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ECB - Surveys on the Access to Finance of Small and Medium-sized Enterprises (SAFE) (D-Frankfurt-on-Main)

2010/S 54-079183

Contract notice

Section I: Contracting authority

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

European Central Bank, attention: Mr Ezequiel Gomez, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY.
Tel. +49 691344-0. Fax +49 691344-7110. E-mail: procurement@ecb.europa.eu

Internet address(es):

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

Further information can be obtained at:

As in abovementioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:

As in abovementioned contact point(s).

Tenders or requests to participate must be sent to:

As in abovementioned contact point(s).

I.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

The contracting authority is purchasing on behalf of other contracting authorities: yes.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Surveys on the access to finance of small and medium-sized enterprises (SAFE).

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

Services.

Service category: No 10.

NUTS code: DE712.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Duration of the framework agreement: duration in years: 4.

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

Frequency and value of the contracts to be awarded: over 4 years, the ECB envisages to order 8 surveys, of which 6 surveys will be conducted in at least 10 euro area Member States and 2 surveys in all EU countries and some neighbouring countries. In addition, at least 2 analytical reports will be requested. The full details are included in the tender documentation.

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

The European Central Bank (ECB) is seeking through this open tender procedure a supplier for the performance of surveys on the access to finance of small and medium-sized enterprises (SAFE) as well as larger firms and intends to award a framework agreement to the supplier offering the best value for money. The ECB will conclude the framework agreement on behalf of the European Commission (EC). The ECB and the EC may order separately or jointly services for SAFE and thereby may supplement the services for each order under the contract. The surveys intend to cover in principle 31 core countries and 7 supplementary countries once every 2 years (common surveys), and a subset of 11 core countries every 6 months (ECB survey). The supplier shall have a coordination centre and a network of polling institutes covering the abovementioned countries. The supplier may also act directly as coordination centre.

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

79300000, 79311000, 79311200, 79311300.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

Yes.

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

See please section II.1.4 above.

II.2.2) **Options:**

No.

II.3) **Duration of the contract or time limit for completion:**

Duration in months: 48.

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

No deposit is required, but where applicable, the successful tenderer (or in the case of a successful consortium bid, each member of the consortium) may be required to provide a parent-company guarantee.

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

Method of payment will be in accordance with the terms and conditions of the framework agreement.

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

The establishment of a temporary grouping of companies is allowed. In the application, all the members of the temporary grouping must declare in writing that:

(i) in the case of a specific contract signed on the basis of the framework agreement they will perform the surveys and all related tasks thereto as a temporary grouping;

(ii) all the members will have joint and several liability for the performance of the framework agreement;

(iii) a single legal entity shall represent the whole grouping.

The parts of the supplies and/or services that will be performed by the individual companies shall be specified.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

Yes.

Description of particular conditions:

Tenderers, the coordination centre and the members of the network of polling institutes must be members of Esomar, WAPOR or an equivalent body, or commit to comply with the Esomar/WAPOR code of conduct, or equivalent, on opinion surveys.

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 requirements are met:

tenderers must demonstrate that they fulfil the eligibility criteria set out in Article 24 of the ECB Decision on Procurement Rules (ECB/2007/5 and ECB/2009/2) available under <http://www.ecb.europa.eu>

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met:

at least 2 of the following documentation/information must be provided:

- evidence of the professional risk indemnity insurance and/or third party/civil liability insurance,
- credit reform registration number, if available,
- balance sheets or extracts from balance sheets for at least the last 3 financial years for which accounts have been closed, or equivalent documentation if the company law of the country where your company is established does not require you to publish the balance sheet,
- statement of the annual overall turnover during the last 3 years and statement of the annual turnover concerning the services or supplies to be covered by the contract, during the last 3 financial years.

Minimum level(s) of standards possibly required:

tenderers shall have had an annual net turnover of at least 1 500 000 EUR during the last 3 financial years (not required for members of the network or coordination centre if different from the tenderer).

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

a) organisational and technical capacity — tenderers must provide information that demonstrates that they have:

- appropriate organisation, ability and experience,
- sufficient and adequate HR and technical resources,
- a coordination centre and a network of polling institutes ('members of the network') able to conduct similar surveys in the 31 core countries and the 7 supplementary countries covered by the SAFE (the tenderer may also act directly as coordination centre). The full structure must be in place not later than the date for contract signature, estimated to happen in June 2010,
- requisite systems and equipment to execute the contract,
- readiness to start the fieldwork for the first survey in June 2010;

b) in addition tenderers, and the members of the network of polling institutes, must provide:

information relating to previous contracts that demonstrates they have undertaken similar work over the last 3 years, providing details of scope, size, duration and value of contracts.

Minimum level(s) of standards possibly required:

- technical capacity and resources to direct and coordinate the work of network members in the 31 core countries and, if possible, the 7 supplementary countries covered by the SAFE,
- tenderer and network members must have an experience of coordinating (tenderer) or conducting (network members) at least 4 opinion polls in a minimum of 6 countries over the last 3 years. Such experience must be spread over at least 2 years,
- the persons responsible for the SAFE must have a good command of written and spoken English and at least 3-years experience in opinion polls and/or social surveys,

- persons in charge at the level of network members must have at least 1-years experience in opinion polls and/or social surveys,
- team of interviewers must comprise at least 15 people for France, Germany, Italy and Spain,
- interviewers must have at least 2 months survey experience, speak national languages at native-speaker level and possess either by academic background, residence or professional experience a deep knowledge of the country where the interview takes place.

III.2.4) **Reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

III.3.2) **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 in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

1. Quality. Weighting: 50 %.

2. Price. Weighting: 50 %.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

13114/S/SDC/2009.

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

No.

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

The tender documentation, including the detailed requirements, procedural rules and contractual terms and conditions, can be downloaded from the following Internet site: <http://www.ecb.europa.eu/home/html/404.en.html>
Suppliers who intend to submit a tender are required to, promptly after downloading the tender documentation from the above Internet site, provide the ECB (at procurement@ecb.europa.eu) with a valid contact e-mail address. This shall be used by the ECB to keep all interested parties aware of potential further communications on this tender that the ECB may need to disclose until the deadline for the submission of tenders.

In addition, such potential further communications will also be published on the aforementioned Internet site.

Payable documents: no.

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

26.4.2010 (12:00).

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:**
English.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**
Until: duration in months: 6 (from the date stated for receipt of tender).

IV.3.8) **Conditions for opening tenders:**

Place: tenders shall be opened shortly after the deadline for receipt of tenders has expired, at the address in I.1.
Persons authorised to be present at the opening of tenders: members of staff of the ECB only.

Section VI: Complementary information

VI.1) **This is a recurrent procurement:**

Yes.

Estimated time for further notices to be published: it is expected that this will be a recurrent procurement, and if required, further notices shall be published prior to the termination of any contract that results from this procurement exercise.

VI.2) **Contract related to a project and/or programme financed by Community funds:**

No.

VI.3) **Additional information:**

The framework agreement shall be governed by and interpreted under German civil law.

The ECB reserves the right not to make any award and reserves the right not to accept all or part of any tender unless the tenderer expressly stipulates otherwise in their tender. The ECB reserves the right to disqualify any applicant who provides information which proves to be incorrect.

The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that tenderers may incur in connection with the submission of their proposals. Proposals received will not be returned and will remain the property of the ECB.

VI.4) **Procedures for appeal**

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

Procurement Review Body, c/o Legal Advice Team, Kaiserstraße 29, 60311 Frankfurt-on-Main, GERMANY. Tel. +49 691344-0. Fax +49 691344-6886. E-mail: legaladviceteam@ecb.int Internet: <http://www.ecb.int>

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:**

8.3.2010.