

**Poland-Warsaw: Provision of handymen services for Frontex**

OJ S 67/2015 04/04/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**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: Plac Europejski 6

Town: Warsaw

Postal code: 00-844

Country: Poland

Contact person: Procurement Sector

E-mail: [procurement@frontex.europa.eu](mailto: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: Plac Europejski 6

Town: Warsaw

Postal code: 00-844

Country: Poland

Contact person: Procurement Sector

E-mail: [procurement@frontex.europa.eu](mailto: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: Plac Europejski 6

Town: Warsaw

Postal code: 00-844

Country: Poland

Contact person: Procurement Sector

E-mail: [procurement@frontex.europa.eu](mailto: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

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### II.1. Description

#### II.1.1. Title attributed to the contract by the contracting authority

Provision of handyman services for Frontex.

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

Services

Service category No 1: Maintenance and repair services

Main site or place of performance: Frontex 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:

Range: between 48 000 and 192 000 EUR

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

Frontex is seeking to contract a company that will provide, on a regular basis, 2 individuals (the main and back-up handyman) to perform minor repairs and maintenance work, as well as main support for conference rooms and events regarding physical preparation and AV service, the provision of services to equip offices with furniture and other office items (moving furniture and other office supplies, for example in connection with hiring a new employee, moving to another room, fixing the corkboard on the wall, etc.).

#### II.1.6. CPV code(s)

50000000 Repair and maintenance 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

It is estimated that the total number of hours of work for Frontex per month will amount to about 200 hours (approximately 48 hours per week).

The contract shall be concluded for a period of 12 months with the possibility of 1, 2 or 3 renewal(s) of 12 months. The total maximum duration of the framework contract shall not exceed 48 months.

Estimated value excluding VAT:

Range: between 48 000 and 192 000 EUR

## **II.2.2. Information about options**

Options: no

## **II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: Range: between 1 and 3

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

in months: 12 (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**

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### **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 shall be executed only if the contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted.

The relevant payments will be done in 30 days from the receipt of the invoice.

#### **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 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 IV 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 evidence of its economic and financial capacity to perform the contract as follows:

— 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.

Minimum level(s) of standards possibly required: The total annual turnover shall be at least (equivalent of) 50 000 EUR for each year: 2013 and 2014.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

The tenderer shall provide evidence of its technical and professional capacity to perform the contract as follows:

- a) the tenderer should be established as a recognised legal entity and be registered in a relevant professional or trade register. Proof of establishment/registration indicating 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 provider of handymen or similar (e.g. maintenance, repairs, etc.) services for a minimum of 2 years, which shall be evidenced by:
  - a brief description of the company's profile,
  - scope of services provided,
  - list of relevant equipment,
  - CVs of the 2 dedicated handymen proposed for these services including all relevant information, such as experience, level of English and competences,
  - indication of the car available for the disposal of bulky trash,
  - description of experience in the market,
  - information about similar contracts, supported by at least 3 reference letters issued in the name of the contractor or related to the proposed individuals, from clients for whom similar services have been provided in the last 3 years.

Minimum level(s) of standards possibly required:

2 years of documented experience in similar services.

At least 3 reference letters issued in the name of the contractor or related to the proposed individuals from clients for whom similar services have been provided in the last 3 years.

### **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: yes

## **Section IV: Procedure**

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### **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**

Lowest price

#### **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/87/2015/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: 4.5.2015

Payable documents: no

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

11.5.2015 - 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: 18.5.2015 - 11:00

Place:

Frontex premises, Plac Europejski 6, 00-844 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](mailto:procurement@frontex.europa.eu) fax +48 222059501). A maximum of 1 representative per tenderer may attend the opening session. Participation shall be restricted to an observer role.

#### **Section VI: Complementary information**

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##### **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://frontex.europa.eu/about-frontex/procurement/open-restricted-tender-procedures/>

##### **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](mailto: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**

25.3.2015