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**Germany-Frankfurt am Main: Provision of Logistic Services
2021/S 212-557760**

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
Telephone: +49 69/13440

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 Logistic Services
Reference number: PRO-006248

II.1.2) Main CPV code

98392000 Relocation services

II.1.3) Type of contract

Services

II.1.4) Short description:

The ECB is seeking a partner who will operate logistics services within the ECB's premises according to set standards and service levels agreed with the ECB. This entails the transportation of items requiring movement

within each building as well as between each of the ECB buildings, including the distribution and maintenance of furniture in office and conference areas, office relocations of staff and services supporting infrastructural facility management e.g. inventory management, support of the administration and maintenance of lockers, exchanging of confidential waste containers. The successful candidate shall be able to manage the services autonomously (without coordination from the ECB).

II.1.5) **Estimated total value**

Value excluding VAT: 12 000 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

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

79613000 Employee relocation services

50850000 Repair and maintenance services of furniture

II.2.3) **Place of performance**

NUTS code: DE7 Hessen

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

The scope of this contract covers a broad range of tasks:

- acceptance of all incoming goods delivered to the ECB at its centralized logistics center in the main building. This includes checking of delivery slips, inspecting packaging, unloading goods, signing the acceptance, administration in SAP etc.;
- transportation of any items requiring movement within each building as well as between each of the buildings (including the administrative steps such as preparation of the relevant documentation, provision of insurance,

coordination and collaboration with the requester and other service teams and external providers, etc.). The Candidate shall provide the different kinds of vehicles needed;

- occasional transport among venues;
- transportation of fresh food deliveries is required within the main building;
- storage and delivery of goods to the appropriate locations within the ECB premises;
- provision of health and safety guidelines and ensure that the working areas are compliant with such guidelines.

In addition, the successful candidate shall regularly provide input and receive feedback from the ECB's Office Health and Safety Unit;

- inventory of assets and warehouse management i.e. monitoring the stock level of certain goods (e.g. paper, furniture), distribution upon request and be in charge of launching a replacement order if necessary;
- conducting inventory exercises including the relevant administrative steps in SAP and CAFM Systems as well as the coordination and collaboration with other service teams and external providers;
- furniture maintenance and distribution in offices and conference areas. The furniture for office workplaces is set up, administered and repaired by the candidate. The workplace allocation and layouts will be supplied in advance by the ECB;
- installation/removal of standard IT peripherals e.g. monitors, docking stations, etc.;
- setting up and dismantling of ECB equipment for standard meetings, conferences, special events organized by the ECB;
- scheduling and documenting the relocation preparation, execution and completion including processing the move requests in the CAFM system, coordinating and collaborating with other service teams and providers etc.;
- handling and exchanging of the waste containers (fitted with wheels) and the confidential paper waste containers;
- administration, operation and maintenance of lockers in the ECB premises, e.g. answering customers' tickets, opening lockers together with customers, clearing lockers on a regular basis (in coordination with the ECB or service units), updating badge user data and troubleshooting, exchanging of batteries, assisted openings of lockers etc.;
- managing work orders independently;
- managing announcements of work;
- others administrative small tasks such as the changing of batteries in clocks;
- collect frequent feedback from customers;
- provide monthly statistics and reports on its activities and staffing levels.

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: 12 000 000.00 EUR

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

Upon satisfactory performance, the contract may be extended by 12 months, e.g. the total contract duration shall be maximum 48 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 economic, financial, technical and professional capacities.

Candidates will be ranked based on their past experience (reference contracts) and their general capacity to

provide the services, based on technical and human resources. More details 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

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: 23/11/2021

Local time: 12:00

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

Date: 05/12/2021

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 RFX-PT-2021-000087: PRO-006248-R1- Logistic 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 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
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 ECB Decision 2016/2 laying down the Rules on Public Procurement. 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 c/o Legal Advice Team
Postal address: Sonnemannstrasse 22
Town: Frankfurt am Main
Postal code: 60314
Country: Germany
E-mail: procurement@ecb.europa.eu
Telephone: +49 6913440
Internet address: <http://www.ecb.europa.eu>

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

21/10/2021