

DELEGATION OF THE EUROPEAN COMMISSION IN SERBIA

SECURITY GUARDS SERVICE

CALL FOR EXPRESSION OF INTEREST (PRESELECTION)

Ref: 2007/S 56-068306

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 to 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.

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.

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. In any case, at least one of the members of the group must be registered as a security company with the national authorities.

6. Time schedule and procedure

The companies interested in this tender will have to send the documents indicated in point 8 before 27 April 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:

<p style="text-align: center;">«Call for an expression of interest in security guards service Not to be opened by the internal mail service»</p>

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

7. The tenderer 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 8.

8. Selection criteria

The interested companies have to submit the following documents for the evaluation of the minimum economic and technical standards required of them. The documents will be treated as confidential by the services of the Commission:

- 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;
- Experience and qualifications of the members of the managerial bodies and of the technical managers and their seniority in the company;

- A recent document from a bank stating that the applicant is not bankrupt or being wound up, having their affairs administered by the courts, entered into an arrangement with creditors, suspended business activities, are not the subject of proceedings concerning those matters;
- Certificates of enrolment in the Trade Register, in the appropriate professional register or proof of legal constitution of the company as a security company for persons and of premises in the country where the services will be delivered. In the event of a grouping, at least one of the members of the grouping must provide these documents;
- A certificate issued by the competent authority or solemn declarations attesting that taxes, duties and social security contributions have been paid;
- Copy of documents showing the tenderer's financial capability : statement of overall turnover and annual turnover concerning the services covered by the contract over the past three financial years;
- Copy of the insurance certificate covering the risks of its activities;
- 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;
- A description of the measures employed to ensure the quality of services;
- Training provided to its personnel;
- Indication of the permanent number of employees of the company and of the average number of the employees over the past three years.

Tenderers must include in their tender all the documents listed above, on pain of non-admissibility.

Vague or incomplete tenders will not be considered nor companies which:

- a) are bankrupt or being wound up, have suspended business activities, whose affairs are being administered by the courts or similar arrangement, or are the subject of proceedings of this nature;
- b) have not fulfilled their obligations with respect to payment of their Social Security contributions, duties and taxes;
- c) are guilty of serious misrepresentation in supplying the information required above;
- d) have been convicted of an offence concerning their professional conduct for which no appeal is likely.

After the opening of the tenders, a committee will check the conformity of the submitted documents as well as the cases of exclusion mentioned above.

The committee will proceed to the selection of the tenderers by checking their economic, technical and professional financial standing on the basis of the documents and references

required above. The selection criteria, established to guarantee the quality of performance of the required services, are the following:

- annual turnover that guarantees the continuity of the service subject of the tender;
- proven experience of the company in the field of security services during the last three years;
- quality of the references submitted;
- training given to the personnel in conformity with the objectives of the contract;
- human resources enough, in competence, quantity and professional experience, to guarantee the quality and the continuity of the security service requested;
- experience and qualifications of the members of the managerial bodies and of the technical managers guaranteeing the quality and the continuity of the services requested.

Specifications will be sent to the selected companies

9. Dispatch of invitations to tender

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

10. 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.