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DK-Copenhagen: framework contract for the provision of security and reception services and maintenance of security installations for the European Environment Agency (EEA)

2010/S 250-382229

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

European Environment Agency (EEA)

Kongens Nytorv 6

Contact: Procurement services

Attn: Mr Olivier Cornu

1050 Copenhagen K

DENMARK

Tel. +45 33367246

E-mail: procurement@eea.europa.eu

Fax +45 33367273

Internet address(es)

General address of the contracting authority <http://www.eea.europa.eu>

Address of the buyer profile <http://www.eea.europa.eu/about-us/tenders>

Further information can be obtained at: As in above-mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s)

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

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

European institution/agency or international organisation

Environment

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

Framework contract for the provision of security and reception services and maintenance of security installations for the European Environment Agency (EEA).

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

Services

Service category: No 23

Main place of performance EEA's premises at Kongens Nytorv 6 & 8, Copenhagen, DENMARK.

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
Estimated total value of purchases for the entire duration of the framework agreement
estimated cost excluding VAT 1 200 000 EUR

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

The European Environment Agency (EEA) intends to establish a framework contract for provision of security and reception services and maintenance of security installations in its premises located at Kongens Nytorv 6 & 8, 1050 Copenhagen K. The service provider selected will be required to fulfil the following tasks:

- (1) maintenance and repair of the existing security systems and equipment;
- (2) stationary security guards during ordinary working days;
- (3) patrolling security guards during nights, weekends and EEA holidays when the buildings are not covered by the ordinary security guards;
- (4) security reception services including, inter alia, registering visitors, answering incoming calls to the Agency's main number, administering incoming and outgoing courier deliveries, etc.

The list above is not exhaustive and further detailed tasks will be specified in the respective order forms.

II.1.6) Common procurement vocabulary (CPV)

79710000

II.1.7) Contract covered by the Government Procurement Agreement (GPA)

No

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

The estimated value of the framework contract(s) over a maximum period of 48 months is 1 200 000 EUR.
Excluding VAT 1 200 000 EUR

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

As stated in the draft framework service contract attached as Annex 3 to the tender specifications.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them

As stated in the draft framework service contract attached as Annex 3 to the tender specifications.

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

Tenders may be submitted by consortia of economic operators. If a consortium is awarded a contract, it may be required to adopt a given legal form before the contract is signed if such change is necessary for the proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the EEA's contractual interests (depending on the member countries concerned, this may be for instance, incorporation or partnership or a temporary association). Consortia must identify 1 of their

members as coordinator who will interface with the EEA. Each consortium member must fulfil the conditions for participation mentioned in Section III.2 below.

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: Exclusion criteria — to be eligible for participation in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 93 and 94 of Council Regulation (EC, Euratom) No 1605/2002 of 25.6.2002, OJ L 248 of 16.9.2002 as last modified by Council Regulation (EC, Euratom) No 1575/2007 of 17.12.2007, OJ L 343/9 of 27.12.2007. To that effects, tenderers are requested to submit a declaration on their honour (see Annex 1 to the tender specifications) in accordance with Article 134 of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, OJ L 357/1 of 31.12.2002 as last modified by Commission Regulation (EC, Euratom) No 478/2007 of 23.4.2007, OJ L 111/13 of 28.4.2007. Under the same provisions, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration unless this obligation is waived by the EEA.

Legal capacity — any tenderer is required to prove that he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register. To that effect, each service provider (including subcontractor(s) or any member of a consortium or grouping) is required to submit an identification sheet (Annex 2 to the tender specifications) duly filled out and signed, accompanied by a copy of inscription in the trade register and/or a copy of inscription in the VAT register, where applicable.

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

Information and formalities necessary for evaluating if requirements are met: Proof of economic and financial capacity may be furnished by (1 or more of) the following documents:

- (a) appropriate statements from banks or evidence of professional risk indemnity insurance;
- (b) the presentation of balance sheets or extracts from balance sheets for at least the last 2 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;
- (c) a statement of overall turnover and turnover concerning the supplies or services covered by the contract during the last 3 financial years.

If, for some exceptional reason, which the EEA considers justified, the tenderer is unable to provide the references requested above, he may prove his economic and financial capacity by any other means which the EEA considers appropriate.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the EEA that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if requirements are met:

Tenderers should show their degree of technical and professional capacity to carry out the requested tasks by providing information on the criteria described below. If several service providers or subcontractors are involved in the tender, the selection criteria for the technical and professional capacity will be assessed in relation to the

combined capacities of the service providers and subcontractors, as a whole, to the extent that service providers or subcontractors put their resources at the disposal of the tenderer for the performance of the contract.

1. Human resources:

Tenderers must provide the following documents:

CVs detailing the educational and professional qualifications of the firm's managerial staff as well as the staff designated to provide the services indicating the required professional experience as follows:

— managerial staff: a minimum of 1 CV (contract manager and daily leader) documenting a minimum of 5 years' relevant experience,

— persons responsible for providing the services: a minimum of 5 CVs for security guards, with at least 2 years' experience and statement of language skills.

2. Subcontracting:

— an indication of the proportion of the contract which the service provider may intend to subcontract,

— if subcontracting is envisaged as part of this contract, the tenderer shall provide a statement of the service provider's policy on the use of subcontractors, and of the means of ensuring quality and confidentiality when subcontractors are used.

3. Past contracts:

List and description of the principal services provided in the past 3 years, indicating the values, dates and recipients of the services (public or private).

III.2.4) **Reserved contracts**

No

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession**

No

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service**

No

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 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**

EEA/OSE/10/010.

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

Prior information notice

Notice number in OJ: [2010/S 70-104295](#) of 10.4.2010

IV.3.3) **Conditions for obtaining specifications and additional documents**

IV.3.4) **Time-limit for receipt of tenders or requests to participate**
3.2.2011 - 16:00

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**

Spanish. Danish. German. Greek. English. French. Italian. Dutch. Portuguese. Finnish. Swedish. Czech. Estonian. Hungarian. Lithuanian. Latvian. Maltese. Polish. Slovak. Slovenian. Irish. Bulgarian. Romanian.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

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

IV.3.8) **Conditions for opening tenders**

Date: 10.2.2011 - 10:00

Place

EEA's premises.

Persons authorised to be present at the opening of tenders Yes

Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session.

They are requested to inform EEA's procurement services at least 24 hours in advance by e-mail at procurement@eea.europa.eu or by fax at number +45 33367273.

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**

All tender documents and any additional information are available for download on the EEA's external website at the following address: <http://www.eea.europa.eu/about-us/tenders>

A presentation of the EEA premises will take place on 11.1.2011 (16:00). The interested tenderers are requested to inform Mr Bo Hansgaard at least 24 hours in advance by e-mail to bo.hansgaard@eea.europa.eu

VI.4) **PROCEDURES FOR APPEAL**

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

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: cfi.registry@curia.europa.eu

Tel. +352 4303-1

Internet: <http://curia.europa.eu>

Fax +352 4303-2100

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: within 2 months of the notification to the plaintiff (date of receipt), or, in the absence thereof, the day on which the person concerned had knowledge of the relevant information, an appeal may be lodged with the General Court; a complaint to the European Ombudsman has no impact on the above deadline for lodging an appeal.

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

General Court
rue du Fort Niedergrünwald
2925 Luxembourg
LUXEMBOURG
E-mail: cfi.registry@curia.europa.eu
Tel. +352 4303-1
Internet: <http://curia.europa.eu>
Fax +352 4303-2100

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

13.12.2010