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**AT-Vienna: provision of cleaning services
2012/S 29-046023**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Union Agency for Fundamental Rights
Schwarzenbergplatz 11
For the attention of: Procurement Section
1040 Vienna
AUSTRIA

Telephone: +43 158030-610

E-mail: procurement@fra.europa.eu

Fax: +43 158030-691

Internet address(es):

General address of the contracting authority: <http://www.fra.europa.eu>

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

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 cleaning services.

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

Services

Service category No 27: Other services

Main site or location of works, place of delivery or of performance: The place of performance of the tasks shall be the contracting authority's premises.

NUTS code AT130

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 several operators
maximum number of participants to the framework agreement envisaged: 5

Duration of the framework agreement

Duration in months: 48

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 700 000 EUR

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

The successful tenderer will provide the following services:

- clean the premises of the contracting authority,
- furnish all cleaning supplies (detergent, glass cleaner, disinfectant, polish, etc.) and operational material,
- distribute all consumable supplies (e.g. toilet tissues, paper towels, soap and garbage disposal bags),
- monitor, supervise and organise cleaning services (schedule, control check, etc.).

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

90919200

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 maximum total volume of the contract is estimated at 700 000 EUR excluding VAT (for a building with approximately 6 000 m²) for 4 years.

Estimated value excluding VAT: 700 000 EUR

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:**

Not applicable.

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

Payments shall be executed only if the contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if payments for previous orders or specific contracts have not yet been executed as a result of default or negligence on the part of the contractor.

Monthly payments shall be made upon provision of services requested, provided they have been accepted, within 30 calendar days upon receipt by the contracting authority of monthly invoices and supporting documents. The contractor shall issue separate monthly invoices for services indicating the reference number

of the contract and send them to the contracting authority at the address and to the contact person referred in the Article 1.8. The invoicing procedure for extended specific contracts will be 100 % on completion of the work, once accepted by the contracting authority.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Joint tenders submitted by several economic operators (a consortium) are allowed. In such cases, one of the members must be designated as the group leader or group manager. All members of a consortium or a group of companies (i.e. the leader and all other members) are jointly and severally liable towards the contracting authority. Changes in the composition of the consortium or group of companies must be expressly authorised by the contracting authority.

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: (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of 'res judicata';

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests;

(f) following another procurement procedure or grant award procedure financed by the European Union budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Contracts may not be awarded to tenderers who, during the procurement procedure:

(g) are subject to a conflict of interest;

(h) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Proof of economic and financial capacity of the tenderers shall be furnished by the following documents and minimum requirements:

(a) copy of the balance sheets and profit and loss accounts for the last 2 financial years for which accounts have been closed, where publication of the accounts is required under the company law of the country in which the economic operator is established. In case of a consortium, each consortium member shall present their own balance sheets or extracts from balance sheets.

If the tenderer is not obliged to publish its accounts under the law of the state in which it is established, a copy of audited accounts for the last 2 financial years should be presented. In case of a consortium, audited accounts for each consortium partner shall be presented;

(b) a statement of the annual average turnover for the last 2 financial years for which accounts have been closed. In the case of a consortium, the annual average turnover for each of the partners shall be presented. The sum of the annual average turnovers of each partner will be taken into account to reach the minimum annual average turnover.

If for some exceptional reason which the contracting authority considers justified, the tenderer is unable to provide the documentary evidence requested above, he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate.

Minimum level(s) of standards possibly required: The minimum average annual turnover of the tenderer shall be of 300 000 EUR.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

Proof of the technical and professional capacity of the tenderers shall be furnished by the following documents:

(a) a list of the principal services provided and supplies delivered in the past 3 years, with the sums, dates and recipients. Tenderers are required to prove that they have performed at least 2 projects of a nature or scope similar to the services to be carried out under this tender. Certificates of satisfactory performance and completion of the services shall be provided for those 2 projects;

(b) a statement of the annual average manpower and the number of managerial staff of the tenderer in the last 3 years.

Minimum level(s) of standards possibly required:

(a) tenderers are required to prove that they have performed at least 2 projects of a nature or scope similar to the services to be carried out under this tender. Certificates of satisfactory performance and completion of the services shall be provided for these projects;

(b) the minimum annual average manpower in the last 3 years shall be at least 10. The minimum annual average managerial staff in the last 3 years shall be at least 1.

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 below

1. Description of how the company will undertake the above listed services (organisation of the work) ensuring that the selection of personnel fits the Agency's requirements. Weighting 50
2. Description of the company's policy with regards to the account management as well as describing how the supervisory tasks will be undertaken. Weighting 25
3. Description of how the company intends to select the cleaning material and also the procedure relating to the replacement equipment (mops, buckets, etc.). Weighting 25

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:**

F/SE/12/02.

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

no

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

Time limit for receipt of requests for documents or for accessing documents: 13.3.2012 - 17:00

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

18.3.2012 - 17:00

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**

Any EU official language

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**

Date: 26.3.2012 - 10:30

Place:

European Union Agency for Fundamental Rights, Schwarzenbergplatz 11, 1040 Vienna, AUSTRIA.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: An authorised representative of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending a fax or e-mail at least 48 hours in advance to the fax or e-mail. This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

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**

VI.4) **Procedures for appeal**

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

General Court of the European Union

boulevard Konrad Adenauer
2925 Luxembourg
LUXEMBOURG
E-mail: ecj.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 433766

VI.4.2) **Lodging of appeals**

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

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

1.2.2012