000.00 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 may be extended upon satisfactory performance by a maximum of 12 months. The total contract duration shall not exceed 48 months.

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**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

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 Branded Merchandise  
Lot No: 2

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

30192700 Stationery  
30190000 Various office equipment and supplies  
39295200 Umbrellas  
37416000 Leisure equipment  
18330000 T-shirts and shirts  
18333000 Polo shirts

II.2.3) **Place of performance**

NUTS code: DE7 HESSEN

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

The ECB and the ESF (European School in Frankfurt) are seeking to conclude a framework supply contract with a professional and creative supplier, able to offer customised products with the ECB, ESF or other logos and contact details. The requirements shall include a wide range of products e.g. office supplies (pens, rulers, rubbers, USB sticks/cards, etc.); textiles (Polo shirts, T-shirts, caps, sportswear, etc.); leisure items (bags, key rings, lanyards, mugs, games for kids, etc.); custom-made anniversary, conferences or special events gifts (design clocks, crystal cubes with 3D layout, pen sets, business and credit card cases, travel bags, etc.). The branded merchandise shall be available via an online shop and/or hard copy catalogue.

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: 600 000.00 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 may be extended upon satisfactory performance by a maximum of 12 months. The total contract duration shall not exceed 48 months.

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.2.2) **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**

Open procedure

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

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

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

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: 23/10/2020

Local time: 12:00

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

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**

Date: 26/10/2020

Local time: 12:00

Information about authorised persons and opening procedure:

Date indicated above is the first available date for opening.

**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:**

This tender procedure is conducted via the ECB's electronic tendering system (eTendering) which can be accessed via the following internet address: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>

If you have not used the ECB's electronic tendering system before, you need to register via the above link

(click on 'Register'). Subsequently to the registration, you will receive an automated notification with your user credentials to log in (click on 'Login') and to access the tender documentation. Please note that

— A registration to the above system is only required once and you can reuse your user credentials in all future procedures of the ECB which are conducted via the above system. Therefore, please keep your user credentials for the future.

— In case you should have participated in previous ECB tender procedure(s) in the past which were conducted via the ECB's prior online system, you nevertheless need to register once to the ECB's electronic tendering system under the above address.

— Your mere registration does not constitute a tender. You must submit your tender via the ECB's electronic tendering system as further instructed in the tender documentation.

The system reference number for the above procurement is: RFX-PT-2020-000050: PRO-005396-R1 Office supply and Merchand.

To download the tender documents, log on to the ECB's electronic tendering system with your login and password. Expand the field 'Public Tenders – Upcoming Events.' Click on 'Click to request an invitation to this event' for the above procedure and close the new window which opens. Once the request is completed (this can take a few minutes), the status of the participation request will change to 'Invited' and the RFX documentation will be accessible via the RFX tab.

Under the above link you also find user guides for detailed information on how to use the system and contact details for technical support.

Should you require technical help when using the system, please contact the ECB's technical support team at [sourcing.support@ecb.europa.eu](mailto:sourcing.support@ecb.europa.eu) by quoting the reference number and the problem experienced.

Any other queries relating to this procurement procedure and the content of the procurement documentation shall be submitted as message via the ECB's eTendering system (under the tab 'Discussion').

The ECB endeavors to answer all queries as quickly as possible but cannot guarantee a minimum time response. 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 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 tender procedure is conducted in accordance with ECB Decision 2016/2 laying down the Rules on Procurement (as amended), available on the ECB website at <https://www.ecb.europa.eu/ecb/legal/1001/procurement/html/index.en.html>.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: Procurement Review Body of the European Central Bank, c/o Legal Advice Team

Postal address: Sonnemannstrasse 22

Town: Frankfurt am Main

Postal code: 60314

Country: Germany

Telephone: +49 6913440

Fax: +49 6913446886

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

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

Official name: The European Ombudsman

Postal address: 1 avenue du Président Robert Schuman, CS 30403

Town: Strasbourg Cedex

Postal code: 67001

Country: France

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

Within 10 days of receipt of the notification in accordance with Article 34(1) or the first sentence of Article 34(3) of ECB Decision 2016/2 laying down the rules on public procurement. Further requirements are outlined in Article 39 of this Decision. A complaint to the European Ombudsman does not affect the deadline for lodging appeals.

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

Official name: Central Procurement Office of the European Central Bank c/o Legal Advice Team

Postal address: Sonnemannstrasse 22

Town: Frankfurt am Main

Postal code: 60314

Country: Germany

E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)

Telephone: +49 6913440

Fax: +49 6913447110

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

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

18/09/2020