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**Germany-Frankfurt-on-Main: ECB - Consultancy services for the maintenance and development of the environmental management system at the ECB  
2014/S 207-365943**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

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

European Central Bank  
Sonnemannstraße 22  
For the attention of: Rosemary Cowlard  
60314 Frankfurt-on-Main  
GERMANY  
Telephone: +49 6913440  
E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)  
Fax: +49 6913447110

**Internet address(es):**

General address of the contracting authority: <http://www.ecb.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**

Economic and financial affairs

**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:**

Consultancy services for the maintenance and development of the environmental management system at the ECB.

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

Services

Service category No 11: Management consulting services [6] and related services  
NUTS code DE712

**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 a single operator

**Duration of the framework agreement**

Duration in months: 52

Justification for a framework agreement, the duration of which exceeds four years: An extension of 16 months may be required to cover the full EMS certification cycle (July 2019) and allow for brief post-certification support (e.g. communication related to the certification, dissemination of recommendations, reports etc.).

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

The scope of the environmental management system (EMS) currently comprises all activities at the ECB's main premises in Frankfurt-on-Main, the Eurotower, the Eurotheum, the former Commerzbank building and the Japan Centre. From 2015 onwards the scope of the EMS shall be adapted in order to take account of the new ECB premises (NEP) as well as all additional office space the ECB will occupy, and especially taking into account building owner and operator responsibilities, including the ensuing organisational changes.

The ECB is seeking suitable candidates who can perform and deliver positive results for all tasks related to the administration, maintenance and development of the ECB's environmental management system (EMS), with the guidance of the environmental officer at the ECB. The successful provider shall, in particular, ensure the effective coordination and timely delivery by its team of the tasks and processes related to the successful re-certification of the management system, in accordance with the latest versions of EMAS and EN ISO 14001. In addition, the candidates shall be able to provide all communication services and activities related to the organisation's green ECB initiative. Professional communication activities are requested on a continuous basis.

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

79421000

**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 framework agreement has an initial contract duration of 3 years with an option to extend the contract once for a maximum duration of 16 months.

**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: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts: in months: 16 (from the award of the contract)

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

Duration in months: 36 (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:**

No deposit required.

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

Payment arrangements in line with the terms and conditions of the contract. Please see the details in the tender documentation to be requested from the contact point indicated in Sections I.1 and VI.3.

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

The establishment of a temporary grouping of companies is allowed under the conditions laid down in the invitation to tender. Temporary groupings do not need to have a specific legal form but will be jointly and severally liable for all obligations under the contract. Please see details in the tender documentation to be requested from the contact point indicated in Sections I.1 and VI.3.

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: Please see the details in the application documentation to be requested from the contact point indicated in Sections I.1 and VI.3.

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

Information and formalities necessary for evaluating if the requirements are met: Candidates shall have the economic and financial capacity to perform the contract. All candidates shall complete and submit the signed, handwritten application form (Annex 1) to the call for applications.

Minimum level(s) of standards possibly required: Minimum capacity levels:

Candidates must meet the following minimum requirement:

a minimum turnover of 600 000 EUR for the period 2011–2013 with services for similar contracts to the contract tendered by the ECB. Temporary groupings may add the respective turnover of their members. In the case of a temporary grouping, one of the members shall have achieved on its own 60 % of the above amount.

As proof, candidates shall provide their relevant financial reports/statements and complete the table provided in Section 4 of the Annex 1 form to the call for applications.

III.2.3) **Technical capacity**

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

Candidates shall have the technical and professional capacity to perform the contract. All candidates shall complete and submit the signed, handwritten application form (Annex 1) to the call for applications.

Minimum level(s) of standards possibly required:

Minimum capacity levels:

Candidates must meet the following minimum requirements:

— have an environmental policy and certification.

As proof, candidates shall submit a copy of their environmental policy and relevant environmental certification(s) to state their own functional environmental management system, such as ISO 14001, EMAS or equivalent.

In the case of a temporary grouping, the above requirement is mandatory only for the candidate providing the services described in work package 1. The provider for work package 2 shall only submit a copy of their environmental policy.

Website screenshots and links to such references are considered acceptable, provided they are in English and legible (i.e. in high resolution),

— have an environmental report or comparable publications (e.g. web page).

As proof, candidates shall submit a copy of their latest environmental report or comparable publication, (e.g. section in the annual report describing involvement in environmentally related activities and/or performance), or website screenshots and links. Website screenshots and links to such references are considered acceptable, provided they are in English and legible (i.e. in high resolution),

— have at least 2 similar agreements (contracts) managing and delivering EMS certification and communication for a client and performed during the last 3 financial years (2011–2013), which are comparable in terms of scope, size and complexity with the contract and work packages tendered by the ECB. In the case of a temporary grouping, separate references for each of the 2 work packages shall be provided.

As proof, candidates shall provide the descriptions of the contracts and their achievements by completing and signing the handwritten, by an authorised representative(s), Annex 1.1 to the call for applications form,

— have at least 3 qualified employees, with at least 1 experienced project manager and 2 experienced staff members — who each have a minimum of 5 years of experience working on similar projects in the field of environmental management and related environmental reporting (e.g. GHG protocol, GRI, carbon disclosure project etc.) — in relation to work package 1, as well as experience in the field of environmental communication and employee engagement — as required for work package 2. All dedicated staff shall be proficient in spoken and written English and German (e.g. minimum C1 equivalent in the 'Common European Framework of Reference for Languages').

As proof, candidates shall complete and sign the handwritten, by an authorised representative(s), self declaration, Annex 1.2 to the call for applications form.

Candidates who fail to meet all of the minimum requirements requested under Section III.2.2 and Section III.2.3 and/or who fail to provide the requested proof including the information requested in the annexes to the call for application for each of the aforementioned criteria will be automatically eliminated and not admitted to the next stage of the procedure.

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**

Negotiated

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

Envisaged minimum number 5: and maximum number 8

Objective criteria for choosing the limited number of candidates: Among the candidates meeting all the minimum requirements set out in Section 4.2 of the call for applications, the ECB shall select those which best meet the following selection criteria:

the candidate's general experience and expertise, assessed on the basis of the candidate's past experience.

Candidates shall submit 2 similar agreements (contracts) for managing and delivering EMS certification and

communication for a client, performed during the last 3 financial years (2011–2013) i.e. 2 similar reference contracts comparable in terms of scope, size and complexity with the contract tendered by the ECB. The 2 reference contracts shall be in addition to, and not the same, reference contracts that the candidate submits to fulfil the minimum requirement levels stipulated under Section III.2.3 of this notice. The weighting of this criterion: 50 % for each reference contract.

The sub-criteria and weightings for each reference contract are as follows:

- scope of reference contract: 20 %,
- size of reference contract: 20 %.

The weighting is divided into sub-criteria as follows:

- number of employees: 5 %,
- number of premises: 15 %,
- complexity of reference contract: 60 %.

As proof, and in addition to the 2 reference contracts requested under the minimum requirements outlined in Section III.2.3 above, candidates shall submit details for 2 additional reference contracts and shall provide detailed descriptions of the contracts and their achievements by completing and signing the handwritten, by an authorised representative of the candidate, table provided in Annex 1.2 to the call for applications form. When completing Annex 1.1 to the call for applications, the reference contracts shall be labelled as reference contract 3 and reference contract 4 to distinguish them from the 2 reference contracts submitted to fulfil the minimum criteria. Please see details for the evaluation process in the application documentation to be requested from the contact point indicated in Sections I.1 and VI.3.

**IV.1.3) Reduction of the number of operators during the negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes

**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:**

PRO-000231.

**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: 21.11.2014 - 18:00

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

21.11.2014 - 18:00

**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**

**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: 2017.

**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 documentation for this procurement can be downloaded from an Internet platform. If you are interested to participate in the procurement procedure please register via the Internet platform using the following Internet address, user name and password:

Internet address: <https://www.ecb.europa.eu/secure/procurement/>

User ID: 000231/A/PRE/2014

Password: 2C24ED

After you have registered an e-mail will be sent to you with a new user name and password. The Internet address will remain the same. Please use the new user name and password to download the tender documentation.

Should you experience any problems in accessing the Internet platform for registration and/or downloading the application documentation please do not hesitate to contact us at the following e-mail address: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu) quoting the procurement number and problem experienced.

The ECB shall endeavour to answer all queries concerning access as quickly as possible but cannot guarantee a minimum time response. The ECB shall not be bound to reply to queries received less than 7 calendar days before the time limit for the submission of tenders.

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 ECB Decision 2007/5 laying down the rules on procurement (as amended), available on the ECB website at <http://www.ecb.europa.eu> (please look for the link 'for suppliers').

During the tender procedure tenderers shall not contact any other ECB staff members or organisations/ persons working for the ECB with regard to this tender procedure other than the person indicated in Section I.1. Tenderers shall also not contact potential competitors unless they intend to form a temporary grouping with them or to involve them as subcontractors. Any violation of this communication rule may lead to the exclusion of the tenderer in question.

**VI.4) Procedures for appeal****VI.4.1) Body responsible for appeal procedures**

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

Sonnemannstraße 22

60314 Frankfurt-on-Main

GERMANY

Telephone: +49 6913440

Internet address: <http://www.ecb.europa.eu>

Fax: +49 6913446886

**Body responsible for mediation procedures**

European Ombudsman

1 avenue du Président Robert Schuman  
67001 Strasbourg  
FRANCE

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: 15 days from the receipt of the information specified in Article 28(3) of ECB Decision 2007/5 laying down the rules on procurement or, if no information is requested, 15 days from the receipt of the notification by unsuccessful tenderers. Further requirements are outlined in Article 33 of this Decision. A complaint to the European Ombudsman does not affect the deadline for lodging appeals.

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

Central Procurement Office  
Sonnemannstraße 22  
60314 Frankfurt-on-Main  
GERMANY  
Internet address: <http://www.ecb.europa.eu>

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

16.10.2014