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**Germany-Frankfurt am Main: Audio/Media Services and Rental of Technical Equipment  
2023/S 214-675053**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

**I.1) Name and addresses**

Official name: European Central Bank  
National registration number: PRO-006381  
Postal address: Sonnemannstrasse 22  
Town: Frankfurt am Main  
NUTS code: DE712 Frankfurt am Main, Kreisfreie Stadt  
Postal code: 60314  
Country: Germany  
E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)  
Telephone: +49 69/13440  
Fax: +49 69/13447110

**Internet address(es):**

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

**I.3) Communication**

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

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:**

Audio/Media Services and Rental of Technical Equipment  
Reference number: PRO-007719

**II.1.2) Main CPV code**

51310000 Installation services of radio, television, sound and video equipment - PA01

**II.1.3) Type of contract**

Services

**II.1.4) Short description:**

The services include tasks such as routine checks of permanent technical installations in conference-meeting- and video conference rooms, failure management, on call services, telephone conference preparation, conference recording, preparation and execution of events, equipment rentals, set-up of equipment, etc.

The awarded tenderer will supply:

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

II.1.5) **Estimated total value**

Value excluding VAT: 2 000 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

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

32300000 Television and radio receivers, and sound or video recording or reproducing apparatus - PA01

II.2.3) **Place of performance**

NUTS code: DE712 Frankfurt am Main, Kreisfreie Stadt

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

The Directorate Administration, Division Premises (DA/PRE) of the ECB 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 meetings, conferences, and events.

Approximately 100 conference-, meeting- and video conference rooms with permanently installed meeting and conference equipment are frequently used and booked by the entire institution.

The audio media services team of the ECB, with the support of the external supplier has to keep all rooms operational. On average approximately 150 meetings are held on working days.

The services include tasks such as routine checks of permanent technical installations in conference-meeting- and video conference rooms, failure management, on call services, telephone conference preparation, conference recording, preparation and execution of events, equipment rentals, set-up of equipment, etc.

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**

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

Duration in months: 48

This contract is subject to renewal: no

II.2.9) **Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

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.1.2) **Economic and financial standing**

List and brief description of selection criteria:

1. Annual net turnover for similar services or supplies covered by the contract.
2. Proof of a professional risk indemnity insurance and/or third party/civil liability insurance.

Minimum level(s) of standards possibly required:

1. At least EUR 1 000 000, on average for the last 3 financial years.
2. Minimum liability sum of EUR 5 000 000 or confirmation that such an insurance will be taken up before contract signature.

III.1.3) **Technical and professional ability**

List and brief description of selection criteria:

3. Permanent members of staff per year over the last 3 years for the execution of similar contracts.
4. Similar reference contracts performed during the past 3 years.

Minimum level(s) of standards possibly required:

3. At least 10.
4. At least 3.

**Section IV: Procedure**

IV.1) **Description**

IV.1.1) **Type of procedure**

Competitive procedure with negotiation

IV.1.3) **Information about a framework agreement or a dynamic purchasing system**

IV.1.5) **Information about negotiation**

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

Date: 28/11/2023

Local time: 12:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 12/12/2023

IV.2.4) **Languages in which tenders or requests to participate may be submitted:**

English, German

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)

**Section VI: Complementary information**

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.3) **Additional information:**

This tender procedure is conducted via the ECB's electronic tendering system (e-tendering) which can be accessed via the following internet address:

(<http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>).

If you have not used the ECB's electronic tendering system before, you need to register via the above link (click on 'Register'). Subsequently to the registration, you will receive an automated notification with your user credentials to log in (click on 'Login') and to access the tender documentation.

Please note that:

— a registration to the above system is only required once and you can reuse your user credentials in all future procedures of the ECB which are conducted via the above system. Therefore, please keep your user credentials for the future;

— in case you should have participated in previous ECB tender procedure(s) in the past which were conducted via the ECB's prior online system, you nevertheless need to register once to the ECB's electronic tendering system under the above address;

— your mere registration does not constitute an application/tender. You must submit your application/tender via the ECB's electronic tendering system as further instructed in the application/tender documentation.

The system reference number for the above procurement is: RFX-PT-2023-000078: PRO-007719-R1-Audio/media services

To download the tender documents, log on to the ECB's electronic tendering system with your login and password. Expand the field 'Public Tenders – Upcoming Events'. Click on 'Click to request an invitation to this event' for the above procedure and close the new window which opens. Once the request is completed (this can take a few minutes), the status of the participation request will change to 'Invited' and the RFX documentation will be accessible via the RFX tab.

Under the above link you also find user guides for detailed information on how to use the system and contact details for technical support.

Should you require technical help when using the system, please contact the ECB's technical support .team at [sourcing.support@ecb.europa.eu](mailto:sourcing.support@ecb.europa.eu) by quoting the reference number and the problem experienced.

Any other queries relating to this procurement procedure and the content of the procurement documentation shall be submitted as message via the ECB's e-tendering system (under the tab 'Discussion').

The ECB endeavours to answer all queries 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 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 ECB Decision 2016/2 laying down the Rules on Procurement (as amended), available at (<https://www.ecb.europa.eu/ecb/legal/1001/procurement/html/index.en.html>) and in EUR-Lex: (<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02016D0002-20200501>).

#### VI.4) **Procedures for review**

##### VI.4.1) **Review body**

Official name: Procurement Review Body of the European Central Bank, c/o Legal Advice Team  
Postal address: Sonnemannstrasse 22  
Town: Frankfurt am Main  
Postal code: 60314  
Country: Germany  
E-mail: [LegalServices@ecb.europa.eu](mailto:LegalServices@ecb.europa.eu)  
Telephone: +49 6913440  
Fax: +352 4302100  
Internet address: <http://www.ecb.europa.eu>

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

Official name: The European Ombudsman  
Postal address: 1 avenue du Président Robert Schuman, CS 30403  
Town: Strasbourg Cedex  
Postal code: 67001  
Country: France

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:  
Within 10 days of receipt of the notification in accordance with Article 34(1) or the first sentence of Article 34(3) of ECB Decision 2016/2 laying down the Rules on Public Procurement. Further requirements are outlined in Article 39 of this Decision. A complaint to the European Ombudsman does not affect the deadline for lodging appeals.

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

Official name: Central Procurement Office of the European Central Bank  
Postal address: Sonnemannstrasse 22  
Town: Frankfurt am Main  
Postal code: 60314  
Country: Germany  
E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)  
Telephone: +49 6913440  
Fax: +49 6913447110  
Internet address: <http://www.ecb.europa.eu>

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

26/10/2023