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**Germany-Frankfurt am Main: Provision of Printing Center Services  
2021/S 201-520866**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

**I.1) Name and addresses**

Official name: European Central Bank  
Postal address: Sonnemannstrasse 22  
Town: Frankfurt am Main  
NUTS code: DE712 Frankfurt am Main, Kreisfreie Stadt  
Postal code: 60314  
Country: Germany  
Contact person: Central Procurement Office  
E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)  
Telephone: +49 69/13440  
Fax: +49 69/13447110

**Internet address(es):**

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

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

**I.4) Type of the contracting authority**

European institution/agency or international organisation

**I.5) Main activity**

Economic and financial affairs

**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title:**

Provision of Printing Center Services  
Reference number: PRO-006300

**II.1.2) Main CPV code**

79800000 Printing and related services

**II.1.3) Type of contract**

Services

**II.1.4) Short description:**

The ECB intends to award a service contract for the provision of a full range of copy and print center services. The contractor shall provide an on-site print center at the premises of the ECB and an off-site printing service for several regular and on-demand offset print products. Print services are provided for more than 5 500 working places in currently three different buildings. The print center shall be available from Monday to Friday from 8:30 until 18:00 without interruption.

The supplier will be provided with an office area of around 40m<sup>2</sup> and four fully furnished workspaces and a central copy station of around 157 m<sup>2</sup> space at the ECB premises. The services operated from the ECB site shall be run with the providers' own equipment and the provider's own staff members.

The contractor shall provide staff, printers, equipment and related maintenance necessary to operate the on-site print center.

II.1.5) **Estimated total value**

Value excluding VAT: 4 000 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.2) **Additional CPV code(s)**

30120000 Photocopying and offset printing equipment

42991200 Printing machinery

79810000 Printing services

79820000 Services related to printing

79823000 Printing and delivery services

II.2.3) **Place of performance**

NUTS code: DE7 Hessen

II.2.4) **Description of the procurement:**

The contractor shall be responsible for the delivery, installation, configuration of the provided equipment, the staff training and the dismantling of the equipment after termination.

The contractor shall provide a full range of printing products such as (but not limited to) printing, sorting, copying, hole punching and stapling. The contractor shall provide ancillary printing products required for the stocking of consumables, copying data on USB sticks, checking USB sticks with a contractor-owned laptop, producing plotter prints, formatting files, glue and spiral binding, scanning of documents, cutting and laminating and producing of meeting folders, notepads, calendars, envelopes and business cards. The in-house print center shall produce notebooks, posters, flyers, meeting folders, and QR-coded business cards.

In addition, the on-site services include printing of sensitive documents for high-level meetings with up to expected 20 000 color copies at short notice (i.e. printing request may have to be finished within 90 minutes).

The print process for these documents shall be in line with the ECB's confidentiality regime which may change over time and will be made available to the contractor.

Upon request, the contractor's staff on site shall also assist the ECB with their expertise in print layouting and print media design. If this requires additional staff on site for a limited amount of time, the contractor will advise the ECB to order additional staff for that period through him. The contractor shall make the necessary software (Adobe Photoshop, and Adobe Indesign and Illustrator) available to Print Center staff without extra cost to the ECB.

The contractor shall also provide an off-site printing facility to provide offset print products such as calendar books, wall and desk calendars. In case of total failure of the ECB on-site print center, the supplier's off-site print facilities shall be used as a back-up print center. In this scenario, three daily deliveries to the ECB have to be

facilitated for an interim period of time from the back-up print center, with a delivery time that corresponds with the on-site print center delivery deadlines.

A detailed list of the services and equipment required will be provided by the ECB in the second stage of the tender. The contract is intended to start in March 2022 and shall have a maximum contract duration of five years.

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6) Estimated value**

Value excluding VAT: 4 000 000.00 EUR

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

Upon satisfactory performance, the ECB may extend the contract by 12 months. The total contract duration shall not exceed 60 months.

**II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 5

Objective criteria for choosing the limited number of candidates:

Candidates will be selected based on their financial capacity, quality management and environmental certifications and their relevant experience. More detailed information can be found in the procurement documentation.

**II.2.10) Information about variants**

Variants will be accepted: no

**II.2.11) Information about options**

Options: no

**II.2.13) Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

**II.2.14) Additional information**

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

**III.1) Conditions for participation**

**III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

As stated in the procurement documents.

**III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

**III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

**III.2) Conditions related to the contract**

**III.2.2) Contract performance conditions:**

In line with the terms and conditions of the draft contract and its annexes. See details in the procurement documents.

**Section IV: Procedure**

IV.1) **Description**

IV.1.1) **Type of procedure**

Competitive procedure with negotiation

IV.1.3) **Information about a framework agreement or a dynamic purchasing system**

IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**

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

IV.1.5) **Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

IV.1.8) **Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

IV.2) **Administrative information**

IV.2.2) **Time limit for receipt of tenders or requests to participate**

Date: 05/10/2021

Local time: 12:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 15/11/2021

IV.2.4) **Languages in which tenders or requests to participate may be submitted:**

English

IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

**Section VI: Complementary information**

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about electronic workflows**

Electronic invoicing will be accepted

VI.3) **Additional information:**

This tender procedure is conducted via the ECB's electronic tendering system (e-tendering) which can be accessed via the following internet address:

<http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>

If you have not used the ECB's electronic tendering system before, you need to register via the above link (click on 'Register'). Subsequently to the registration, you will receive an automated notification with your user credentials to log in (click on 'Login') and to access the tender documentation. Please note that:

— A registration to the above system is only required once and you can reuse your user credentials in all future procedures of the ECB which are conducted via the above system. Therefore, please keep your user credentials for the future;

— In case you should have participated in previous ECB tender procedure(s) in the past which were conducted via the ECB's prior online system, you nevertheless need to register once to the ECB's electronic tendering system under the above address;

— Your mere registration does not constitute an application. You must submit your application via the ECB's electronic tendering system as further instructed in the application documentation.

The system reference number for the above procurement is: RFX-PT-2021-000066: PRO-006300-R1-Printing Center services.

To download the tender documents, log on to the ECB's electronic tendering system with your login and password. Expand the field 'Public Tenders – Upcoming Events'. Click on 'Click to request an invitation to this event' for the above procedure and close the new window which opens. Once the request is completed (this can take a few minutes), the status of the participation request will change to 'Invited' and the RfX documentation will be accessible via the RfX tab.

Under the above link you also find user guides for detailed information on how to use the system and contact details for technical support.

Should you require technical help when using the system, please contact the ECB's technical support .team at [sourcing.support@ecb.europa.eu](mailto:sourcing.support@ecb.europa.eu) by quoting the reference number and the problem experienced. Any other queries relating to this procurement procedure and the content of the procurement documentation shall be submitted as message via the ECB's e-tendering system (under the tab 'Discussion').

The ECB endeavors to answer all queries as quickly as possible but cannot guarantee a minimum time response. The ECB shall not be bound to reply to queries received less than seven 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 Organization 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 2016/2 laying down the Rules on Procurement (as amended), available on the ECB website at <https://www.ecb.europa.eu/ecb/legal/1001/procurement/html/index.en.html>.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: Procurement Review Body of the European Central Bank, c/o Legal Advice Team  
Postal address: Sonnemannstrasse 22  
Town: Frankfurt am Main  
Postal code: 60314  
Country: Germany  
Telephone: +49 6913440  
Fax: +49 6913446886  
Internet address: <http://www.ecb.europa.eu>

VI.4.2) **Body responsible for mediation procedures**

Official name: The European Ombudsman  
Postal address: 1 avenue du Président Robert Schuman, CS 30403  
Town: Strasbourg Cedex  
Postal code: 67001  
Country: France

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

Within 10 days of receipt of the notification in accordance with Article 34(1) or the first sentence of Article 34(3) of Decision ECB/2016/2 laying down the Rules on Procurement, as amended. Further requirements are outlined in Article 39 of this Decision. A complaint to the European Ombudsman does not affect the deadline for lodging appeals.

VI.4.4) **Service from which information about the review procedure may be obtained**

Official name: Central Procurement Office of the European Central Bank  
Postal address: Sonnemannstrasse 22  
Town: Frankfurt am Main  
Postal code: 60314  
Country: Germany  
E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)  
Telephone: +49 6913440  
Fax: +49 6913447110  
Internet address: <http://www.ecb.europa.eu>

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

04/10/2021