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**Denmark-Copenhagen: Framework service contract for the provision of printing, layout and design services
2014/S 056-092976**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

EEA Procurement Services
Kongens Nytorv 6
Contact point(s): EEA Procurement Services
For the attention of: Carla Cazzella
1050 Copenhagen
DENMARK
Telephone: +45 33367276
E-mail: procurement@eea.europa.eu
Fax: +45 33367273

Internet address(es):

General address of the contracting authority: <http://www.eea.europa.eu>
Electronic access to information: <http://www.eea.europa.eu/about-us/tenders>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

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

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Environment

I.4) Contract award on behalf of other contracting authorities

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 service contract for the provision of printing, layout and design services.

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

Services

Service category No 15: Publishing and printing services on a fee or contract basis

Main site or location of works, place of delivery or of performance: At the contractor's premises. Delivery at EEA premises at Kongens Nytorv 6 and 8 in Copenhagen, DENMARK.

NUTS code

II.1.3) **Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**
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 months: 48

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

Estimated value excluding VAT:

Range: between 1 200 000 and 1 400 000 EUR

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

The purpose of this call for tender is to establish a framework contract with an economic operator who can provide printing, layout and design services, as described in Section 6 of the technical specifications.

II.1.6) **Common procurement vocabulary (CPV)**

79810000, 79820000

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

This contract is subject to renewal: 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 specified in the draft framework contract attached as Annex 6 to the tender specifications.

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

As specified in the draft framework contract attached as Annex 6 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:**

All eligible natural and legal persons (as per above) or groupings of such persons (consortia) may apply. A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific tender procedure. If awarded the contract, the members of the consortium (i.e. the leader and all other partners) will have an equal standing towards the EEA in executing the framework contract and they will be jointly and severally liable to the EEA.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded. The EEA will not request consortia to have a given legal form in order to be allowed to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the contract is signed if this change is necessary for 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 one of their members as coordinator who will interface with the EEA. Each member of a consortium must fulfil the conditions for participation mentioned in Sections 4.1 and 4.2 and provide the required documents listed in the tender specifications under Sections 10.1 and 10.2. Therefore, each member of a consortium shall specify his role, qualifications and experience.

III.1.4) **Other particular conditions**

The performance of the contract is subject to particular conditions: 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 the requirements are met: Exclusion criteria — to be eligible to participate in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 106 and 107 of the financial rules applicable to the general budget of the European Union (Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298/1 of 26.10.2012).

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 in 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) is required to submit a legal entity form (see Annex 3) duly filled out and signed, accompanied by a copy of inscription in trade register and/or a copy of inscription in VAT register, where applicable. However the subcontractor(s) shall not be required to fill out or provide those documents when the services they provide represent less than 20 % of the contract.

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

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

- appropriate statements from banks or evidence of professional risk indemnity insurance covering at least the indicated amount,
- 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,
- a statement of overall turnover and turnover concerning the services covered by the contract during the last 2 financial years.

If, for some exceptional reason, which the EEA considers justified, a 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 the requirements are met:

Tenderers shall provide the following documentation:

Remark: in the event of a joint offer submitted by a consortium, each member of the consortium shall provide the documentation requested below, limited to the relevant range of activities.

— Past contracts:

Evidence that the tenderer's core business is relevant to the subject of the contract: tenderers shall detail similar services provided in the last 3 years (including the value, dates, brief description of the services provided and recipients of the services (whether public or private)).

— Human resources:

(i) a description of the tenderer's average annual manpower and the number of managerial staff for the last 3 years;

(ii) a minimum of 2 detailed CVs of layouters, showing at least 3 years of experience in the use of Adobe InDesign and Illustrator;

(iii) a minimum of 2 detailed CVs of designers, showing at least 3 years of experience, plus some samples of previous work.

— List of equipment, tools and facilities:

(i) a description of the technical equipment, tools, materials and plant to be employed for performing the contract;

(ii) evidence of ability to receive, transmit and access material through Internet-based services (FTP servers etc.).

A description of the network management facilities, customer support centre, contact point and customer report tools in place at the tenderer.

III.2.4) Information about reserved contracts

III.3) Conditions specific to services contracts

III.3.1) Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2) Staff responsible for the execution of the service

Legal persons 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) Information about electronic auction

An electronic auction will be used: no

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

EEA/OSE/14/001.

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

no

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

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

2.5.2014 - 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**

Any EU official language

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 of tenders**

Date: 8.5.2014 - 10:00

Place:

EEA premises at Kongens Nytorv 6, 1050 Copenhagen K, DENMARK.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform the EEA's procurement services in advance and at the latest by 9.12.2013 (18:00) by e-mail at procurement@eea.europa.eu or by fax number +45 33367273.

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about European Union funds**

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

VI.3) **Additional information**

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

VI.4) **Procedures for appeal**

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

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

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

Telephone: +352 4303-1

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

Fax: +352 4303-2100

Body responsible for mediation procedures

European Ombudsman

1 avenue du Président Robert Schuman
67001 Strasbourg
E-mail: eo@ombudsman.europa.eu
Telephone: +33 388172313
Internet address: <http://www.ombudsman.europa.eu>
Fax: +33 388179062

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: generalcourt.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100

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

10.3.2014