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**D-Frankfurt-on-Main: ECB - Provision of audio/media services
and rental of technical equipment (framework agreement)
2011/S 147-243272**

Contract notice

Section I: Contracting authority

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

European Central Bank, attention: Rosemary Cowlard, Kaiserstraße 29, 60311Frankfurt-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>

Address to download the ECB call for applications and the application form: http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_audiomedia_rentals.en.html

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 audio/media services and rental of technical equipment (framework agreement).

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

Services.

Service category: No 27.

Rental.

Main place of delivery/performance: ECB, Frankfurt-on-Main.

NUTS code: DE712.

II.1.3) 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 year(s): 4 years.

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

Estimated value excluding VAT: 500 000 EUR.

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

The Premises Division is responsible for the provision of all audio/media services at the European Central Bank, including the provision of specific audio/media equipment at conferences, meetings and events. The Premises Division requires the support of an experienced and flexible external audio/media services provider to supply:

- (1) operational support of the ECB's audio/media services team at conferences, meetings and events mainly in Frankfurt-on-Main, Germany;
- (2) the temporary provision (rental) of audio/media equipment for conferences, meetings and events; and
- (3) maintenance and repairs of ECB's own audio and media equipment.

- II.1.6) **Common procurement vocabulary (CPV):**
50300000, 32320000, 32322000, 32321200, 50340000, 50342000.
- II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**
Yes.
- II.1.8) **Division into lots:**
No.
- II.1.9) **Variants will be accepted:**
No.
- II.2) **Quantity or scope of the contract**
- II.2.1) **Total quantity or scope**
- II.2.2) **Options:**
No.
- II.3) **Duration of the contract or time limit for completion:**
Duration in months: 48 (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 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 under the conditions laid down in the call for applications/invitation to tender.
- 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 are indicated in the call for applications and the application form that interested candidates may download from the Internet address specified in Section I.1 above. 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) the candidates' economic and financial capacity will be assessed on the basis of their financial situation (turnover and profit and loss) during the last 3 financial years.

Minimum level(s) of standards possibly required:

An accumulated total net turnover in the last 3 financial years of at least 1 000 000 EUR.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

The candidates' technical capacity will be assessed on the basis of:

(a) reference contracts performed during the last 3 years; and

(b) the available manpower for the provision of the services.

Minimum level(s) of standards possibly required:

(a) at least 3 similar contracts performed during the last 3 financial years, which are comparable in terms of scope and complexity at least partly with the contract tendered by the ECB; all 3 requested elements (i.e. support services, rental and maintenance/repair) need to be addressed in the reference contracts. Each reference contract must include at least 1 of the 3 elements;

(b) at least 10 employees during each of the past 3 years working in the field of audio/media services with good language skills in English and German.

III.3) Conditions specific to service 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 minimum number: 5 and, maximum number: 8.

Objective criteria for choosing the limited number of candidates:

(a) the candidate's general capacity to provide the requested supplies and services in terms of technical and human resources (composition of staff and qualifications of staff members in general) (weighting of this criterion: 50 %); and

(b) the candidate's general experience and expertise, assessed on the basis of the candidate's past experience and its reference contracts which are comparable in terms of scope and complexity at least partly with the contract tendered by the ECB (weighting of this criterion: 50 %).

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.

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:**

18589/A/PRE/2011.

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:

29.8.2011 (17:00).

Payable documents: no.

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

29.8.2011.

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:**

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

Members of staff of the ECB only.

Section VI: Complementary information

VI.1) **This is a recurrent procurement:**

No.

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

No.

VI.3) **Additional information:**

The call for applications and the application form may be downloaded from the Internet address as specified in Section I.1 above (http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_audiomedia_rentals.en.html).

The candidates are required to promptly after downloading the documentation 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. In addition, such potential further communications shall also be published on the aforementioned Internet site specified in Section I.1 above.

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

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, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-0 (switchboard). Fax +49 691344-6558. E-mail: legaladviceteam@ecb.europa.eu Internet: <http://www.ecb.europa.eu>

Body responsible for mediation procedures:

The European Ombudsman, 1 avenue du Président Robert Schuman, CS 30403, 67001 Strasbourg Cedex, 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 ECB procurement rules (see Section VI.3) 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 the ECB procurement rules (see Section VI.3).

The complaint to the European Ombudsman does not affect the submission deadline nor does it create a new deadline by which complaints can be submitted.

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

See above.

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

22.7.2011.