

**Poland-Warsaw: Security Guard and Reception/Switchboard Services for EU-House Premises in Poland**

OJ S 62/2022 29/03/2022

**Contract notice  
Services****Legal Basis:**

Regulation (EU, Euratom) No 2018/1046

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Communication (COMM),  
Representation in Poland – Warsaw, COMM.DGA1.C.VA

Postal address: Centrum Jasna, ul. Jasna 14/16a

Town: Warsaw

NUTS code: PL911 Miasto Warszawa

Postal code: 00-041

Country: Poland

E-mail: [comm-rep-waw-procurement@ec.europa.eu](mailto:comm-rep-waw-procurement@ec.europa.eu)

**Internet address(es):**

Main address: [https://poland.representation.ec.europa.eu/index\\_pl](https://poland.representation.ec.europa.eu/index_pl)

**I.1. Name and addresses**

Official name: European Parliament

Postal address: Rue Wiertz/Wiertzstraat 60

Town: Brussels

NUTS code: BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

Postal code: 1047

Country: Belgium

E-mail: [comm-rep-waw-procurement@ec.europa.eu](mailto:comm-rep-waw-procurement@ec.europa.eu)

**Internet address(es):**

Main address: [https://poland.representation.ec.europa.eu/index\\_pl](https://poland.representation.ec.europa.eu/index_pl)

**I.2. Information about joint procurement**

The contract involves joint procurement

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=9442>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=9442>

**I.4. Type of the contracting authority**

European institution/agency or international organisation

**I.5. Main activity**

General public services

## Section II: Object

---

### II.1. Scope of the procurement

#### II.1.1. Title

Security Guard and Reception/Switchboard Services for EU-House Premises in Poland  
Reference number: COMM/WAW/2022/RP/0003

#### II.1.2. Main CPV code

79710000 Security services

#### II.1.3. Type of contract

Services

#### II.1.4. Short description

The European Commission Representation in Poland, also on behalf of the European Parliament Information Office, is looking for security guard and reception/switchboard services for the EU-House premises in Warsaw and in Wrocław, Poland. The objective is the provision of a uniformed and trained, unarmed, security guard service to perform routine protective and access control duties and reception/switchboard services.

#### II.1.5. Estimated total value

Value excluding VAT: 900 000,00 EUR

#### II.1.6. Information about lots

This contract is divided into lots: yes  
Tenders may be submitted for all lots

### II.2. Description

#### II.2.1. Title

Security Services in Poland – Lot 1 – Warsaw  
Lot No: 1

#### II.2.2. Additional CPV code(s)

79710000 Security services

#### II.2.3. Place of performance

NUTS code: PL911 Miasto Warszawa

Main site or place of performance: Please consult the procurement documents available at the address indicated in Section I.3).

#### II.2.4. Description of the procurement

Security guard and reception/switchboard services for EU-House premises in Poland – Warsaw.

#### II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### II.2.6. Estimated value

Value excluding VAT: 650 000,00 EUR

#### II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 48

This contract is subject to renewal: no

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 10  
Objective criteria for choosing the limited number of candidates:

The number of candidates is not limited. Please consult the procurement documents available at the address indicated in Section I.3).

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
yes

Identification of the project: Please consult the procurement documents available at the address indicated in Section I.3).

#### **II.2.14. Additional information**

Please consult the procurement documents available at the address indicated in Section I.3).

### **II.2. Description**

#### **II.2.1. Title**

Security Services in Poland – Lot 2 – Wrocław  
Lot No: 2

#### **II.2.2. Additional CPV code(s)**

79710000 Security services

#### **II.2.3. Place of performance**

NUTS code: PL911 Miasto Warszawa

Main site or place of performance: Please consult the procurement documents available at the address indicated in Section I.3).

#### **II.2.4. Description of the procurement**

Security guard and reception/switchboard services for EU-House premises in Poland – Wrocław.

#### **II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6. Estimated value**

Value excluding VAT: 250 000,00 EUR

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 10  
Objective criteria for choosing the limited number of candidates:

The number of candidates is not limited. Please consult the procurement documents available at the address indicated in Section I.3).

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

**II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
yes

Identification of the project: Please consult the procurement documents available at the address indicated in Section I.3).

**II.2.14. Additional information**

Please consult the procurement documents available at the address indicated in Section I.3).

---

**Section III: Legal, economic, financial and technical information**

**III.1. Conditions for participation**

**III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Please consult the procurement documents available at the address indicated in Section I.3).

**III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

**III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

**III.2. Conditions related to the contract**

**III.2.2. Contract performance conditions**

Please consult the procurement documents available at the address indicated in Section I.3).

---

**Section IV: Procedure**

**IV.1. Description**

**IV.1.1. Type of procedure**

Restricted procedure

**IV.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

**IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

**IV.2. Administrative information**

**IV.2.2.**

**Time limit for receipt of tenders or requests to participate**

Date: 04/05/2022 Local time: 12:00

**IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 24/05/2022

**IV.2.4. Languages in which tenders or requests to participate may be submitted**

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

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

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

**Section VI: Complementary information**

---

**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

**VI.3. Additional information**

Please consult the procurement documents available at the address indicated in Section I.3). In case of unavailability or disruptions in the functioning of the electronic means of communication provided in Section I.3) in the last five calendar days before the time limit for receipt indicated in Section IV.2.2), the contracting authority reserves the right to extend this time limit and publish the extension at the Internet address provided in Section I.3), without a preceding publication of a corrigendum to this notice. Economic operators interested in this procurement are invited to subscribe to the call for tenders at the address in Section I.3) in order to get notified when new information or documents are published.

**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: L-2925

Country: Luxembourg

Telephone: +352 4303-1

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

**VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

Please consult the procurement documents available at the address indicated in Section I.3).

**VI.5. Date of dispatch of this notice**

22/03/2022