

15/10/2003 S198

European Central Bank

**ECB - rental, maintenance and associated services of photocopiers (D-Frankfurt-on-Main)****2003/S 198-177730****Contract notice****Services****Is this contract covered by the Government Procurement Agreement (GPA)? Yes****Section I: Contracting authority**

- I. 1) **Official name and address of the contracting authority:** European Central Bank, Att: Alberto Molon, Kaiserstraße 29, D-60311 Frankfurt am Main. Tel.: (49-69) 13 44-87 80. Fax: (49-69) 13 44-75 08. E-mail: [alberto.molon@ecb.int](mailto:alberto.molon@ecb.int).
- 2) **Address from which further information can be obtained:** As in I.1.
- 3) **Address from which documentation may be obtained:** As in I.1.
- 4) **Address to which tenders/requests to participate must be sent:** As in I.1.
- 5) **Type of contracting authority:** EU institution.

**Section II: Object of the contract**

- II. 1) **Description**
  - 1.1) **Type of works contract (in case of works contract)**
  - 1.2) **Type of supplies contract (in case of supplies contract)**
  - 1.3) **Type of service contract (in case of service contract)**
  - 1.4) **Is it a framework agreement?** No.
  - 1.5) **Title attributed to the contract by the contracting authority:** Rental, maintenance and associated services of photocopiers.
  - 1.6) **Description/object of the contract:** It is the intention of the European Central Bank to appoint a contractor who will provide a full rental and maintenance service for digital photocopiers, including all necessary parts, materials and services, including on-call technical assistance to keep the copiers at the highest standards of operational efficiency, the delivery, installation, removal, and basic operator training.
  - 1.7) **Site or location of works, place of delivery or performance:** D-Frankfurt am Main.
  - 1.8) **Nomenclature**
    - 1.8.1) **Common Procurement Vocabulary (CPV):** 30121100; 71330000.
    - 1.8.2) **Other relevant nomenclature (CPA/NACE/CPC)**
  - 1.9) **Division into lots:** No.
  - 1.10) **Will variants be accepted (where applicable)** Yes, with the limitations indicated in the tender documents.
- 2) **Quantity or scope of the contract**
  - 2.1) **Total quantity or scope (including all lots and options, if applicable):** Rental, maintenance and associated services of approximately 133 photocopiers.
  - 2.2) **Options (if applicable). Description and time when they may be exercised (if possible)**
- 3) **Duration of the contract or time-limit for completion:** The contract shall last four years with the possibility of renewal for a further period of up to four years.

**Section III: Legal, economic, financial and technical information**

- III. 1) **Conditions relating to the contract**
- 1.1) **Deposits and guarantees required (if applicable)**
- 1.2) **Main terms of financing and payment and/or reference to the relevant provisions (if applicable)**
- 1.3) **Legal form to be taken by the grouping of suppliers, contractors or service providers to whom the contract is awarded:** The establishment of a temporary grouping is allowed. Bids from temporary groupings will only be considered if their members, at the time of placing the bid, have declared in writing that:
- in the case of an order they will provide all services as a temporary grouping, and
  - all members will have joint and several liability for the performance of the contract.
- Furthermore, a representative who is authorized to report to the ECB on behalf of the temporary grouping, to make legal statements and to accept unrestricted payments on behalf of the temporary grouping or each member of it, shall be named. The parts of the services that will be performed by single companies shall be specified.
- 2) **Conditions for participation** The bidding company shall:
- (a) have the technical resources necessary to meet the Invitation to Tender requirements; and
  - (b) have the management organization and procedures capable of sustaining reliable and consistent production in order to meet the deadlines imposed by the ECB; and
  - (c) have previously provided similar services; and
  - (d) have had contracts during the last three years to provide at least two similar services, each of them being worth at least EUR 170 000 a year excluding VAT, and
  - (e) have an adequate number of technicians with good English knowledge among the local staff, in order to be able to provide technicians with a command of English, in all the cases in which it is specifically requested by the ECB; and
  - (f) appoint a person with good English skills to liaise with the ECB.
- 3) **Conditions specific to services contracts**
- 3.1) **Is provision of the service reserved to a specific profession?** No.
- 3.2) **Will legal entities be required to state the names and professional qualifications of the personnel responsible for execution of the contract?** Yes.

**Section IV: Procedure**

- IV. 1) **Type of procedure:** Open.
- 1.1) **Have candidates already been selected? (for negotiated procedure only and if applicable)**
- 1.2) **Justification for the choice of accelerated procedure (if applicable)**
- 1.3) **Previous publication concerning the same contract (if applicable)**
- 1.3.1) **Prior information notice concerning the same contract (if applicable)**
- 1.3.2) **Other previous publications**
- 1.4) **Envisaged number of suppliers which will be invited to tender (when applicable)**
- 2) **Award criteria:** The most economically advantageous tender in terms of criteria as stated below:
- (a) maintenance (response times, qualifications and experience of the proposed personnel, flexibility, level of security);
  - (b) technical offer (e.g. quality of the photocopiers, mechanical reliability, flexibility, level of security); and
  - (c) pricing terms; and
  - (d) experience of the company; and
  - (e) references from clients.
- In descending order of priority: no.
- 3) **Administrative information**
- 3.1) **Reference number attributed to the file by the contracting authority**

- 3.2) **Conditions for obtaining contract document and additional documents:**  
Obtainable until: 11.11.2003.
- 3.3) **Time-limit for receipt of tenders:** 25 November 2003 before 12:00 noon.
- 3.4) **Dispatch of invitations to tender to selected candidates (in restricted and negotiated procedure)**
- 3.5) **Language or languages in which tenders or requests to participate can be drawn up:** English.
- 3.6) **Minimum time frame during which the tenderer must maintain its tender (in case of an open procedure):** 6 months from the deadline stated for receipt of tenders.
- 3.7) **Conditions for opening tenders**
  - 3.7.1) **Persons authorized to be present at the opening of tenders (where applicable)**
  - 3.7.2) **Date, time and place**

#### **Section VI: Other information**

- VI. 1) **Is this notice a non-mandatory one?** No.
- 2) **If applicable, indicate whether this procurement is a recurrent one and the estimated timing for further notices to be published**
- 3) **Does the contract relate to a project/programme financed by EU funds?** No.
- 4) **Additional information (if applicable)**
- 5) **Date of dispatch of this notice:** 2.10.2003.