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**D-Frankfurt-on-Main: ECB - invitation to tender 155 - facility management services  
2011/S 141-233206**

**Contract notice**

**Section I: Contracting authority**

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

European Central Bank, attention: Mr Alberto Molon, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-0 (central switchboard). Fax +49 691344-6000 (central fax number). E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)

**Internet address(es):**

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

Address of the tender forum for new ECB premises procurement: <http://www.ausschreibungen.ezb-neubau.de>

Interested companies must register in the forum and download the application form and complementing forms. Registration on the website is not synonymous with applying; application forms need to be filled in and submitted to the ECB.

**Further information can be obtained from:**

Aforementioned contact points.

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Aforementioned contact points.

**Tenders or requests to participate must be sent to:**

Aforementioned contact points.

**I.2) Type of 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:**

Invitation to tender 155 - facility management services.

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

Services.

Service category: Nos 1, 2, 14 and 16.

Main site or location of works: Frankfurt-on-Main, Germany.

NUTS code: DE 712.

**II.1.3) The notice involves:**

A public contract.

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

The European Central Bank (ECB) is constructing its new headquarters on the site of the former wholesale market hall in Frankfurt-on-Main, Germany.

The ECB new premises mainly comprise the following 3 elements with a gross floor area of approximately 184 600 m<sup>2</sup>: the 46-floor double high-rise building of a twisted shape (45 floors above ground and 1 below

ground), the former wholesale market hall (including the built-in components to be constructed) and finally the so-called entrance building, which intersects with the wholesale market hall, creating a visual link with the high-rise building and simultaneously indicating a clear main entrance on the Sonnemannstraße to the north. Both office towers are linked by a full-height glazed atrium.

A steel/glass structure and the so-called 'loop' link the atrium directly to the wholesale market hall on several levels. This high-rise building and wholesale market hall ensemble takes up the major part of the exploitation and forms the core of the ECB new premises.

2 entrance-control buildings, various parking facilities and a loading bay will be constructed on the site as subordinate buildings.

The tasks of the successful contractor(s) shall concern the operational management of the building, with respect to technical facility management, infrastructure facility management, logistics services, postal-distribution services and waste disposal.

Further general information on the project is available in the tender forum (see section I.1 for the Internet address).

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

50000000, 90711500, 90714600, 60000000, 90000000, 90910000, 77310000.

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

No.

Candidates from states that are parties to the GPA are invited to participate under the same conditions as candidates from EU Member States.

II.1.8) **Division into lots:**

Yes.

Tenders should be submitted for 1 or more lots.

II.1.9) **Variants will be accepted:**

No.

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

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

The contract scope of invitation to tender 155 comprises, in particular, tasks concerning the operational management of the building, broken down into the following lots:

lot 01 technical facility management (including support with the acceptance and commissioning processes for the new premises).

Lot 02 infrastructure facility management (including support with the acceptance and commissioning processes for the new premises).

Lot 03 logistics (including support with the acceptance, commissioning and removals processes for the new premises).

Lot 04 postal services.

Lot 05 waste disposal.

The individual lots will, in principle, be evaluated separately. For the case where a tenderer is awarded several lots, the ECB reserves the right to include these lots in a joint contract.

II.2.2) **Options:**

Yes.

Description of these options:

option 1):

for lots 1 and 2, the temporary provision of an IT system by the contractor concerning documentation, planning and management for his services may be requested. Following the implementation of the contracting authority's CAFM system, the data are to be transferred into the contracting authority's system in full.

Option 2):

for lot 1, the selected maintenance services (which up to the time of publication of the invitation to tender have not yet been commissioned from the facility constructor) may be requested from the tenderer.

Provisional timetables for recourse to these options:

in months:

for option 1: 9 months from the award of the contract;

for option 2: 18 months from the award of the contract.

Number of possible renewals: one-time possibility of renewal of up to 12 months for lot 01.

**II.3) Duration of the contract or time limit for completion:**

Estimated duration in months:

for lot 1: 60 months from contract commencement (at the same time as contract award), one-time possibility of renewal of up to 12 months;

for lots 2–5: 60 months from contract commencement (contract award scheduled for 1.9.2012).

Estimated start date: 1.9.2012 (for lot 1 and 1.9.2013 (for lots 2–5)).

Estimated completion date: 31.8.2018 (for lot 1) and 31.8.2018 (for lots 2–5)).

**Information about lots**

Lot No 01

Title: technical facility management

1) **Short description:**

Lot 01 comprises services in the technical facility management field.

2) **Common procurement vocabulary (CPV):**

50000000, 50700000, 50232100, 50413200, 50500000, 71630000, 71631000, 71631300, 71632000, 71730000, 98341140, 90711500, 90714600.

3) **Quantity or scope:**

The contract scope involves services in the technical facility management field, mainly comprising:

- management (operation, inspection, breakdown management/standby service),
- maintenance,
- repairs,
- energy management,
- caretaker services.

All aforementioned services include the relevant associated ancillary services.

4) **Indication about different date for duration of contract or starting/completion:**

Duration in months: estimated 60 from contract commencement (at the same time as contract award), one-time possibility of renewal of up to 12 months.

Performance time period: starting: estimated 1.9.2012; completion: estimated 31.8.2018.

5) **Additional information about lots:**

Details of the criteria under IV.1.2 relating to the selection of tenderers invited to tender are given in the application form.

Lot No 02

Title: infrastructure facility management

1) **Short description:**

Lot 02 comprises services in the infrastructure facility management field.

- 2) **Common procurement vocabulary (CPV):**  
90910000, 77310000, 77311000, 77312000, 77312100, 77313000, 77314000, 77340000, 77341000, 77342000, 90911000, 90610000, 90611000, 90612000, 90620000, 90630000, 90911200, 90911300, 90918000, 90919200, 90922000.
- 3) **Quantity or scope:**  
The contract scope involves services in the infrastructure facility management field, mainly comprising:
  - maintenance cleaning,
  - permanent cleaning,
  - glass/facade cleaning,
  - maintenance of exterior installations,
  - grounds maintenance,
  - interior greenery maintenance,
  - winter services,
  - pest control.
- 4) **Indication about different date for duration of contract or starting/completion:**  
Duration in months: estimated 60 from contract commencement (contract award scheduled for 1.9.2012).  
Performance time period: starting: estimated 1.9.2013; completion: estimated 31.8.2018.
- 5) **Additional information about lots:**  
Details of the criteria under IV.1.2 relating to the selection of tenderers invited to tender are given in the application form.

Lot No 03

Title: logistics

- 1) **Short description:**  
Lot 03 comprises services in the logistics field.
- 2) **Common procurement vocabulary (CPV):**  
60000000, 50850000, 63120000, 79991000, 98392000.
- 3) **Quantity or scope:**  
The contract scope involves services in the logistics field, mainly comprising:
  - internal transport (goods, supplies),
  - transport of foodstuffs,
  - handling (loading, unloading and transfer),
  - external transport,
  - transport of artworks,
  - removals.
- 4) **Indication about different date for duration of contract or starting/completion:**  
Duration in months: estimated 60 from contract commencement (contract award scheduled for 1.9.2012).  
Performance time period: starting: estimated 1.9.2013; completion: estimated 31.8.2018.
- 5) **Additional information about lots:**  
Details of the criteria under IV.1.2 relating to the selection of tenderers invited to tender are given in the application form.

Lot No 04

Title: postal services

- 1) **Short description:**  
Lot 04 comprises services in the field of postal services.
- 2) **Common procurement vocabulary (CPV):**  
64100000, 64110000, 64112000, 64113000, 64120000, 64121100, 64121200, 64122000.
- 3) **Quantity or scope:**  
The contract scope involves services in the field of postal services, mainly comprising:
  - internal post distribution,
  - external post distribution (courier and messenger services).
- 4) **Indication about different date for duration of contract or starting/completion:**  
Duration in months: estimated 60 from contract commencement (contract award scheduled for 1.9.2012).  
Performance time period: starting: estimated 1.9.2013; completion: estimated 31.8.2018.
- 5) **Additional information about lots:**  
Details of the criteria under IV.1.2 relating to the selection of tenderers invited to tender are given in the application form.

Lot No 05

Title: waste disposal

- 1) **Short description:**  
Lot 05 comprises services in the field of waste disposal.
- 2) **Common procurement vocabulary (CPV):**  
90000000, 90510000, 90511000, 90513000, 90513500, 90913000, 90918000.
- 3) **Quantity or scope:**  
The contract scope involves services in the field of waste disposal, mainly comprising:
  - paper, paperboard,
  - industrial waste,
  - glass,
  - packaging (Green Dot),
  - wet waste.On request also, e.g.:
  - fluorescent tubes,
  - paints, varnishes, cooling liquids, oil,
  - batteries,
  - electronic scrap.
- 4) **Indication about different date for duration of contract or starting/completion:**  
Duration in months: estimated 60 from contract commencement (contract award scheduled for 1.9.2012).  
Performance time period: starting: estimated 1.9.2013; completion: estimated 31.8.2018.
- 5) **Additional information about lots:**  
Details of the criteria under IV.1.2 relating to the selection of tenderers invited to tender are given in the application form.

**Section III: Legal, economic, financial and technical information**

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

Details, where applicable, can be found in the specifications sent to the selected candidates.

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

Details, where applicable, can be found in the specifications sent to the selected candidates.

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

Candidates may establish groupings with a view to jointly obtaining a contract. No specific legal form is required. The grouping members will be jointly and severally liable for the performance of the contract.

The grouping must, in principle, remain unchanged from the start of the tender procedure until completion of the services. If unforeseen circumstances require a change in the composition of a grouping, the ECB may allow such a change at its own discretion provided that the change does not distort competition amongst the candidates.

In accordance with Article 24(3) of the ECB procurement rules (see point VI.3), the ECB may exclude from participating companies that submit several applications or tenders (for example as a sole tenderer and member of a grouping or a member of several groupings).

**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 whether requirements have been met:

pursuant to Article 24 of the ECB procurement rules (see point VI.3) the following shall apply:

the ECB shall exclude candidates from participation in a tender procedure if they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, money laundering, involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the Communities, of the ECB or of the NCBs.

The ECB may exclude candidates from participation at any time 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 these 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;

(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 reside 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 declared by a court or an arbitration tribunal to be in serious breach of contract for failure to comply with their contractual obligations following another tender procedure;

(f) their management, staff or agents are subject to a conflict of interests;

(g) they are guilty of misrepresentation in supplying the information required by the ECB;

(h) they contact other candidates or tenderers with the purpose of restraining competition.

Candidates must certify that they are not in any of the situations listed above by signing the application form and provide the evidence requested therein. In the case of groupings, all members must fulfil these conditions. If such circumstances arise in the course of the procedure, the candidate concerned shall inform the ECB thereof without undue delay.

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

Information and formalities necessary for evaluating whether requirements have been met:  
the signed application form, which specifies the total net turnover in the past 3 financial years, together with the documents required therein.

Minimum level(s) of standards required:

financial capacity: accumulated total net turnover in the past 3 financial years (2008–2010):

lot 01: of at least 60 000 000 EUR;

lot 02: of at least 15 000 000 EUR;

lot 03: of at least 2 000 000 EUR;

lot 04: of at least 1 000 000 EUR;

lot 05: of at least 500 000 EUR.

Where applications are for several lots, the above-mentioned minimum turnovers per lot will be added together to give the minimum turnover required.

Groupings may add together the turnover of their members.

**III.2.3) Technical capacity:**

Information and formalities necessary for evaluating whether requirements have been met:  
the signed application form, in which the required details on reference projects and resources are to be listed, as well as the further information requested in the application form appendices.

Minimum level(s) of standards required:

— at least 5 years' experience in the field of activity related to the lot,

— proof of certification to DIN EN ISO 9000 ff or equivalent,

— proof of certification to DIN EN ISO 14001 or equivalent,

— the candidate must obtain at least 3 000 points out of 10 000 points. The main evaluation criteria and scoring system are given in section IV.1.2.

**III.2.4) Reserved contracts:**

No.

**III.3) Conditions specific to service contracts**

**III.3.1) Execution of the service is reserved for 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.

Details, where applicable, can be found in the specifications sent to the selected candidates.

**Section IV: Procedure**

**IV.1) Type of procedure**

**IV.1.1) Type of procedure:**

Restricted procedure (for lots 04 and 05).

Negotiated. Candidates have already been selected: no.

Negotiated procedure for lots 01, 02 and 03.

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:**

Envisaged number of operators:

envisaged minimum number: 2 and maximum number: estimated 5.

Objective criteria for selecting the limited number of candidates:

main evaluation criteria:

1. candidate's experience and expertise (reference projects) (75 %);
2. candidate's resources (25 %).

**Scoring system:**

a total of 10 000 points are obtainable. This maximum score is divided according to the weightings assigned to the different criteria and sub-criteria. The 'maximum score per criterion' is then divided by 4 in order to determine the base unit of the assessment for each criterion.

The scoring system for each criterion applies an assessment scale from 0 to 4 points maximum. In the evaluation process, the score (0–4 points) is multiplied by the base unit for each criterion. The tenderer's total score results from adding up the scores for the individual criteria. The minimum requirement of 3 000 points out of 10 000 points must be met.

The complete scoring matrix is enclosed with the application form.

The evaluation will be based solely on the submitted documents (application form and appendices).

**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: yes.

**IV.2) Award criteria**

**IV.2.1) Award criteria:**

The most economically advantageous tender in terms of the criteria stated below.

The complete scoring matrix will be given in the invitation to tender.

Criteria for lots 01, 02, 03:

1. price. Weighting: 45 %.
2. Quality. Weighting: 50 %.
3. Contract conditions. Weighting: 5 %.

Criteria for lots 04, 05:

1. price. Weighting: 60 %.
2. Quality. Weighting: 35 %.
3. Contract conditions. Weighting: 5 %.

**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:**

'Tender 155 – Facility Management Services'.

**IV.3.2) Previous notices published concerning the same contract:**

No.

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

Final date for receipt of requests for documents or for accessing documents:

18.8.2011 (12:00), CET.

Charge for documents: no.

**IV.3.4) Final date for receipt of tenders or requests to participate:**

22.8.2011 (12:00), CET.

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates:**

14.11.2011.

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:**



English, German.

Applications must be submitted in English or in German. External documents such as register extracts and certification documents may be submitted in their original language. The ECB may ask the candidate to provide a certified translation.

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

Place: at the address given in point I.1.

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

**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:**

Applicable procurement rules:

the tender procedure is conducted in accordance with the European Central Bank Decision of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5), amended by the European Central Bank Decision of 27.1.2009 (ECB/2009/2) and the Decision of 27.7.2010 (ECB/2010/8). The Decisions were published in the Official Journal of the European Union (OJ L 184 of 14.7.2007, p. 34; OJ L 51 of 24.2.2009, p. 10; OJ L 238 of 9.9.2010, p. 14) and are available on the ECB website at <http://www.ecb.europa.eu> (link 'for suppliers').

Required format of applications:

- (a) applications must be submitted as hard copies and on CD using the application form (with appendices) published in the tender forum. Details are outlined in 'Explanations on the application form' in the tender forum.
- (b) Applications submitted via e-mail are inadmissible and will not be considered.

Questions:

any questions to the ECB should be submitted exclusively via the tender forum (see section I.1) and may be submitted in English or German. The answers will be provided in the language in which the questions were submitted.

Notification duty:

should candidates or tenderers believe that the ECB's requirements stipulated in the contract notice, call for competition or additional documents are incomplete, inconsistent or illegal, or that the ECB or another candidate/tenderer has breached the prevailing procurement rules, they must notify the ECB within 15 days (cf. Article 21(2) of the ECB procurement rules). Objections not notified to the ECB within this deadline cannot be raised at a later date.

Subcontracting:

candidates may rely on the capacities of other entities as subcontractors, in particular with regard to their technical capacity (see section III.2.3). No specific legal relationship is required. The candidate must prove, however, that he will have the necessary resources at his disposal, for example, by providing a binding undertaking from the subcontractor.

The use of subcontractors does not limit the candidate's responsibility and liability for due performance of all the contractual obligations. The ECB reserves the right to refuse any subcontractor on the basis of the principles of transparency, equal access, publicity and equal treatment.

Prior approval from the ECB will be required for both replacing a subcontractor and subcontracting additional major works for the entire duration of the contract.

Companies that submit sole applications and, at the same time, appear as subcontractors for another candidate, or companies that appear as subcontractors for several candidates, may, in accordance with Article 24(3) of the ECB procurement rules, be excluded from participating.

Exclusion from the tender procedure:

the ECB may, at its own discretion, exclude applicants from the tender procedure who do not comply with the requirements and conditions set out in the application form and contract notice, or do not provide the information requested.

Cancellation of the tender procedure:

the ECB reserves the right to cancel all or part of the tender procedure. This decision will take into account the principles of transparency, equal access, publicity and equal treatment.

Liability and compensation:

the ECB is not liable for any costs, nor will it reimburse any expenses or losses which candidates incur or suffer in connection with the tender procedure, including in the event of a cancellation.

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 (central switchboard). Fax +49 691344-6886 (central fax number). E-mail: [legaladviceteam@ecb.europa.eu](mailto: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).

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

12.7.2011.