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**Germany-Frankfurt am Main: ECB - Provision of flower arrangements and flower bouquets to the ECB
2018/S 141-322357**

Contract notice

Supplies

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

European Central Bank
Sonnemannstrasse 22
Frankfurt am Main
60314
Germany
Contact person: Central Procurement Office
E-mail: procurement@ecb.europa.eu
Fax: +49 69/13447110
NUTS code: DE712

Internet address(es):

Main address: <http://www.ecb.europa.eu>

I.2) Information about joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.ecb.europa.eu/secure/procurement/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Provision of flower arrangements and flower bouquets to the ECB
Reference number: PRO-3808

II.1.2) Main CPV code

03121200

II.1.3) Type of contract

Supplies

II.1.4) Short description:

The ECB is seeking suppliers to provide flower arrangements, flower bouquets and related decorative items to the ECB. The flowers would generally be ordered on a weekly basis, typically for reception and conference areas, executive offices, representative events, etc. The ECB seeks to establish a framework agreement with a maximum duration of 4 years with the best tenderer. Detailed requirements and specifications can be found in the tender documentation.

Please note that the ECB organizes a non-mandatory site visit for interested suppliers on 8.8.2018 in order to provide a better overview of the requirements.

II.1.5) **Estimated total value**

Value excluding VAT: 350 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

44812400

39298900

39298300

II.2.3) **Place of performance**

NUTS code: DE7

II.2.4) **Description of the procurement:**

The provision of flower arrangements and/or flower bouquets shall cover mainly all ECB buildings and occasionally at off-site locations. The ECB buildings are:

- Main Building (MB), Sonnemannstr. 22, 60314 Frankfurt,
- Eurotower (ET), Kaiserstr. 29, 60311 Frankfurt,
- Japan Center (JC), Taunustor 2, 60311 Frankfurt.

Prices shall cover delivery costs to all ECB buildings and all delivery locations within Frankfurt am Main. For deliveries outside Frankfurt, transportation costs will be reimbursed per hourly rate based on the driving time.

Types of deliveries:

- weekly and bi-weekly deliveries shall be ordered through an order form.

(i) Weekly delivery of flower arrangements

The contractor shall deliver flower arrangements and flower bouquets without additional fee on each 1st working day of a running calendar week or on the date stipulated on the weekly order form to all ECB buildings (MB, ET, JC) and distribute them to the various locations until 8:00 a.m. by the latest:

- for all ECB reception desks (MB, ET, JC),
- for conference areas (MB, ET, JC),
- for executive board floors (MB, ET),
- for buffet tables, bistro tables, dining tables in special dining areas (amount varies according to number of events) (MB, ET, JC).

The weekly deliveries and distribution shall be terminated at the three ECB buildings before 8:00 a.m. The distribution of the deliveries may take up to 1,5 hours in the MB and at least 0.5 hours each in the ET and JC.

(ii) Bi-weekly delivery of flower arrangements for the council meetings

The contractor shall deliver to the MB executive flower arrangements every second week prior to a council meeting for reception desks and dining tables.

(iii) On demand deliveries

Upon request the contractor shall deliver to the ECB or at an external location:

- flower arrangements for speaker's desk in conference rooms,
- flower arrangements /bouquets for special events (e.g. birthday, farewell, concert),
- flower arrangements /bouquets for funerals and/or funerals wreaths,
- Christmas wreaths.

The following requirements apply to all deliveries:

- (i) For each delivery the various flower arrangements/bouquets shall fit with each other in style and color.
- (ii) The flower bowls, vases or other containers are provided as a loan by the contractor and therefore remain in its property, they will be exchanged with the fresh delivery every 1st working day of a calendar week.
- (iii) The flowers shall remain in a good shape until the last calendar day of a working week. If this is not the case and the contractor is asked by the ECB to exchange the flowers, the contractor shall have 24 hours to replace the item(s). The exchange of flowers and the possible additional costs (e.g. transportation costs) are borne by the contractor. If the contractor provides proof that the flowers are not in a good shape because of wrong handling of ECB staff or 3rd parties, the ECB will bear the costs.
- (iv) On working days, during office hours, urgent and /or unforeseen orders shall be delivered at the latest 3 hours after receipt of the order (by phone or electronically).
- (v) The contractor may accept private orders from ECB members of staff. However, the ECB shall be involved neither in receipt, delivery nor settlement of payment.
- (vi) The person(s) delivering and distributing the flower arrangements /bouquets at ECB premises shall acquire necessary ECB security clearance. For this purpose, the person(s) must present a recent (not older than 2 months) certificate of good conduct ("Polizeiliches Führungszeugnis") and sign a self-declaration.
- (vii) The person(s) delivering and distributing the flower shall be recognizable with a company branded name tag, t-shirt, cap or similar.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: 350 000.00 EUR

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

The contract can be extended 2 times for each 12 months. In any event, the total duration of the contract shall not exceed 48 months.

II.2.10) Information about variants

Variants will be accepted: no

II.2.11) Information about options

Options: no

II.2.12) Information about electronic catalogues

II.2.13) Information about European Union funds

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

II.2.14) Additional information

Section III: Legal, economic, financial and technical information

III.1) Conditions for participation

- III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**
List and brief description of conditions:
As stated in the procurement documents.
- III.1.2) **Economic and financial standing**
Selection criteria as stated in the procurement documents
- III.1.3) **Technical and professional ability**
Selection criteria as stated in the procurement documents
- III.1.5) **Information about reserved contracts**
- III.2) **Conditions related to the contract**
- III.2.2) **Contract performance conditions:**
In line with the terms and conditions of the draft contract. See details in the procurement documents.
- III.2.3) **Information about staff responsible for the performance of the contract**

Section IV: Procedure

- IV.1) **Description**
- IV.1.1) **Type of procedure**
Open procedure
- IV.1.3) **Information about a framework agreement or a dynamic purchasing system**
The procurement involves the establishment of a framework agreement
Framework agreement with a single operator
- IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**
- IV.1.6) **Information about electronic auction**
- IV.1.8) **Information about the Government Procurement Agreement (GPA)**
The procurement is covered by the Government Procurement Agreement: no
- IV.2) **Administrative information**
- IV.2.1) **Previous publication concerning this procedure**
- IV.2.2) **Time limit for receipt of tenders or requests to participate**
Date: 20/08/2018
Local time: 18:00
- IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**
- IV.2.4) **Languages in which tenders or requests to participate may be submitted:**
English
- IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**
Duration in months: 6 (from the date stated for receipt of tender)
- IV.2.7) **Conditions for opening of tenders**
Date: 21/08/2018
Local time: 12:00
Place:
Date indicated above is the first available date for opening.

Section VI: Complementary information

- VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about electronic workflows**

Electronic invoicing will be accepted

VI.3) **Additional information:**

The procurement documentation can be downloaded from an internet platform. If you are interested to participate in the procurement procedure 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: 003808/A/ADS/2018

Password: 710FF9

After you have registered, an e-mail will be sent to you with a new user name and password. Use the new user name and password to download the procurement documentation from the above URL internet address.

However, your mere registration and downloading the procurement documents does not constitute a tender.

You must submit your tender in hard copy version to the ECB, on time, in the format requested and including the content as further instructed in the tender documentation.

Should you experience any problems in accessing the internet platform for registration and /or downloading the documentation, please do not hesitate to contact the ECB under the following e-mail address:

procurement@ecb.europa.eu quoting the procurement number and the problem experienced.

The ECB shall endeavor to answer all queries concerning access as quickly as possible but cannot guarantee a minimum time response. 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 procurement 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 Organization 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 procurement procedure is conducted in accordance with Decision ECB/2016/2 of 9.2.2016 laying down the rules on procurement, OJ L 45, 20.2.2016, p. 15 as amended available on the ECB website at <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>

During the procurement procedure, tenderers shall not contact any other ECB staff members or organizations / persons working for the ECB with regard to this tender procedure 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 review**

VI.4.1) **Review body**

Procurement Review Body of the European Central Bank, c/o Legal Advice Team

Sonnemannstrasse 22

Frankfurt am Main

60314

Germany

Telephone: +49 6913440

Fax: +49 6913446886

Internet address: <http://www.ecb.europa.eu>

VI.4.2) **Body responsible for mediation procedures**

The European Ombudsman
1 avenue du Président Robert Schuman, CS 30403
Strasbourg Cedex
67001
France

VI.4.3) **Review procedure**

VI.4.4) **Service from which information about the review procedure may be obtained**

Central Procurement Office of the European Central Bank
Sonnemannstrasse 22
Frankfurt am Main
60314
Germany
Telephone: +49 6913440
E-mail: procurement@ecb.europa.eu
Fax: +49 6913447110
Internet address: <http://www.ecb.europa.eu>

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

13/07/2018