

# DELEGATION OF THE EUROPEAN COMMISSION IN SERBIA

## SECURITY GUARDS SERVICE

### CALL FOR EXPRESSION OF INTEREST (PRESELECTION)

Ref: 2007/S 121-147646

#### **1. Contracting authority**

Delegation of the European Commission to Serbia  
73 Krunska

11000 BELGRADE  
REPUBLIC OF SERBIA

#### **2. Attribution procedure**

The attribution of the market will be made by restricted procedure. Only the companies pre-selected among those having answered this call for expressions of interest will be invited to submit an offer.

#### **3. Subject of the tender**

The objective of the tender is to conclude a service contract with a company specialised in the security of persons and of premises which will be entrusted the surveillance of the offices of the Delegation, the residences of the Head of Delegation and other EU staff.

The company commits itself, by means of the personnel employed, to ensuring:

- the control of visitors' access to the premises;
- the surveillance and patrolling of the premises in view of avoiding any intrusion and attack on persons or their belongings;
- the communication between the premises, in particular, by means of a radio control operated regularly, linking the agents in the various posts;
- the operation of the radio network;
- the immediate intervention on the spot in the event of an incident;
- roving patrol with quick availability on the required spots (housings, residence, or office).

#### **4. Contract**

The tender will conclude with the signature of a one-year contract, renewable annually. However, the total duration of the contract is limited to 4 years.

Quantity or scope of the contract: 70.000 hours

## **5. Grouping of companies**

In the event of a grouping, one of the members of the group needs to confirm liability for the execution of the contract.

## **6. Time schedule and procedure**

Time limit for receipt of requests for documents or for accessing documents is set for 1<sup>st</sup> August 2007 at 12:00.

The companies interested in this tender will have to send the documents indicated in point 8 before 2 August 2007 at 12h00.

- either by post by registered mail sent to the postal address mentioned in point 1 (in this case the postmark will be accepted as proof of the date of submission);
- or by hand delivery, either in person or by an authorised representative or private courier service to the address mentioned in point 1, at the latest at 12:00 hours of the date mentioned above. In this case, the proof of submission of the offer is established by means of a receipt dated and signed by the Delegation.

Tenders must be placed inside two sealed envelopes. The inner envelope, addressed to the Delegation, should be marked:

**«Call for an expression of interest in security guards service  
Not to be opened by the internal mail service»**

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape seal.

## **7. The tender must include in the inner envelope:**

- all necessary information and documents enabling the European Commission to analyse the tenders on the basis of the selection criteria described in point 9.

## **8. Exclusion criteria (III.2.1 of Contract notice)**

**Candidates and tenderers shall provide a declaration on their honour, duly signed and dated, stating that they are not in one of the situations referred to in Articles [93](#) and [94](#) of the Financial Regulation.**

**The selected tenderer shall provide as soon as possible and at the latest when notified of the results of awarding results documents attesting that they are not in one of the positions described in article 93 and article 93.**

### **Article 93**

1. Candidates or tenderers shall be excluded from participation in procurement procedure if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business

activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

(f) they are currently subject to an administrative penalty referred to in [Article 96\(1\)](#).

#### Article 96

1. The contracting authority may impose administrative or financial penalties on the following:

(a) candidates or tenderers in the cases referred to in point (b) of [Article 94](#);

(b) contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.

#### Article 94

A contract shall not be awarded to candidates or tenderers who, during the procurement procedure for this contract:

(a) are subject to a conflict of interest;

(b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;

(c) find themselves in one of the situations of exclusion, referred to in [Article 93\(1\)](#), for this procurement procedure;

## **9. Selection criteria**

1) Personal situation of the service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity.

Personal situation (III.2.1 Of the contract notice)

References of the applicant: name, legal status, address, phone, fax, names and responsibilities of members of the managerial bodies or of the person who is authorised to represent the company.

Proof of registration as Security Company in Serbia allowed to perform the task requested in present contract notice for at least three years prior to the present contract notice.

#### Economic and financial capacity (III.2.2 of the contract notice)

Proof of economic and financial capacity by submitting following documents:

evidence of professional and liability risk indemnity insurance valid for the execution of works as foreseen in the present contract notice in the Serbian Republic.

the presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed proving an annual turnover of at least EUR 150,000.00 in the same sector or a statement of overall turnover concerning the services covered by the contract during a period of the last three financial years.

#### 2. Technical capacity (III.2.3 of the contract notice)

A list of the principal services provided in the past three years, with the values, recipients, public or private, especially those services provided to international or foreign companies, diplomatic missions or representations of international organisations. This has to be supported with a proof of satisfaction of clients specifying whether they have been carried out in a professional manner and have been fully completed. A minimum of two identical contracts for private sector or one identical contract for an embassy is the minimum requirement.

Signed declaration of honour that the company was not involved in severe infringements due to breaching of security rules during the execution of tasks foreseen in the contracts above-mentioned for the last three years.

Indication and list of the permanent number of employees of the company and of the average number of the employees over the past three years. The fixed number of posts of the company should not be less than 30 employees on average annual base.

Experience and qualifications of the members of the managerial bodies and of the technical managers and their seniority in the company. At least one of the managers and one of the technical managers must have a proven high-profile training or relevant experience of five years in the specific field of security.

A table presentation on an hourly basis of the training programme including martial arts and/or self-defence technique (domestic/foreign) of the company staff over the last two years detailing the content of each training, the number of participants providing for at least 8 hours of training per staff per year.

Copies of three incident reports (made unidentifiable by masking dates and names) established by staff of the company and follow-up of the incident, resolving the causes and appropriate measures taken.

**Please submit the documents according to following rules:**

1. All documents have to be presented in the same order as listed above.
2. All original documents in Serbian should be translated at least into English.

**10. Selection**

The committee will proceed to the selection by using the selection criteria, established to guarantee the quality of performance of the required services as listed in point 9 of the present document.

**11. Dispatch of invitations to tender**

Invitations to tender including specifications will be sent only to the pre-selected companies.

The companies who will not be pre-selected will be notified.

**12. Award criteria**

The contract will be awarded to one of the pre-selected company which will have sent the most economically advantageous tender based on criteria which will be provided with the specifications.