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**Germany-Frankfurt-on-Main: ECB - Provision of audio and media services and rental of technical equipment
2015/S 212-384001**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Central Bank
Sonnemannstraße 22
For the attention of: Fernando Albi
60314 Frankfurt-on-Main
GERMANY
Telephone: +49 6913440
E-mail: procurement@ecb.europa.eu
Fax: +49 6913447110

Internet address(es):

General address of the contracting authority: <http://www.ecb.europa.eu>
Electronic access to information: <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>

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

Economic and financial affairs

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:

Provision of audio and media services and rental of technical equipment.

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

Services

Service category No 5: Telecommunications services

Main site or location of works, place of delivery or of performance: Frankfurt-on-Main.

NUTS code DE712

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 years: 4

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

The Premises Division is responsible for the provision of audio/media services and rental of technical equipment at the European Central Bank, including the provision of specific audio/media equipment at conferences, meetings and events. The Premises Division requires the support of a supplier for the provision of audio and media services and rental of technical equipment.

II.1.6) Common procurement vocabulary (CPV)

50300000

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:

The Premises Division is responsible for the provision of audio/media services and rental of technical equipment at the European Central Bank, including the provision of specific audio/media equipment at conferences, meetings and events. The Premises Division requires the support of an experienced and flexible external audio/media services provider to supply:

- i. operational support of the ECB's audio/media services team at conferences, meetings and events mainly in Frankfurt-on-Main, Germany;
- ii. the temporary provision (rental) of audio/media equipment for conferences, meetings and events; and
- iii. maintenance and repairs of ECB's own audio and media equipment.

Please refer to Annex 1.1: 'Tender specifications for provision of audio and media services and rental of technical equipment' for further details of the services to be provided.

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:

No deposits required.

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

Method of payment will be in accordance with the terms and conditions of the contract. Please see the details in the tender documentation to be requested from the contact point indicated in Sections I.1 and VI.4.

- III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
The establishment of a temporary grouping of companies is allowed under the conditions laid down in the tender documentation. Temporary groupings do not need to have a specific legal form but will be jointly and severally liable for all obligations under the contract. Please see the details in the tender documentation to be requested from the contact point indicated in Sections I.1 and VI.4.
- 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: Please see the details in the tender documentation to be requested from the contact point indicated in Sections I.1 and VI.4.
- III.2.2) Economic and financial ability**
Information and formalities necessary for evaluating if the requirements are met: Tenderers shall submit the documents listed in the tender documentation, in particular the required information in the tender submission form.
Minimum level(s) of standards possibly required: The tenderers' economic and financial capacity will be assessed on the basis of their financial situation (turnover and profit and loss) during the last 3 financial years.
As a minimum, tenderers shall have had, in the last 3 financial years, an average annual net turnover of at least 750 000 EUR excluding VAT. In the case of a temporary grouping, one of the members shall have achieved on its own 60 % of the above amount.
- III.2.3) Technical capacity**
Information and formalities necessary for evaluating if the requirements are met:
Tenderers shall submit the documents listed in the tender documentation, in particular the required information in the tender submission form.
Minimum level(s) of standards possibly required:
The tenderers' technical and professional capacity will be assessed on the basis of the following criteria:
(a) the average number of staff of the tenderer over the past 3 years, that shall be at least 5 employees per year working in the field of audio/media services;
(b) the tenderers' experience which will be assessed on the basis of reference contracts. Tenderers shall have performed during the last 3 financial years at least 3 similar contracts, which are comparable in terms of scope and complexity at least partly with the contract tendered by the ECB. Each reference contract must include at least one of the 3 elements of the scope (i.e. support services, rental and maintenance/repair), and each of the 3 elements of the scope has to be covered in at least one of the contracts, that is, taking into account all the contracts the 3 requested elements have to be covered.
- 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: yes

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:

PRO-000818.

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

no

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

Payable documents: no

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

7.12.2015 - 18:00

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

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 of tenders

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

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

The documentation for this procurement can be downloaded from an Internet platform. If you are interested in participating in the procurement procedure, please register via the Internet platform using the following Internet address, user name and password:

Internet address: <https://www.ecb.europa.eu/secure/procurement/>

User name: 000818/A/PRE/2015

Password: 3A1DC9

After you have registered, an e-mail will be sent to you with a new user name and password. The Internet address will remain the same. Please use the new user name and password to download the application/tender documentation.

However, your mere registration and downloading the documentation does not constitute an application/tender. You must submit your application/tender in hard copy version to the ECB, on time, in the format requested and including the content as further instructed in the application/tender documentation.

Should you experience any problems in accessing the Internet platform for registration and/or downloading the application/tender documentation please do not hesitate to contact the ECB at the following e-mail address: procurement@ecb.europa.eu quoting the procurement number and problem experienced.

The ECB shall endeavour to answer all queries concerning access as quickly as possible but cannot guarantee a minimum response time. The ECB shall not be bound to reply to queries received less than 7 calendar days before the time limit for the submission of tenders.

The tender procedure shall be open on equal terms to all natural or legal persons resident or located in the European Union and to all natural and legal persons resident or located in a country which has ratified the World Trade Organisation Agreement on Government Procurement or has concluded with the European Union a bilateral agreement on procurement under the conditions laid down in the said agreements.

The tender procedure is conducted in accordance with Decision of the European Central Bank of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5) (as amended), available on the ECB website at <http://www.ecb.europa.eu> (please look for the link 'for suppliers').

During the tender procedure tenderers shall not contact any other ECB staff members or organisations/persons working for the ECB with regard to this tender procedure other than the person indicated in Section I.1).

Tenderers shall also not contact potential competitors unless they intend to form a temporary grouping with them or to involve them as subcontractors. Any violation of this communication rule may lead to the exclusion of the tenderer in question.

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
Sonnemannstraße 22
60314 Frankfurt-on-Main
GERMANY
Telephone: +49 6913440
Internet address: <http://www.ecb.europa.eu>
Fax: +49 6913446886

Body responsible for mediation procedures

European Ombudsman
1 avenue du Président Robert Schuman
67001 Strasbourg
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 Decision of the European Central Bank of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5) 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 this Decision. A complaint to the European Ombudsman does not affect the deadline for lodging appeals.

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

Central Procurement Office

Sonnemannstraße 22

60314 Frankfurt-on-Main

GERMANY

Telephone: +49 6913440

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

22.10.2015