

RS-Belgrade: cleaning services for the office of the EC Delegation to Serbia

2008/S 20-024937

Contract notice

Services

Section I: Contracting authority

I.1) Name, addresses and contact point(s):

Delegation of the European Commission to the Republic of Serbia, EC Delegation to Serbia, attn: Head of Administration, 73, Krunska St., 11000 Belgrade, Republic of Serbia. Tel. (381-11) 308 32 00. Fax (381-11) 308 32 01. E-mail: delegation-serbia@ec.europa.eu.

Internet address(es):

General address of the contracting authority: www.europa.org.yu.

Further information can be obtained from:

the above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the above-mentioned contact point(s).

Tenders or requests to participate must be sent to:

the above-mentioned contact point(s).

I.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

The contracting authority is purchasing on behalf of other contracting authorities: no.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Cleaning service for the office of the EC Delegation to Serbia.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category No 14.

Main place of performance:

the office of the EC Delegation to Serbia, 40, Vladimira Popovica St. (V–IX floor), 11070 New Belgrade. The total space covers 5 floors and total area of 4 282 m² and 40 individual underground parking spaces. The total number of EC Delegation staff by the end of 2008 is estimated at 101 staff members.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Duration of the framework agreement: 4 years.

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value, excluding VAT: range: between EUR 150 000 and EUR 300 000.

II.1.5) Short description of the contract or purchase(s):

The contract is designed to provide cleaning services for the office of EC Delegation to Serbia as per the tender specification. It also includes preparation and serving of coffee and refreshments for meetings (ref. tender specification).

II.1.6) Common procurement vocabulary (CPV):

74750000.

II.1.7) Contract covered by the Government Procurement Agreement (GPA):

Yes.

II.1.8) Division into lots:

No.

II.1.9) Variants will be accepted:

No.

II.2) Quantity or scope of the contract:

II.2.1) Total quantity or scope:

Estimated value, excluding VAT:
range: between EUR 150 000 and EUR 300 000.

II.2.2) Options:

No.

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

Duration: 48 months from the award of the contract.

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

Neither deposits nor guarantees are required.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:

- Services will be paid in a month following the calendar month in which they have been provided and after the receipt of monthly invoice indicating the reference number of the contract. The payment will be done by bank transfer to the account designated in the contract by the company (euro or Serbian Dinar),
- the monthly price is to be billed in euro according to the contractual prices,
- the payments will be executed either in euro or equivalent amount in Serbian Dinars (RSD) calculated per the Inforeuro rate of the month of invoicing,
- the payment will be executed within 30 days after the date when the invoice is received,
- in case no service has been provided, the monthly invoiced amount will be reduced as follows: for each day of non-service: 1/20 (one twentieth) of the invoice monthly amount will be deducted. Each part of a day of no-service will be counted as a full day.
- The contracted price will be revised annually in accordance with the Consumer Price Index for the EU zone (CPI) for the month when it entered into force.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

Not applicable.

III.1.4) Other particular conditions to which the performance of the contract is subject:

No.

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met:

Exclusion criteria:

Article 93 FR. 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 an 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 judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or an 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 94 FR:

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 1 of the situations of exclusion, referred to in Article 93(1), for this procurement procedure.

Article 96 FR 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.

Means of proof:

Candidates and tenderers shall provide a declaration on their honour, duly signed and dated, stating that they are not in 1 of the situations referred to in Articles 93 and 94 of the Financial Regulation (for additional information ref. to tender specification).

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met:

Selection criteria:

1. All eligible (see III.2.1) natural and legal persons may apply.
2. The application must make clear the legal status of the tenderer (if natural or legal person).
3. The participation of an ineligible natural or legal person will result in the automatic exclusion of that person.

Means of proof: Tenderer shall prove that he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or entry in the VAT register.

Economic and financial capacity:

(a) The annual revenue of the tenderer for each of the last 2 closed years shall amount at least to EUR 100 000.

(b) The annual operating profit (including all administrative and financial expenditure, depreciation according to plan, but excluding extraordinary expenditure and income and taxes) of the tenderer must be positive for at least 2 of the last 3 years.

Means of proof: The tenderer should present:

— balance sheets or extracts from balance sheets for at least the last 2 years for which accounts have been closed,

— a statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last 3 financial years.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

The tenderer must have:

i. At least 30 permanent staff working for the tenderer in the area of the contract.

ii. At least 1 key person experienced in the management of the cleaning services as determined in the tender specifications.

iii. At least 3 years of experience in the related field.

Means of proof:

(a) the educational and professional qualifications of the service provider and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services or carrying out the works;

(b) a list of the principal services provided and supplies delivered in the past 3 years, with the sums, dates and recipients, public or private;

(c) a description of the technical equipment, tools and products to be employed by the firm for performing a service contract;

(d) in respect of supplies: descriptions and/or authentic photographs and/or certificates drawn up by official quality-control institutes or agencies of recognised competence attesting the conformity of the products with the specifications or standards in force;

(e) a statement of the average annual manpower and the number of managerial staff of the service provider in the last 3 years.

III.2.4) Reserved contracts:

No.

III.3) Conditions specific to services contracts

III.3.1) Execution of the service is reserved to a particular profession:

No.

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:

Yes.

Section IV: Procedure

IV.1.1) Type of procedure:

Open.

IV.2) Award criteria

IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

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

No.

IV.3) **Administrative information**

IV.3.2) **Previous publication(s) concerning the same contract:**

No.

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**

Time-limit for receipt of requests for documents or for accessing documents: 28.2.2008 (12:00).

Payable documents: no.

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**

4.3.2008 (16:00).

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Irish, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**

Duration: 6 months from the date stated for receipt of tender.

IV.3.8) **Conditions for opening tenders:**

11.3.2008 (10:00).

Place: EC Delegation premises.

Persons authorised to be present at the opening of tenders: no.

Section VI: Complementary information

VI.1) **This is a recurrent procurement:**

No.

VI.2) **Contract related to a project and/or programme financed by EU funds:**

No.

VI.3) **Additional information:**

Not applicable.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures:**

Court of First Instance of the European Communities, boulevard Konrad Adenauer, L-2925 Luxembourg. Tel. (352) 43 03-1. Fax (352) 43 03-2100. E-mail: CFI.Registry@curia.europa.eu. URL: <http://curia.europa.eu>.

Body responsible for mediation procedures:

The European Ombudsman, 1, avenue du Président Robert Schuman BP 403, F-67001 Strasbourg Cedex. Tel. (33) 388 17 23 13. Fax (33) 388 17 90 62. E-mail: eo@ombudsman.europa.eu. URL: <http://www.ombudsman.europa.eu>.

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals:

within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

VI.5) **Date of dispatch of this notice:**
18.1.2008.