

Poland-Warsaw: Framework contract for the provision of reception services for Frontex headquarters

OJ S 66/2014 03/04/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union — Frontex

Postal address: Rondo ONZ 1

Town: Warsaw

Postal code: 00-124

Country: Poland

Contact person: Procurement Sector

E-mail: procurement@frontex.europa.eu

Telephone: +48 222059500

Fax: +48 222059501

Internet address(es):

General address of the contracting authority: <http://www.frontex.europa.eu>

Additional information can be obtained from:

Official name: Frontex

Postal address: Rondo ONZ 1

Town: Warsaw

Postal code: 00-124

Country: Poland

Contact person: Procurement Sector

E-mail: procurement@frontex.europa.eu

Internet address: <http://www.frontex.europa.eu/about-frontex/procurement>

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

Official name: Frontex

Postal address: Rondo ONZ 1

Town: Warsaw

Postal code: 00-124

Country: Poland

Contact person: Procurement Sector

E-mail: procurement@frontex.europa.eu

Internet address: <http://www.frontex.europa.eu/about-frontex/procurement>

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

European institution/agency or international organisation

I.3. Main activity**I.4. Contract award on behalf of other contracting authorities**

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

Framework contract for the provision of reception services for Frontex headquarters.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: Frontex's office, Warsaw, Poland.

NUTS code PL127 Miasto Warszawa

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 4

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

Estimated value excluding VAT: 280 000 EUR

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

Frontex intends to conclude a single framework contract with a professional and experienced reception services provider in order to ensure high quality of administrative services in the Agency's representative areas at Frontex premises. The framework contract shall be implemented by means of order forms issued, in principle, on a yearly basis for the permanent receptionists (4 persons intended). Individual order forms may be issued on an ad hoc basis to cover additional needs of Frontex arising in relation to the organised events. 4 permanent bilingual (Polish/English) receptionists shall provide reception services during working days of the Agency (Monday to Friday, except Frontex holidays) between 8:00 to 17:00 (regular office hours) at the Agency's premises.

II.1.6. CPV code(s)

75100000 Administration services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The contract shall be concluded for a period of 24 months with the possibility of 1 or 2 renewal (s) of 12 months. The total maximum duration of the framework contract shall not exceed 48 months.

The intended contract signature date is the second half of June 2014. The provision of the services shall start on 23.7.2014.

Estimated value excluding VAT: 280 000 EUR

II.2.2. Information about options

Options: yes

Description of options: The contract shall be concluded for a period of 24 months with the possibility of 1 or 2 renewal(s) of 12 months. The total maximum duration of the framework contract shall not exceed 48 months.

Provisional timetable for recourse to these options:
in months: 24 (from the award of the contract)

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: Range: between 1 and 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 24 (from the award of the contract)

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

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

No deposits or guarantees are required.

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

Payments under the contract shall be made according to the time sheets against monthly invoices within 30 days of receipt of the relevant invoice submitted by the contractor. The invoice has to be accompanied by the copy of time sheets approved by the Head of the Agency Services.

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

No special legal form is required but, in the event that a group of contractors submits an acceptable offer, it shall be necessary to provide an undertaking that each company shall be jointly and severally responsible for the due performance of the contract. In the case of a consortium bid, the contractor shall be required to act on behalf of the consortium.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: the tenderer shall declare by means of Annex III that none of the exclusion criteria apply;

the tenderer shall provide evidence that it is already established as a recognised legal entity and is registered in a relevant professional or trade register.

III.2.2. Economic and financial ability

List and brief description of conditions: — the tenderer shall provide Frontex with its balance sheets for the past 3 financial years, on condition that the publication of balance sheets is stipulated by the legislation on firms in the country where the tenderer is established, — the tenderer should provide a declaration of the total turnover and the turnover on the services specified in the contract carried out over the past 3 financial years. The total annual turnover shall be at least (equivalent of) 210 000 EUR for each year: 2011, 2012 and 2013. Minimum level(s) of standards possibly required: The total annual turnover shall be at least (equivalent of) 210 000 EUR for each year: 2011, 2012 and 2013.

III.2.3. Technical and professional ability

List and brief description of conditions:

- (a) the tenderer should be established as a recognised legal entity and be registered in a relevant professional or trade register. The proof of establishment/registration indicating the authorisation to perform the services to be contracted must be provided;
 - (b) the tenderer must have proven experience and expertise as well as HR capacity as a reception services provider for a minimum of 3 years, which shall be evidenced by:
 - a comprehensive description of company profile,
 - staffing chart, indicating in particular the persons meeting all the requirements of the receptionist's profile as described in point II.5,
 - the list of companies to whom reception services were provided in the last 3 years with contact details for references,
 - at least 3 reference letters confirming good quality of the reception services provided in the years 2011–2013,
 - CVs of minimum 4, maximum 8 persons ('the team') meeting all the requirements of the receptionist's profile proposed for the contract.
- Minimum level(s) of standards possibly required:
proven experience of a minimum of 3 years in providing reception services;
at least 3 reference letters confirming good quality of the reception services provided in the years 2011–2013;
CVs of minimum 4, maximum 8 persons ('the team') meeting all the requirements of the receptionist's profile proposed for the contract.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

IV.2.2. Information about electronic auction

An electronic auction will be used: no

IV.3. Administrative information

IV.3.1. File reference number attributed by the contracting authority

Frontex/OP/50/2014/AH.

IV.3.2. Previous publication concerning this procedure

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: 30.4.2014

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

12.5.2014 - 16:00

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

Any EU official language

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

Duration in months: 3 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 19.5.2014 - 11:00

Place:

Frontex premises, Rondo ONZ 1, 00-124 Warsaw, POLAND.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Tenderers wishing to attend the opening session shall send a confirmation e-mail or fax to the Procurement Sector (procurement@frontex.europa.eu fax +48 222059501). A maximum of 1 representative per tenderer may attend the opening session. The participation shall be restricted to an observer's role.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

VI.3. Additional information

The complete documentation relevant for this procedure can be accessed and downloaded at <http://www.frontex.europa.eu/about-frontex/procurement>

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court
Postal address: rue du Fort Niedergrünewald
Town: Luxembourg
Postal code: 2925
Country: Luxembourg
E-mail: cfi.registry@curia.europa.eu
Telephone: +352 4303-1
Fax: +352 4303-2100
Internet address: <http://www.curia.europa.eu>

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

24.3.2014