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**ECB - Provision of letting services of short-stay furnished accommodation for the staff of the European Central Bank (D-Frankfurt-on-Main)**

**2007/S 19-021307**

**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, attn: Mr Alberto Molon, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Fax (49-69) 13 44 71 10. E-mail: [procurement@ecb.int](mailto:procurement@ecb.int). URL: [www.ecb.int](http://www.ecb.int).
- I.2) **Address from which further information can be obtained:**  
European Central Bank, attn: Mr Alberto Molon, Kaiserstraße 29, D-60311 Frankfurt-on-Main. E-mail: [procurement@ecb.int](mailto:procurement@ecb.int). URL: [www.ecb.int](http://www.ecb.int).
- I.3) **Address from which documentation may be obtained:**  
European Central Bank, attn: Mr Alberto Molon, Kaiserstraße 29, D-60311 Frankfurt-on-Main. E-mail: [procurement@ecb.int](mailto:procurement@ecb.int). URL: [www.ecb.int](http://www.ecb.int).  
The application form can be requested from the above-mentioned address.  
All applications must be submitted using the application form prepared by the ECB in accordance with the instructions.
- I.4) **Address to which tenders/requests to participate must be sent:**  
As in I.1.
- I.5) **Type of contracting authority:**  
EU institution.  
The contracting authority is purchasing on behalf of other contracting authorities: no.

**Section II: Object of the contract**

- II.1) **Description**
- II.1.3) **Type of service contract:**  
Service category: 17.
- II.1.4) **Is it a framework agreement?**  
Yes.  
The notice involves: the establishment of a framework agreement.
- II.1.5) **Title attributed to the contract by the contracting authority:**  
Provision of letting services of short-stay furnished accommodation for the staff of the European Central Bank (Frankfurt-on-Main).

**II.1.6) Description/object of the contract:**

It is the intention of the European Central Bank (hereinafter 'ECB'), using an accelerated negotiated tender procedure, to appoint a contractor who will provide temporary accommodation in Frankfurt-on-Main for ECB staff according to the conditions contained in the contract documentation and the related annexes.

**II.1.7) Site or location of works, place of delivery or performance:**

NUTS code: DE 712.

**II.1.8) Nomenclature**

**II.1.8.1) Common procurement vocabulary (CPV):**

55250000.

**II.1.9) Division into lots:**

No.

**II.1.10) Will variants be accepted:**

Yes.

Alternative offers will only be accepted in addition to a main offer which meets all the requirements requested in the tender. They will only be considered in the evaluation if the alternative solution is of equal or higher merit than the main offer. The burden of proof regarding the merit of the alternative offer shall be on the tenderer. A maximum of 2 alternative offers may be placed per tenderer.

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

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

The ECB hires new staff members from all Member States of the European Union and offers them accommodation in a boarding house with furnished rooms with kitchenette, TV and washing machines available. The tenderer should offer accommodation located in Frankfurt am Main in order to minimise the distance to the ECB. The tenderers must have the capacity at any time to provide the ECB with a contingent of at least 20 similar furnished apartments. The apartments should consist of 1 or 2 rooms with a minimum size of 20 square meters and include cooking facilities and a bathroom. The apartment/rooms must be furnished including bed linen, towels and crockery. In-house laundry facilities should be available, i.e. washing machines and dryers. The reception staff of the tenderer shall be on-site and present or at least reachable 24 hours to assist the ECB staff members and provide them with keys upon arrival. The reception staff of the tenderer shall have sufficient proficiency in English to communicate with the ECB staff members.

**II.2.2) Options. Description and time when they may be exercised**

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

The ECB intends to award a framework contract for an initial period from 1.4.2007 until 30.4.2009 with the possibility to extend the contract for a further period of up to 2 years.

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

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

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

**III.1.2) Main terms of financing and payment and/or reference to the relevant provisions**

**III.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 temporary groupings is allowed. The ECB shall consider tenders from temporary groupings only 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.

The parts of the services that will be performed by single companies shall be specified.

Furthermore, a representative who is authorised 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.

**III.2) Conditions for participation:**

All applications must be submitted using the application form prepared by the ECB in accordance with the instructions. The application form can be obtained from the address indicated above (I.3). This application and its tender clauses shall be considered as part of the tender documentation.

The location of the proposed accommodation for the ECB staff must be no more than 20 minutes travelling time by public transport (door to door) to the ECB premises.

**III.2.1.1) Legal position — means of proof required:**

- (a) The tenderer's address, telephone number and fax number. Copies of original documents proving the legal status, place of registration and/or registered office and, if different, the main place of business of the tenderer;
- (b) a statement of all legal claims pending against the tenderer (the legal entity or partnership) and a statement of all suits and/or pending claims settled out of court in the last 3 years;
- (c) a certificate or similar document issued by the appropriate authority certifying that the tenderer has fulfilled its obligation to pay social security contributions and taxes, in accordance with the legal provisions of the country in which it is established;
- (d) specification concerning the tenderer's background and profile together with an organisation chart showing the company structure, including branch offices and partnerships;
- (e) information concerning which premises, offices, branch offices and/or partnerships would be involved in the administration and execution of the contract.

**III.2.1.2) Economic and financial capacity — means of proof required:**

- (a) Statement of the tenderer's overall turnover and a statement of turnover for the last 3 financial years for the type of service involved in this contract;
- (b) copies of the tenderer's audited accounts and balance sheets for the last 3 financial years, or extracts therefrom, demonstrating the tenderer's financial position.

**III.2.1.3) Technical capacity — means of proof required:**

- (a) Detailed description of similar contracts undertaken in the last 3 years. Specific references should be made to the type of services required under the scope of this contract notice;
- (b) details of the average number of employees and the number of managers employed for each of the last 3 years. Location, organisation and staffing of the apartment/boarding house that would be responsible for the execution of the contracted services;
- (c) licence from the local authorities to provide professionally the required temporary accommodation and related services;
- (d) a list of relevant qualifications, trade associations and affiliations with professional bodies, copies of accreditation certificates and a statement of the extent of accreditation to ISO 9000 or any other equivalent

evidence testifying to the qualifying standards met by the tenderer;  
(e) names and addresses of companies to whom the tenderer has supplied services of similar to those which are the object of this contract notice and state the length of time that such contracts were/have been held. The names of contact persons from 3 such companies should be provided as referees.

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

**III.3.1) Is provision of the service reserved to a specific profession?**

No.

**III.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:**

Accelerated negotiated.

**IV.1.1) Have candidates already been selected?**

No.

**IV.1.2) Justification for the choice of accelerated procedure:**

Urgency.

**IV.1.3) Previous publication concerning the same contract:**

Not applicable.

**IV.1.3.1) Prior information notice concerning the same contract**

**IV.1.3.2) Other previous publications**

**IV.1.4) Envisaged number of suppliers which will be invited to tender:**

Minimum: 5.

The criteria for the selection of applicants to be invited to tender are as follows:

appropriate technical and financial capacity of the applicant (the evaluation of these capacities will be done on the basis of the documents requested in section III 2.1.1(d), III 2.1.2 and III 2.1.3). Furthermore the applicant in order to be selected will have to comply with the legal requirements.

**IV.1.5) 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.2.1) Award criteria:**

The most economically advantageous tender in terms of criteria as stated in contract documents.

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

No.

**IV.3) Administrative information**

**IV.3.1) Reference number attributed to the file by the contracting authority**

**IV.3.2) Conditions for obtaining contract document and additional documents:**

Obtainable until: 7.2.2007.

- IV.3.3) **Time-limit for receipt of requests to participate:**  
9.2.2007 (16:00), CET.
- IV.3.4) **Dispatch of invitations to tender to selected candidates:**  
Estimated date: 19.2.2007.
- IV.3.5) **Language or languages in which tenders or requests to participate shall be drawn up:**  
English.
- IV.3.6) **Minimum time frame during which the tenderer must maintain its tender**
- IV.3.7) **Conditions for opening tenders**
- IV.3.7.1) **Persons authorised to be present at the opening of tenders:**  
Not applicable.
- IV.3.7.2) **Date, time and place:**  
Place: at ECB premises.

**Section VI: Other information**

- VI.1) **Is this notice a non-mandatory one?**  
No.
- VI.2) **If applicable, indicate whether this procurement is recurrent, and the estimated timing for further notices to be published:**  
Not applicable.
- VI.3) **Does the contract relate to a project/programme financed by EU funds?**  
No.
- VI.4) **Additional information:**  
Negotiations will be carried out only with selected tenderers. During this stage, the ECB may request the tenderers to clarify their proposals and/or to visit 1 or more of the tenderers' offices and accommodation and meet representatives of the management and staff if deemed necessary.
- VI.5) **Date of dispatch of this notice:**  
17.1.2007.
- VI.6.1) **Body responsible for appeal procedures:**  
European Central Bank, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Fax (49-69) 13 44 75 03. E-mail: [procurement@ecb.int](mailto:procurement@ecb.int). URL: [www.ecb.int](http://www.ecb.int).
- VI.6.2) **Lodging of appeals:**  
Precise information on deadline(s) for lodging appeals:  
2 weeks after receipt of rejection letters by non-selected candidates.
- VI.6.3) **Service from which information about the lodging of appeals may be obtained:**  
European Central Bank, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Fax (49-69) 13 44 75 03. E-mail: [procurement@ecb.int](mailto:procurement@ecb.int). URL: [www.ecb.int](http://www.ecb.int).