

Germany – Office supplies – Negotiated tender procedure for the provision of office supplies, toner cartridges and paper**OJ S 145/2024 26/07/2024****Contract or concession notice – standard regime****Supplies**

1. Buyer**1.1. Buyer**

Official name: European Central Bank

Email: procurement@ecb.europa.eu

Legal type of the buyer: EU institution, body or agency

Activity of the contracting authority: Economic affairs

2. Procedure**2.1. Procedure**

Title: Negotiated tender procedure for the provision of office supplies, toner cartridges and paper

Description: The European Central Bank (ECB) is seeking suitable candidates through this Call for Applications (CfA) that will be invited to participate in the negotiated procedure and to submit a tender for the Contract(s) on the provision of office supplies, toner cartridges and paper. The tender procedure is organised in 2 lots. Lot 1: standard office supplies, toner cartridges and paper. Provision of standard office supplies, toner cartridges and paper. The scope of this Lot includes several types of office supplies and stationery, toner cartridges, paper and envelopes different in colour, weight and size, which will be required and used in different black/white and colour printers, copiers and fax machines (both ink and laser). Lot 2: provision of sustainable office supplies, toner cartridges and paper. The scope of this Lot includes several types of sustainable office supplies and stationery, toner cartridges, paper and envelopes different in colour, weight and size, which will be required and used in different black/white and colour printers and copiers (both ink and laser). Interested parties may apply for one or both Lots. The aim of the ECB is to award multi supplier Framework Agreements on a ranking basis. It is the intention of the ECB to conclude up to three contracts for each of the Lots for the provision of the above-mentioned supplies, however the ECB reserves the right to unite various contracts in the event that one tenderer is successful in more than one Lot. The successful tenderer(s) will be awarded specific contract(s). In case the first-ranked tenderer cannot supply the requested items, the ECB shall order from the next tenderer according to the ranking list. The products serving over 5,000 staff, shall be delivered to the ECB office on Sonnemannstrasse 20, 60314 Frankfurt am Main and to the European School Frankfurt (ESF) located on Praunheimer Weg 126, 60439 Frankfurt am Main.

Procedure identifier: f59e52c2-95a4-4aae-8235-5e7e3f976b03

Internal identifier: PRO-007717

Type of procedure:

Negotiated with prior publication of a call for competition / competitive with negotiation

Main features of the procedure: 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 ECB/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>. The detailed features and terms and conditions of the procedure can be found in the procurement documents.

2.1.1. Purpose

Main nature of the contract: Supplies

Main classification (cpv): 30192000 Office supplies

2.1.2. Place of performance

Postal address: European Central Bank Sonnemannstrasse 22

Town: Frankfurt am Main

Postcode: 60314

Country subdivision (NUTS): Frankfurt am Main, Kreisfreie Stadt (DE712)

Country: Germany

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-2024-000050: PRO-007717-R1-L1-Office supplies ; RFX-PT-2024-000051: PRO-007717-R1-L2-Office supplies. 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 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 seven calendar days before the time-limit for the submission of tenders.

2.1.3. Value

Estimated value excluding VAT: 1 310 400,00 EUR

Maximum value of the framework agreement: 1 872 000,00 EUR

2.1.4. General information

This cancelled or unsuccessful procedure or lot will be relaunched

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-2024-000050: PRO-007717-R1-L1-Office supplies; RFX-PT-2024-000051: PRO-007717-R1-L2-Office supplies]. 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 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 seven calendar days before the time-limit for the submission of tenders.

Legal basis:

Directive 2014/24/EU

<http://data.europa.eu/eli/dec/2016/245/2020-05-01> - Consolidated text: Decision (EU) 2016 /245 of the European Central Bank of 9 February 2016 laying down the rules on procurement (ECB/2016/2) (recast)

2.1.5. Terms of procurement

Terms of submission:

Maximum number of lots for which one tenderer can submit tenders: 2

Terms of contract:

Maximum number of lots for which contracts can be awarded to one tenderer: 2

2.1.6. Grounds for exclusion

Purely national exclusion grounds: Based on Art. 30 of the ECB Procurement rules (Decision ECB/2016/2, as amended)

5.1. Lot: LOT-0001

Title: STANDARD OFFICE SUPPLIES, TONER CARTRIDGES AND PAPER

Description: The scope of this Lot includes several types of office supplies and stationery, toner cartridges, paper and envelopes different in colour, weight and size, which will be required and used in different black/white and colour printers, copiers and fax machines (both ink and laser). For office supplies a wide range of products such as - but not limited to - writing supplies and instruments, notebooks and notepads, folders and filing supplies, binders, calendar and planners, tape, fasteners and adhesives, labels, label markers and tapes, cutting tools and shredders, desk organisers and accessories, meeting equipment, etc, should be offered. The ECB and the ESF are seeking a variety of toner cartridges and refills. The applicant shall be able to demonstrate a suitable collection system for the toner cartridges. Empty and used toner modules (including the components) shall be recovered for reprocessing withing the proposed collection system.

Internal identifier: PRO-007717- Lot 1

5.1.1. Purpose

Main nature of the contract: Supplies

Main classification (cpv): 30192000 Office supplies

Options:

Description of the options: The contract is subject to renewal

5.1.3. Estimated duration

Duration: 36 Months

5.1.4. Renewal

Maximum renewals: 12

5.1.5. Value

Estimated value excluding VAT: 576 800,00 EUR

5.1.6. General information

This is a recurrent procurement

Procurement Project not financed with EU Funds.

The procurement is covered by the Government Procurement Agreement (GPA): yes

This procurement is also suitable for small and medium-sized enterprises (SMEs)

5.1.7. Strategic procurement

Green Procurement Criteria: EU Green Public Procurement criteria

5.1.9. Selection criteria

Criterion:

Type: Other

Name: Professional, Financial and Technical Capacity criteria

Description: As specified in the procurement documentation

Use of this criterion: Used

The criteria will be used to select the candidates to be invited for the second stage of the procedure

Information about the second stage of a two-stage procedure:

Minimum number of candidates to be invited for the second stage of the procedure: 5

Maximum number of candidates to be invited for the second stage of the procedure: 5

The procedure will take place in successive stages. At each stage, some participants may be eliminated

The buyer reserves the right to award the contract on the basis of the initial tenders without any further negotiations

5.1.10. Award criteria

Criterion:

Type: Quality

Description: Quality of the technical offer

Weight (percentage, exact): 40

Criterion:

Type: Price

Description: Quality of the financial offer

Weight (percentage, exact): 60

5.1.11. Procurement documents

Access to certain procurement documents is restricted

Languages in which the procurement documents are officially available: English

Deadline for requesting additional information: 30/08/2024 12:00:00 (UTC+2)

Information about restricted documents is available at: <https://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>

Ad hoc communication channel:

Name: Ecb e-tendering platform

URL: <https://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>

5.1.12. Terms of procurement

Terms of submission:

Electronic submission: Required

Address for submission: <https://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Not allowed

Variants: Not allowed

Tenderers may submit more than one tender: Not allowed

Deadline for receipt of requests to participate: 06/09/2024 12:00:00 (UTC+2)

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No

Electronic invoicing: Required

Electronic ordering will be used: yes

Electronic payment will be used: yes

Information about review deadlines: Within 10 days of receipt of the notification in accordance with Article 34(1) or the first sentence of Article 34(3) of Decision ECB/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.

5.1.15. Techniques

Framework agreement: Framework agreement, without reopening of competition

Maximum number of participants: 3

Information about the dynamic purchasing system: No dynamic purchase system

Electronic auction: yes

5.1.16. Further information, mediation and review

Mediation organisation: The European Ombudsman

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

Organisation providing more information on the review procedures: European Central Bank

5.1. Lot: LOT-0002

Title: SUSTAINABLE OFFICE SUPPLIES, TONER CARTRIDGES AND PAPER

Description: The scope of this Lot includes several types of sustainable office supplies and stationery, toner cartridges, paper and envelopes different in colour, weight and size, which will be required and used in different black/white and colour printers and copiers (both ink and laser). Primary office paper should be 100% recovered fibres/recycled paper bearing one of the following labels: Blue Angel, Nordic Ecolabel, FSC and EU Ecolabel (or equivalent). The paper should be process-chlorine-free (PCF). The ECB and ESF might request grass, seed or other types of paper made from renewable sources, For sustainable office supplies a range of products such as writing supplies and instruments, notebooks and notepads, folders and filing supplies, binders, calendars and planners, tapes, fasteners and adhesives, desk organisers and accessories, etc, should be offered. The ECB and ESF would expect not only recyclable but also products made of recycled and/or renewable materials, produced and delivered through sustainable supply chains. Tenderers should have a demonstrably sustainable packaging and logistics concept. Products that are circular, refillable, or even provide environmental or social benefit (by being produced through vetted environmental or social development schemes) shall be preferred. The ECB and the ESF are seeking a variety of sustainable toner cartridges and refills. The applicant shall be able to demonstrate a suitable collection system for the toner cartridges. Empty and used toner modules (including the components) shall be recovered for reprocessing withing the proposed collection system. The ECB and ESF would expect not only recyclable but also refillable toners and eco-friendly inks, made in a sustainable way, and delivered through sustainable supply chains.

Internal identifier: PRO-007717- Lot 2

5.1.1. Purpose

Main nature of the contract: Supplies

Main classification (cpv): 30192000 Office supplies

Options:

Description of the options: The contract is subject to renewal

5.1.3. Estimated duration

Duration: 36 Months

5.1.4. Renewal

Maximum renewals: 12

5.1.5. Value

Estimated value excluding VAT: 733 600,00 EUR

5.1.6. General information

This is a recurrent procurement

Procurement Project not financed with EU Funds.

The procurement is covered by the Government Procurement Agreement (GPA): yes

This procurement is also suitable for small and medium-sized enterprises (SMEs)

5.1.7. Strategic procurement

Green Procurement Criteria: EU Green Public Procurement criteria

5.1.9. Selection criteria

Criterion:

Type: Other

Name: Professional, Financial and Technical Capacity criteria

Description: As specified in the procurement documentation

Use of this criterion: Used

The criteria will be used to select the candidates to be invited for the second stage of the procedure

Information about the second stage of a two-stage procedure:

Minimum number of candidates to be invited for the second stage of the procedure: 5

Maximum number of candidates to be invited for the second stage of the procedure: 5

The procedure will take place in successive stages. At each stage, some participants may be eliminated

The buyer reserves the right to award the contract on the basis of the initial tenders without any further negotiations

5.1.10. Award criteria

Criterion:

Type: Quality

Description: Quality of the technical offer

Weight (percentage, exact): 60

Criterion:

Type: Price

Description: Quality of the financial offer

Weight (percentage, exact): 40

5.1.11. Procurement documents

Access to certain procurement documents is restricted

Languages in which the procurement documents are officially available: English

Deadline for requesting additional information: 30/08/2024 12:00:00 (UTC+2)

Information about restricted documents is available at: <https://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>

Ad hoc communication channel:

Name: Ecb e-tendering platform

URL: <https://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>

5.1.12. Terms of procurement

Terms of submission:

Electronic submission: Required

Address for submission: <https://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Not allowed

Variants: Not allowed

Tenderers may submit more than one tender: Not allowed

Deadline for receipt of requests to participate: 06/09/2024 12:00:00 (UTC+2)

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No
Electronic invoicing: Required
Electronic ordering will be used: yes
Electronic payment will be used: yes
Information about review deadlines: Within 10 days of receipt of the notification in accordance with Article 34(1) or the first sentence of Article 34(3) of Decision ECB/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.

5.1.15. Techniques

Framework agreement: Framework agreement, without reopening of competition
Maximum number of participants: 3
Information about the dynamic purchasing system: No dynamic purchase system
Electronic auction: yes

5.1.16. Further information, mediation and review

Mediation organisation: The European Ombudsman
Review organisation: Procurement Review Body of the European Central Bank, c/o Legal Advice Team
Organisation providing more information on the review procedures: European Central Bank

8. Organisations

8.1. ORG-0001

Official name: European Central Bank
Registration number: 0001
Postal address: Sonnemannstrasse 22
Town: Frankfurt am Main
Postcode: 60314
Country subdivision (NUTS): Frankfurt am Main, Kreisfreie Stadt (DE712)
Country: Germany
Contact point: Central Procurement Office
Email: procurement@ecb.europa.eu
Telephone: +49 69 1344 0
Internet address: <https://www.ecb.europa.eu/home/html/index.en.html>
Information exchange endpoint (URL): <https://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>
Buyer profile: <https://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>
Roles of this organisation:
Buyer
Organisation providing more information on the review procedures

8.1. ORG-0002

Official name: The European Ombudsman
Registration number: 0002
Postal address: 1 avenue du Président Robert Schuman, CS 30403
Town: Strasbourg
Postcode: 67001
Country subdivision (NUTS): Bas-Rhin (FRF11)

Country: France

Email: eo@ombudsman.europa.eu

Telephone: +33 3 88 17 23 13

Internet address: <https://www.ombudsman.europa.eu/en/home>

Roles of this organisation:

Mediation organisation

8.1. ORG-0003

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

Registration number: 0003

Postal address: Sonnemannstraße 22

Town: Frankfurt am Main

Postcode: 60314

Country subdivision (NUTS): Frankfurt am Main, Kreisfreie Stadt (DE712)

Country: Germany

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

Telephone: +496913440

Fax: +496913446886

Roles of this organisation:

Review organisation

11. Notice information

11.1. Notice information

Notice identifier/version: 5d057efa-29f7-4ff0-acec-a3a83c3b75db - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice subtype: 16

Notice dispatch date: 24/07/2024 13:53:52 (UTC)

Languages in which this notice is officially available: English

11.2. Publication information

Notice publication number: 450960-2024

OJ S issue number: 145/2024

Publication date: 26/07/2024