

FI-Helsinki: Security guard and reception services at the European Union House in Helsinki, Finland

OJ S 74/2013 16/04/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission Representation in Finland

Postal address: Malminkatu 16, PO Box 1250

Town: Helsinki

Postal code: FI-00100

Country: Finland

Contact person: European Commission, Finland

For the attention of: Irma Gynther-Karppinen

E-mail: comm-rep-fi-tender@ec.europa.eu

Telephone: +358 962265454

Fax: +358 962265494

Internet address(es):General address of the contracting authority: http://ec.europa.eu/finland/index_fi.htm**Additional information can be obtained from:**

the abovementioned address

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

the abovementioned address

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

General public services

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**

Security guard and reception services at the European Union House in Helsinki, Finland.

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

Services

Service category No 23: Investigation and security services, except armoured car services

Main site or place of performance: European Union House, Helsinki.

NUTS code

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

The notice involves a public contract

II.1.4. Information about framework agreement

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

The subject of this contract is security guard and reception services in the European Parliament Information Office and the European Commission Representation in Helsinki, Finland. The building where the services will be delivered is called the 'European Union House'.

The contracting authority wishes to have security/reception service posts occupied during opening hours on days when the European Union House is open. If necessary, and upon an express request in writing from the contracting authority, additional hours must be worked outside the normal working hours. These additional services shall include surveillance services when the European Union House organises activities outside its premises (conferences, exhibitions, etc.).

II.1.6. CPV code(s)

79710000 Security services, 79992000 Reception services

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

The procurement is covered by the Government Procurement Agreement: yes

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 indicative maximum budget for this tender is 120 000 EUR, VAT excluded, per year, or 600 000 EUR, VAT excluded, for 5 years.

Estimated value excluding VAT: 120 000 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: 4

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: 12 (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

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

Payment for the services (routine schedule plus exceptional additional and extra services) will be made every month in the manner set out in the draft contract, on presentation of a proper invoice drawn up in conformity with national law and all substantiating documents mentioning the services performed during the month in question, notably the written request of the European Commission Representation for exceptional additional and/or extra services.

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

Tenders may be submitted by groupings of service providers who will not be required to adopt a specific legal form prior to the contract being awarded. If a grouping is awarded the contract, it may have to take on a particular legal form if this is necessary in order for the contract to be performed correctly. However, a grouping of economic operators must nominate 1 party to be responsible for the receipt of processing of payments for members of the grouping as well as for management and co-ordination of the service.

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: See tender specifications points 10 and 11(a).

III.2.2. Economic and financial ability

List and brief description of conditions: See tender specifications points 11(b).

III.2.3. Technical and professional ability

List and brief description of conditions:
See tender specifications points 11(c).

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

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

PO/2013-09-SEC/HEL.

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: 10.6.2013 - 16:00
Payable documents: no

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

10.6.2013 - 17:00

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: 6 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 13.6.2013 - 11:00

Place:

European Union House, Malminkatu 16, FI-00100 Helsinki, FINLAND.

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

Information about authorised persons and opening procedure: Representatives of the European Parliament and the European Commission and a maximum of 2 representatives of each of the tenderers.

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 tenderers are invited to download the complete tender documentation from the Internet. All documentation of this call for tenders (letter of invitation to tender with all annexes as well as the declaration of honour) including any additional documents are published at the following Internet website address http://ec.europa.eu/finland/index_fi.htm The tenderers are invited to check regularly this website as additional information might be published at any time during the procedure. An on-site compulsory visit is planned on 22.5.2013 (11:00), local time, at the following address: European Union House, Malminkatu 16, FI-00100 Helsinki, FINLAND.

Any tenderer who does not attend the compulsory site visit will be excluded from the participation in the tender.

The contract shall be concluded for an initial duration of 1 year and may be renewed tacitly a maximum of 4 times, each time for a period of 1 year. The total duration of the contract may not exceed 5 years. Under Article 134(1)f and Article 134(3) of the Commission Regulation (EU, Euratom) No 1268/2012 of 29.10.2012 laying down detailed rules of application, the contracting authority may use a negotiated procedure for the award of new services which entail the repetition of similar services entrusted to the contractor who was awarded the original contract. That procedure may be used only during the 3 years following the conclusion of the original contract.

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: generalcourt.registry@ec.europa.eu

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://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. 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.4.3. Service from which information about the review procedure may be obtained

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: generalcourt.registry@ec.europa.eu

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.europa.eu>

VI.5. Date of dispatch of this notice

4.4.2013