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D-Frankfurt-on-Main: ECB - 10958/A/OFS/2009 — Provision of Logistic Services, Office Supplies, Toner Cartridges and Branded Merchandise (

2010/S 129-196250

Contract notice

Section I: Contracting authority

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

European Central Bank (ECB), attention: Ms Rosemary Cowlard, Kaiserstraße 29, 60311 Frankfurt-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>

Further information can be obtained at:

European Central Bank, attention: Ms Rosemary Cowlard, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Contact: Central Procurement Office. Tel. +49 691344-7572. Fax +49 691344-7110. E-mail: procurement@ecb.europa.eu Internet: <http://www.ecb.europa.eu>

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:

European Central Bank, attention: Ms Rosemary Cowlard, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Contact: Central Procurement Office. Tel. +49 691344-7572. Fax +49 691344-7110. E-mail: procurement@ecb.europa.eu Internet: <http://www.ecb.europa.eu>

I.2) Type of the contracting authority and main activity or activities:

Body governed by public law.

European institution/agency or international organisation.

Economic and financial affairs.

Education.

The contracting authority is purchasing on behalf of other contracting authorities: yes.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

10958/A/OFS/2009 — provision of logistic services, office supplies, toner cartridges and branded merchandise.

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

Supplies — Purchase.

Services — Service category: No 5.

Main place of delivery/performance:

ECB, Frankfurt-on-Main, GERMANY; and

ESF, Frankfurt-on-Main, GERMANY.

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 years: 3 years.

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

It is the intention of the European Central Bank (hereinafter 'ECB') to conduct a negotiated procedure, to award 1 or several contracts for the provisions of logistic services, office supplies, toner cartridges and branded merchandise.

The tender is divided into the following 4 lots:

Lot 1 — logistic services;

Lot 2 — office supplies;

Lot 3 — toner cartridges;

Lot 4 — branded merchandise.

Tenderers are invited to submit a proposal for 1 or more lots. Each lot will be evaluated separately.

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

Lot 1 — 63120000;

Lot 2 — 30192000, 30192000;

Lot 3 — 30125100;

Lot 4 — 22000000, 22458000, 22462000.

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

Yes.

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:**

Lot 1 — logistic services:

An estimated 20 to 30 consolidated orders per month. Consolidated orders may consist of up to 20 individual requests.

Lot 2 — office supplies:

An estimated 100 to 150 consolidated orders per month. Consolidated orders may consist of up to 20 individual requests.

Lot 3 — toner cartridges:

An estimated 20 to 30 consolidated orders per month. Consolidated orders may consist of up to 20 individual requests.

Lot 4 — branded merchandise:

An estimated 10 to 20 consolidated orders per year. Consolidated orders may consist of up to 20 individual requests.

II.2.2) **Options:**

No.

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

Duration in months: 36 (from the award of the contract).

Possibility to extend the contract on a yearly basis up to a maximum of a further 36 months.

Information about lots

Lot No 1

Title: Logistic services

1) **Short description:**

The ECB is seeking a logistic services provider to store and distribute ECB stationery, office equipment, furniture, fixtures and other office items. The estimated size of required storage space is approximately 300 m² and has to be located within no more than 300 km of the ECB's headquarters (HQ) office, Frankfurt-on-Main. See also http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_logser.en.html

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

63120000.

3) **Quantity or scope:**

An estimated 20 to 30 consolidated orders are currently handled each month. Consolidated orders may consist of up to 20 individual requests. Consolidated orders are sent from the ECB on a daily basis.

The estimated number of deliveries from third parties to the logistics centre is up to 2 deliveries per month.

The delivery address for bulk orders is the ECB's headquarters (HQ), office (Logistics Centre), Kaiserstraße 29, Frankfurt-on-Main, GERMANY, or alternatively within the Rhine-Main area as requested by the ECB. The supplier is responsible for the pick-up of goods from the central locations in each ECB building and for the distribution of goods to the required offices in the 3 main ECB buildings. The ECB buildings are all in walking distance of the main ECB HQ office.

Delivery is required within 1 working day if the order is placed before 14:00, CET. For orders placed after 14:00, CET delivery is required within 2 working days.

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

Duration in months: 36 (from the award of the contract).

Possibility to extend the contract on a yearly basis up to a maximum of a further 36 months.

Lot No 2

Title: Office supplies

1) **Short description:**

The ECB and the European School Frankfurt (ESF) are seeking a provider of office supplies with a wide range of products (e.g. pens, files, writing pads, paper clips, electronic office equipment, label printers, P-touch, shredders, staplers, memory sticks, CD/DVDs, meeting equipment, etc.).

The ECB and the ESF are also seeking branded and unbranded office supplies (e.g. sticky notes, envelopes, pens, pencils, mouse pads, etc.) and stamps with individual text and graphic design (e.g. data stamps, division stamps, free text stamps, etc.).

The ESF is seeking a provider of print devices with a wide range of products e.g. printer equipment, maintenance kits, Image Fuser Kits, etc.

The ECB and the ESF are seeking environment-friendly office supplies that are certificated with an accepted environmental label (e.g. Blue Angel, FSC, Nordic Swan, EU-Flower, etc.) or equivalent. Any other appropriate means of proof will also be accepted. The electronic products must fulfil the 'VDE' DIN norm.

See also: http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_logser.en.html

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

30192000, 30192000.

3) **Quantity or scope:**

An estimated 100 to 150 consolidated orders are placed each month. Consolidated orders may consist of up to 20 individual requests. Consolidated orders are sent from the ECB on a daily basis.

The delivery addresses for bulk orders are the ECB's headquarters (HQ) office (Logistics Centre), Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY and the ESF, Praunheimer Weg, 60439 Frankfurt-on-Main, GERMANY, or alternatively within the Rhine-Main area as requested by the ECB or the ESF. The supplier is responsible for the pick-up of goods from the ECB and ESF locations in each building and for the distribution of goods to the required offices in the ECB and ESF buildings. The ECB buildings are all in walking distance of the main ECB HQ office.

Delivery is required within 1 working day if the order is placed before 14:00, CET. For orders placed after 14:00, CET delivery is required within 2 working days.

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

Duration in months: 36 (from the award of the contract).

Possibility to extend the contract on a yearly basis up to a maximum of a further 36 months.

Lot No 3

Title: Toner cartridges

1) **Short description:**

The ECB and ESF are seeking environment-friendly toner cartridges and refill products that are certificated with an accepted environmental label (e.g. Blue Angel, etc.) or equivalent. Any other appropriate means of proof will also be accepted.

See also http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_logser.en.html

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

30125100.

3) **Quantity or scope:**

An estimated 20 to 30 consolidated orders are placed each month. Consolidated orders may consist of up to 20 individual requests. Consolidated orders are sent from the ECB on a daily basis.

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

Duration in months: 36 (from the award of the contract).

Possibility to extend the contract on a yearly basis up to a maximum of a further 36 months.

Lot No 4

Title: Branded merchandise

1) **Short description:**

The ECB and ESF are seeking a provider of branded merchandise offering a wide range of products via and online shop and/or hard copy catalogue, e.g., office supplies (pens, rulers, rubbers, USB sticks/cards, etc.), textiles (polo shirts, T-shirts, caps, sports wear, etc.), leisure items (bags, travel bags, key rings, games for kids, etc.), etc.

The ECB and ESF are seeking a professional and creative supplier, able to offer customised products with the ECB, ESF or other logos and contact details. The logos can vary in colour.

Branded merchandise may be ordered tailor-made for special purposes (e.g. conferences with the conference logo, exhibitions with a special logo, etc.). The supplier also has to offer creative suggestions and expertise.

The ECB and the ESF are seeking environment-friendly branded merchandise that are certificated with an accepted environmental label (e.g. Blue Angel, FSC, Nordic Swan, EU-Flower, etc.) or equivalent. Any other appropriate means of proof will also be accepted.

See also: http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_logser.en.html

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

22000000, 22458000, 22462000.

3) **Quantity or scope:**

An estimated 10 to 20 consolidated orders are placed each year. Consolidated orders may consist of up to 20 individual requests.

The delivery addresses for bulk orders are the ECB's headquarters (HQ), office (Logistic Centre), Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY and the ESF, Praunheimer Weg, 60439 Frankfurt-on-Main, GERMANY, or alternatively within the Rhine-Main area as requested by the ECB or the ESF. The supplier is responsible for the pick-up of goods from the ECB and ESF central locations in each building and for the distribution of goods to the required offices in the ECB and ESF buildings. The ECB buildings are all in walking distance of the main ECB HQ office.

Delivery of 50–500 items is required within 3 weeks; delivery above 500 items is required within a maximum of 6 weeks.

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

Duration in months: 36 (from the award of the contract).

Possibility to extend the contract on a yearly basis up to a maximum of a further 36 months.

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. In the application, all the members of the temporary grouping must declare in writing that:

- (i) in the case of an order they will provide all services as a temporary grouping; and
- (ii) all the members will have joint and several liability for the performance of the contract;
- (iii) a single legal entity shall represent the whole grouping.

The parts of the supplies and/or services that will be performed by the individual companies shall be specified.

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:

Candidates must demonstrate that they are eligible to participate in an ECB procurement procedure by declaring their compliance with the eligibility criteria outlined in Decision ECB/2007/5 of 3.7.2007 laying down the rules on procurement (available under <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>). Candidates wishing to participate must provide information (including that indicated below) by completing the ECB's application form (see IV.3.3).

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. candidates shall have the economic and financial capacity to perform the contract. Financial statements relating to the past 3 years of trading (lot 1–4);
- b. evidence of relevant insurances (lot 1–4).

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met.

- a) Candidates shall have the technical and professional capacity to perform the contract.

Technical capacity — tenderers must provide information that demonstrates that they have:

- appropriate ability and experience,
- sufficient resources and capacity,
- requisite systems and equipment to execute the contract.

- b) Professional capacity — tenderers must provide information relating to 3 different past contracts that demonstrates they have undertaken similar work over the last 3 years, providing details of scope, size, duration and value of contracts.

Minimum level(s) of standards possibly required (if applicable):

Lot 1 — 'Logistic services' must meet the following minimum requirements:

- (a) an English and German speaking hotline (business hours 8:30–17:30);
- (b) an English and German speaking contact person (see attachment Self Assessment Grid Annex 2 of the call for applications) C1 level.

Lot 2 — 'Office supplies' must meet the following minimum requirements:

- (a) all the electronic products must fulfil the 'VDE' DIN norm;
- (b) an English online catalogue that is OCI compliant, connects to SAP SRM-MDM via standard OCI interface and includes visual and written presentations and prices;
- (c) an English and German speaking hotline (business hours 8:30–17:30);
- (d) an English and German speaking contact person (see attachment Self Assessment Grid Annex 2 of the call for applications) C1 level.

Lot 3 — 'Toner cartridges' must meet the following minimum requirements:

- (a) an English online catalogue that is OCI compliant, connects to SAP SRM-MDM via standard OCI interface and includes visual and written presentations and prices;
- (b) an English and German speaking hotline (business hours 8:30–17:30);
- (c) an English and German speaking contact person (see attachment Self Assessment Grid Annex 2 of the call for applications) C1 level.

Lot 4 — 'Branded merchandise' must meet the following minimum requirements:

- (a) an English and/or German online and/or hard copy catalogue;
- (b) an English and German speaking contact person (see attachment Self Assessment Grid Annex 2 of the call for applications) C1 level.

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 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:**

Negotiated.

Candidates have already been selected: no.

See under Section VI.3 Additional information.

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: 5 and maximum number: 8.

Objective criteria for choosing the limited number of candidates: applications shall be scored, ranked and selected based upon the information they provide in response to sections III.1, and III.2 of this contract notice.

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 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:**

10958/A/ADS/2009.

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

No.

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

http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_logser.en.html

Time limit for receipt of requests for documents or for accessing documents:

30.7.2010 (12:00).

Payable documents: no.

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

30.7.2010 (12:00).

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:

Place: tenders shall be opened shortly after the deadline for receipt of tenders, at the address in I.1.

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

Officers of the ECB only.

Section VI: Complementary information

VI.1) This is a recurrent procurement:

Yes.

It is anticipated that this will be a recurrent procurement, and if required, further notices shall be published prior to the termination of any new contract that result from this procurement exercise.

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

No.

VI.3) Additional information:

The ECB reserves the right not to make any award and reserves the right not to accept all or part of any tender unless the tenderer expressly stipulates otherwise in their tender. The ECB reserves the right to disqualify any applicant who provides information which proves to be incorrect.

The framework agreements are intended initially for 3 years with a possibility to extend the contract on a yearly basis for up to a maximum of a further 3 years. It is estimated that the framework agreements will start as of January 2011.

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

The deadline for questions or requests for clarification relating to the application form shall be 5 calendar days prior to the deadline for applications.

Applicable rules:

The tender procedure is conducted in accordance with the ECB procurement rules (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)). Both Decisions were published in the 'Official Journal of the European Union' (respectively OJ L 184 of 14.7.2007, p. 34 and OJ L 51 of 24.2.2009, p. 10) and are available on the ECB website at: <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>

The deadline for questions or requests for clarification relating to the invitation to tender from tenderers shall be 6 days prior to the deadline for receipt of tenders.

Tenders and all supporting documents must be priced in euro and all contract payments will be made in euro.

All communications, discussions and meetings will be conducted in English and no interpretation facilities will be provided. Tenderers are also informed that presentations, interviews, and/or site visits may be required to confirm information contained in their offers.

The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that tenderers may incur in connection with the submission of their proposals. Proposals received will not be returned and will remain the property of the ECB.

Tenders may be rejected if the required information is not provided in the stated format at the time of tendering. It is the responsibility of tenderers to ensure that their tender is delivered not later than the deadline indicated in the paragraph above.

If candidates submit their application form by registered post or private courier services the post office stamp or the date on the slip issued by the courier service shall constitute proof of compliance with the time limit for submission specified in IV.3.3 above. However, the ECB will not consider tenders which reach the ECB 10 calendar days after expiry of the above time limit.

Tenders received in electronic format, or by facsimile will not be considered.

VI.4) **Procedures for appeal**

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

European Central Bank, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-7572. Fax +49 691344-7110. E-mail: procurement@ecb.europa.eu Internet: <http://www.ecb.europa.eu>

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 above) or, if no information is requested, 15 days from the receipt of the notification to unsuccessful bidders.

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

22.6.2010.