



Tender specifications

Framework contract for the provision of building repair and maintenance services

Open call for tenders EEA/OSE/10/002

1. Title of the contract

Framework contract for building repair and maintenance services.

2. Purpose and context of the contract

The purpose of this call for tender is to establish a framework contract with a company that offers a wide spectrum of building repair and maintenance services in the following areas:

- Electrical work
- Plumbing
- Carpentry/Joinery
- Painting & decorating
- Flooring
- Plastering

3. Type and volume of the contract

The successful company will be offered a framework contract with the Agency for a period of two years with the possibility of two renewals of one year each.

On the basis of this framework contract, order forms will be issued detailing the amount of services to be purchased. The estimated value of the framework contract over a maximum four-year period is **EUR 200,000**.

4. Location of work

EEA premises at Kongens Nytorv sites in Copenhagen, Denmark.

5. Subject of the contract

The successful contractor must be able to offer staff with the following profiles who are fully qualified and have experience working in similar environment:

5.1. Electrician

- To carry out a wide variety of electrical installations and fittings, as well as repair and maintenance of all electrical equipment on site.

5.2. Plumber

- To install and repair pipes, fittings, fixtures, and other plumbing equipment used for water distribution, waste water disposal and ventilation.

5.3. Carpenter/joiner

- To carry out a wide variety of tasks from mounting of items such as notice boards, pictures, paintings, hooks, etc, to installation/repair/replacement of door-pumps, ceilings, windows, blinds, etc.

5.4. Painter and decorator

- To carry out diverse painting and decorating tasks.

5.5. Floor maintenance

- To carry out laying, repair and maintenance of wood linoleum floors, as well as carpets.

5.6. Plasterer

- To carry out repairs to walls, ceilings and floors.

6. Prices

The prices quoted must be fixed and not subject to revision during the first year of duration of the Contract.

From the beginning of the second year of duration of the Contract, prices may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by registered letter no later than three months before the anniversary of the date on which it was signed.

The Agency shall purchase on the basis of the prices in force on the date on which orders are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index published by the European Commission on Eurostat web page¹ (Theme 2 - Economy and Finance; Prices; HICP – Harmonized Indices of Consumer Prices; HMIDX – Monthly data (index); GEO – Eurozone; COICOP cp00).

Revision shall be calculated in accordance with the following formula:

$$Pr = Po (0,2 + 0,8 \times \frac{Ir}{Io})$$

where:

Pr = revised price;

Po = price in the original tender;

Io = index for the month in which the validity of the tender expires, as specify in the invitation to tender to which these specifications are attached;

Ir = index for the month corresponding to the date of receipt of the letter requesting a revision of prices.

Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities and the Headquarters Agreement between the Agency and the Government of Denmark of 17 August 1995, the Agency is exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted; the VAT amount must be indicated separately.

To avoid misunderstandings and for the purpose of comparing bids, the price terms for the contract should be set out in the form provided (Annex 3 to these specifications). The prices tendered must include **all costs and be expressed in euro**. No additional costs may be introduced/charged (e.g. administrative, environmental etc) at a later stage.

The costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

¹ <http://www.ec.europa.eu/eurostat/>

7. Contractual Terms

In drawing up a bid, the tenderer should bear in mind the provisions of the standard framework contract attached to these tender specifications (Annex 4).

8. Criteria

8.1. Exclusion Criteria

Candidates or tenderers shall be excluded from participation in a procurement procedure 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 those 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 proven by any means which the contracting authority can justify;

(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 are established 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 the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Candidates or tenderers must certify that they are not in one of the situations listed above. The tenderer shall provide an auto-declaration, preferably made on oath before a judicial or administrative authority, a notary or a competent professional or trade body by a person competent to do so on behalf of the tenderer, which states that none of the grounds for exclusion apply to the tenderer (See Annex 1 to these specifications). N.B. additional evidence may be requested at a later stage prior to signature of the contract.

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

(a) are subject to a conflict of interest;

(b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

8.2. Selection Criteria

(a) Legal status

Evidence that the tenderer is authorised to perform the contract under national law shall be furnished by copy of documents confirming the tenderer's:

- inclusion in a trade register

and/or

- VAT registration.

The tenderer should also provide an Identification Sheet (See Annex 2 to these specifications) duly filled out and signed.

(b) Financial capacity

Evidence of economic and financial capacity shall be furnished **by one or more** of the following documents. If you cannot provide these references please prove your economic and financial capacity by means of other documentation available to you, and explain why you cannot present the requested information.

- appropriate statements from banks or evidence of professional risk indemnity insurance.
- the presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.
- a statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last three financial years.

(c) Technical capacity

Evidence that the tenderer has the technical capacity to carry out the services shall be furnished on the basis of the following:

- confirmation that the business activity of the company is relevant from the standpoint of the tasks in question, by describing similar services provided in the last three years;
- a description of the service providers average annual manpower and the number of managerial staff for the last three years;
- a description of the company's ability to respond quickly to requests for work within the six areas of work;
- a confirmation that the company is aware of the legal regulations and safety issues related to the various tasks;
- a description of the tenderer's environmental policy.

8.3. Award criteria

A framework contract will be awarded to the economically most advantageous tender taking account of the following criteria:

8.3.1. Technical merit (TM) (50 points maximum/30 points minimum)

Customer services, including response time, flexibility and the ability to provide immediate services

Tenders scoring less than the required minimal for technical merit, will not be considered further.

8.3.2. Price (50 points maximum)

The prices tendered must include **all costs and be expressed in euro**. No additional costs may be introduced/charged (e.g. administrative, environmental etc) at a later stage.

Tenderers are requested to submit an offer giving the price:

- per hour for services, per hour of car/van usage, and travelling cost for visit, if billed separately, for each of the profiles specified under section 5 above, i.e.
 - electrical work (30%)
 - plumbing (10%)
 - carpentry/joinery (30%)
 - painting and decorating (10%)
 - flooring (10%)
 - plastering (10%)

For that purpose tenderers shall complete the price quotation attached as Annex 3 to these tender specifications.

The percentage for each price offer shows the relative weight when awarding points for price.

The financial value, expressed as a price index, will be calculated through the following formula:

$$A = \sum UP \times WF$$

Where:

UP = unit price in the price quotation

WF = weighting factor of the unit price

A = sum of weighted unit prices indicated in the price quotation

Tenders will score points in function of the following formula:

$$P = (P_{min}/P) \times 50$$

Where:

P_{min} = the price of the lowest tender received

P = the price of the tender being considered

8.3.3. Final assessment

A framework contract will be awarded to the tenderer whose tender achieves the highest total score for technical merit and price (TM + P). Should tenders obtain the same final score and tie for first place, the winning tender will be decided on the basis of the highest score achieved for price.

9. Performance

Competence in both selection and award criteria must be maintained throughout the contract. Should the contractor fail to do this during the validity of the framework contract, another vendor from the tenders may be chosen.

10. General comments

- The tender must comprise a section giving the technical offer and a section giving the financial offer drawn up in accordance with the price quotation attached as Annex 3 to these tender
- Tenders from consortiums of firms or groups of service providers must specify the role, qualifications and experience of each of the members or of the group and contain a letter of intent to form a consortium from each partner. The same requirements apply for subcontracting
- Declaration on exclusion and documents on selection criteria must be supplied by each member of the consortiums of firms or groups of service providers submitting a single tender.
- If subcontracting is envisaged, the tender should provide a description of the services to be subcontracted and their scope.

11. Environmental considerations

The EEA runs a certified environmental management system (EMAS) and aims to minimise the environmental impact of all its activities, including those carried out under contract. The future contractor will, therefore, be requested to consider the EEA environmental management guidelines in the implementation of the contract, in particular, those relating to business travel/electronic means of communication, paper and energy consumption. Further information on the EMAS system can be found on the EEA homepage: <http://www.eea.europa.eu/documents/emas>.

Moreover, it is strongly recommended that tenders are submitted in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the technical specifications (no additional material) and avoiding plastic folders or binders.

12. Annexes

Annex 1: Declaration on exclusion criteria

Annex 2: Identification sheet

Annex 3: Price quotation

Annex 4: Draft framework contract and draft order form