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**Austria-Vienna: Security and reception services
2014/S 146-261496**

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 158030610

E-mail: procurement@fra.europa.eu

Fax: +43 158030691

Internet address(es):

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

Address of the buyer profile: <http://fra.europa.eu/en/about-fra/procurement/calls-for-tender>

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

General public services

Other: Fundamental rights.

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:

Security and reception services.

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

Services

Service category No 23: Investigation and security services, except armoured car services

Main site or location of works, place of delivery or of performance: AT 130.

NUTS code

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: 3

Duration of the framework agreement

Duration in years: 4

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

Estimated value excluding VAT: 550 000 EUR

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

The scope of the services to be covered by the contract between the contracting authority and the successful tenderers encompasses all aspects of services relating to the delivery of security services in the premises of the contracting authority. In addition, general reception work, i.e. handling of incoming phone calls, handling of visitor lists, dealing with incoming mail, etc. has to be carried out.

II.1.6) Common procurement vocabulary (CPV)

79710000

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 framework contract amount has been estimated at 550 000 EUR excluding VAT. The contracting authority may exercise the option to increase the estimated contract amount of the framework contract and/or the specific contracts or order forms at a later stage via negotiated procedure with the successful tenderer in accordance with Article 134(1)(e) and (f) of the rules of application of the Financial Regulation.

Estimated value excluding VAT: 550 000 EUR

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

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:

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

As stated in the tender specifications of phase I of the restricted procedure (for the selection of candidates).

- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
As stated in the tender specifications of phase I of the restricted procedure (for the selection of candidates).
- 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: As stated in the tender specifications of phase I of the restricted procedure (for the selection of candidates).
- III.2.2) **Economic and financial ability**
Information and formalities necessary for evaluating if the requirements are met: As stated in the tender specifications of phase I of the restricted procedure (for the selection of candidates).
Minimum level(s) of standards possibly required: As stated in the tender specifications of phase I of the restricted procedure (for the selection of candidates).
- III.2.3) **Technical capacity**
Information and formalities necessary for evaluating if the requirements are met:
As stated in the tender specifications of phase I of the restricted procedure (for the selection of candidates).
Minimum level(s) of standards possibly required:
As stated in the tender specifications of phase I of the restricted procedure (for the selection of candidates).
- 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**
Restricted
- IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**
Envisaged minimum number 5
- 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:**
F-SE-14-T09.

- IV.3.2) **Previous publication(s) concerning the same contract**
Other previous publications
Notice number in the OJEU: [2013/S 247-429842](#) of 20.12.2013
- 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**
29.8.2014 - 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
Other: But preferably in English.
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**
- IV.3.8) **Conditions for opening of tenders**

Section VI: Complementary information

- VI.1) **Information about recurrence**
This is a recurrent procurement: yes
Estimated timing for further notices to be published: In 4 years.
- 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 forms to be filled in for the preparation of the request to participate (phase I) can be found on the website of the Agency (buyer's profile). The specifications of the award phase (phase II) of the restricted procedure will be provided only to the selected candidates. No publication on the website of the Agency of the documents for phase II of the restricted procedure will take place in view of the sensitive nature of the contract.
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures**
General Court
rue du Fort Niedergrünwald
2925 Luxembourg
LUXEMBOURG
E-mail: generalcourt.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100
- Body responsible for mediation procedures**
European Ombudsman
1 avenue du Président Robert Schuman, PO Box 403
67001 Strasbourg Cedex
FRANCE
E-mail: ombudsman@europa.eu
Telephone: +33 388172313
Internet address: <http://www.ombudsman.europa.eu>
Fax: +33 388179062

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either the suspension of this period or the opening of a new period for lodging appeals.

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

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

22.7.2014