

B-Brussels: maintenance of audiovisual equipment for the European Parliament in Strasbourg

OJ S 120/2012 26/06/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Parliament, Directorate-General for Communication, Media Directorate, Audiovisual Unit

Postal address: rue Wiertz 60

Town: Brussels

Postal code: 1047

Country: Belgium

For the attention of: Ronald Evers PHS 01A063

E-mail: avtenders@europarl.europa.eu

Fax: +32 22832020

Internet address(es):

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

Address of the buyer profile: <http://www.europarl.europa.eu/tenders/invitations.htm>

Electronic access to information: <http://www.europarl.europa.eu/tenders/invitations.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**

Maintenance of audiovisual equipment for the European Parliament in Strasbourg.

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: Strasbourg, France.

NUTS code FR421 Bas-Rhin

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

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

Aim: to provide maintenance of audiovisual equipment for the EP in Strasbourg.

Type of installations: the installations of the audiovisual unit in Strasbourg are characterised by 4 types of technologies:

(a) traditional audiovisual technologies (video recorders, switchboards, video cameras, monitoring equipment, etc.);

(b) dedicated IT-based audiovisual technologies (video server, non-linear editing, etc.);

(c) traditional IT technologies and computer networks (PC platforms, database servers, LAN, etc.);

(d) studio lighting technologies and electromechanical suspension systems (consoles, dimmer switches, projectors, pantographs, etc.).

Description of services required:

(a) before the sessions:

— the on-site presence of 2 technicians with their tools and measurement devices in order to put into operation and perform technical checks on audiovisual installations,

— they shall carry out repairs or replace equipment to ensure the smooth running of audiovisual coverage of the session and associated activities;

(b) during the sessions:

— on-site presence of technicians to ensure maintenance and emergency repair work during parliamentary sessions and other political events that require technical coverage from the audiovisual unit;

(c) outside sessions:

— organisation and follow-up of repairs by specialised firms in the case of breakdowns requiring expertise unavailable internally,

— annual organisation of preventive maintenance of VTRs, alignment of monitoring equipment,

— annual organisation of preventative maintenance of filming equipment (cameras and robotics),

— annual organisation of preventive maintenance, compliance with regulations and checks by a body authorised to work with studio lighting equipment (dimmer switches, divisional panels, consoles, pantographs, etc.),

— a maximum of 100 half-days of presence per year outside sessions to ensure support during renovation projects, minor repairs, small modifications to installations and specific works on equipment and computer networks as well as back-ups (hard drive and config images) and updates. These services will be performed on written request of the Parliament.

In general:

— carrying out operational management,

— carrying out modifications to installations, particularly the dismantling of old equipment, the installation of new equipment (dismantling/assembly, cabling, configuration, putting into operation).

— working on call-outs linked to specific ongoing and future maintenance contracts (in particular regarding servers and assembly units); see list of ongoing contracts: item 5 of Annex D1,

— experts must collaborate with EP technicians on works carried out on equipment covered by specific contracts, which involves contact with the companies in charge of these contracts, and must participate actively under their direction and responsibility for the works.

II.1.6. CPV code(s)

50340000 Repair and maintenance services of audio-visual and optical equipment, 50341000 Repair and maintenance services of television equipment, 50342000 Repair and maintenance services of audio equipment, 50343000 Repair and maintenance services of video equipment

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

See Annex D and D1 of the invitation to tender (specifications and technical specifications).

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: 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

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

See framework contract.

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

Groupings of economic operators are permitted to tender. The European Parliament reserves the right to request that the grouping awarded the contract assume a specific legal form if this is necessary for satisfactory performance of the contract. The European Parliament may give notice of this requirement at any time during the contract award procedure but, in any event, before the contract is signed.

Tenderers belonging to the economic grouping must specify in detail the existing contractual arrangements or agreements between them.

The grouping of economic operators must provide proof of its legal form in the tender. This legal form may be 1 of the following:

- an entity with a legal personality recognised by a Member State,
- an entity with no legal personality, but which gives the European Parliament sufficient protection as regards contractual interests (depending on the Member State concerned, this may be a consortium or temporary association, for example),
- signature, by all partners, of a type of 'proxy agreement' or equivalent document which will ratify a form of cooperation.

The document submitted must provide proof of the grouping's actual status.

The European Parliament may accept other legal forms not included above on the condition that they guarantee that the parties are jointly and severally liable and are compatible with performance of the contract. However, the European Parliament will expressly refer to the existence of this joint and several liability in the contract to be signed with the grouping of operators. In addition, it reserves the right to request, as part of the contract, the nomination of a joint representative able to represent the members and having, amongst other things, the power to issue invoices in the name of the other members.

Tenders from groupings of economic operators must specify the role, skills and experience of each member of the grouping. Tenders shall be submitted by groupings of economic operators who will be jointly and severally liable for the submission.

Each member of a grouping of economic operators must provide proof that they have access to the contract (eligibility) and the relevant documentary evidence concerning the exclusion and selection criteria. With regard to the selection criteria, the European Parliament may take into account the capacities of other members of the grouping in order to determine whether the tenderer has the resources needed to carry out the contract. In this case, a written commitment will be required from these members stating that they will provide the other members with the resources needed to carry out the contract.

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: exclusion criteria:

Article 93 of the Financial Regulation:

1. tenderers will be disqualified from taking part in procurement procedures if they:
 - (a) are bankrupt or being wound up, if their affairs are being administered by the court or if they have entered into an arrangement with creditors, if they have suspended business activities, if they are the subject of proceedings of this nature or if they are in any analogous situation arising from a similar procedure under national laws or regulations;
 - (b) have been convicted of an offence concerning their professional conduct by a judgment which has the force of 'res judicata';
 - (c) have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
 - (d) have not fulfilled their obligations to pay social security contributions or taxes in accordance with the legal provisions of their country of residence or with those of the country of the contracting authority, or those of the country where the contract is to be carried out;
 - (e) have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the Union;

(f) are currently subject to an administrative penalty referred to in Article 96(1).
Points (a)–(d) do not apply in the case of purchase of supplies under particularly advantageous conditions, whether from a supplier definitively suspending commercial activities or from receivers or liquidators of a bankruptcy, by legal arrangement or a similar procedure provided for under national laws;

Article 94 of the Financial Regulation:

2. tenderers will not be considered for contract award if, at the time of the procurement procedure for this contract, they:

(a) are in a situation where interests conflict;

(b) are guilty of misrepresentation in supplying the information required by the contracting authority in order to participate in the contract, or if they have not supplied such information;

(c) are in any of the situations giving grounds for exclusion from the procurement procedure for this contract referred to in paragraph 1, points (a) to (f) above.

Evaluation of exclusion criteria:

1. tenderers must submit the following proof:

— solemn declaration, duly signed and dated, declaring that he is not in any of the situations mentioned in Articles 93 and 94 of the Financial Regulation. The required solemn declaration model is attached to the invitation to tender (Annex C of the invitation to tender).

2. The tenderer to whom the contract is to be awarded must submit the following means of proof within 15 calendar days of notification of provisional contract award and before contract signature:

— recent extract from the judicial record or, failing this, an equivalent document recently issued by a judicial or administrative body in the country of origin or provenance, showing that the tenderer to be awarded the contract is not in any of the situations mentioned in points (a), (b) or (e) of Article 93(1) of the Financial Regulation,

— recent certificate issued by the competent body in the country concerned as proof that the tenderer is not in the situation mentioned in Article 93(1)(d) of the Financial Regulation,

— where the documents or certificates indicated above are not issued in the country concerned, and for the other exclusion cases referred to in Article 93 of the Financial Regulation, they may be replaced by a statement under oath or, failing that, a solemn declaration made by the interested party before a judicial or administrative body, a notary or a qualified professional body in the country of origin or provenance.

3. The tenderer to whom the contract is to be awarded is exempt from having to provide the documentary evidence referred to in paragraph 2 if it has already been submitted as part of another European Parliament procurement procedure, and provided that the documents in question are less than 1 year old and still valid. In such a case, the tenderer must solemnly declare that the supporting documents have already been provided for a specified previous contract award procedure and that no change in his situation has occurred.

III.2.2. Economic and financial ability

List and brief description of conditions: financial and economic capacity:

the tenderer's economic and financial capacity must be sufficient for him to carry out the contract in accordance with the contract provisions. If, in the light of the information given, the European Parliament has serious doubts as to the tenderer's financial capacity or if the latter proves to be clearly insufficient to carry out the contract, the tender may be rejected without the tenderer being entitled to any financial compensation.

For the contract referred to in this invitation to tender, the European Parliament requires tenderers to have a minimum financial and economic capacity, which shall be assessed on the basis of the following:

— turnover relating to the services covered by the contract of an average of at least 500 000

EUR during the last 2 financial years for which accounts have been closed,

— professional risk insurance cover.

The financial and economic capacity will be assessed on the information contained in the following documents, to be supplied by tenderers:

— professional risk insurance cover,

— balance sheets or summaries thereof for the past 2 financial years for which accounts have been closed, where publication of balance sheets is prescribed under company law in the country in which the economic operator is resident,

— declaration including overall turnover and turnover for services related to the field of the contract for the past 2 financial years for which accounts have been closed,

— profit and loss accounts for each of the past 2 financial years for which accounts have been closed.

If the tenderer is unable to furnish the means of proof required, he may prove his economic and financial capacity by any other means which the European Parliament deems appropriate.

The tenderer may also make use of the capacities of other bodies irrespective of the legal relationship between himself and said bodies. In such an event, he must provide the European Parliament with proof that he will have the resources needed to carry out the contract, for example, by a commitment from said bodies to make such resources available. In this case, the European Parliament is entitled to refuse the application or tender submitted if it has any doubts about the third party's commitment.

III.2.3. Technical and professional ability

List and brief description of conditions:

technical and professional capacity:

the tenderer's technical and professional capacity must be sufficient for him to carry out the contract in accordance with the contract provisions. If, in the light of the information provided, the European Parliament has serious doubts as to the tenderer's technical and professional capacities or if the latter prove to be clearly insufficient to carry out the contract, the tender may be rejected without the tenderer being entitled to any financial compensation.

For the contract referred to in this invitation to tender, the European Parliament requires tenderers to have the following technical and professional capacities:

— at least 5 years' experience of services similar to those in the contract in question,

— availability of the technical equipment necessary to ensure the quality of services, belonging to the tenderer or to which he has access,

— the following profiles must be available:

*profile 1: head of audiovisual broadcasting projects:

training: a diploma equivalent to higher technical education (3 years of higher education) linked to the technical field will be required as a minimum;

experience: 10 years in the field of the invitation to tender after studying;

*profile 2: audiovisual broadcasting specialist:

training: a diploma equivalent to higher technical education (2 years of higher education) linked to the technical field will be required as a minimum;

experience: 5 years in the field of the invitation to tender after studying;

*profile 3: administrative coordinator:

training: a diploma equivalent to higher education (2 years of higher education) will be required as a minimum;

experience: 5 years in the field of coordinating a technical team,

— additional training of experts on specific audio-video equipment,

— the experts responsible for carrying out the tasks must be capable of working in English and /or in French.

Economic operators' technical and professional capacity shall be proven by the following documents:

- submission of a list of the principal maintenance services carried out in the past 5 years with provision of on-site experts, indicating their values, dates and public or private recipients. Where the recipient of said services was an EU institution department, economic operators shall furnish proof of this in the form of certificates issued or countersigned by the appropriate authority,
- description of the technical equipment including the measuring instruments used to ensure quality of services,
- tenderers must provide the complete and detailed curricula vitae (Europass format in EN or FR) including copies of diplomas and additional training certificates,
- 1 CV for profile 1,
- 3 CVs for profile 2,
- 1 CV for profile 3,

Curricula vitae must specify in which of the fields listed below each expert has experience and the length of this experience:

- broadcast cameras,
- broadcast camera robotics,
- broadcast video matrices,
- audio matrices,
- video mixers,
- audio mixers,
- video servers,
- audio servers,
- video monitors,
- satellite links (up and down),
- Mpeg transmission over IP,
- fibre-optic interfaces, converters,
- knowledge of IP networks,
- lighting of television studios (dimmer switches, consoles).

The tenderer may add the experience gained by the experts in any other specialist fields related to the audiovisual field.

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

COMM/ME-AV/FWC/2012/299/46.

IV.3.2. Previous publication concerning this procedure

Other previous publications

Notice number in the OJ S: [2008/S 154-207240](#) of 9.8.2008

Notice number in the OJ S: [2008/S 53-071317](#) of 15.3.2008

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: 17.7.2012

Payable documents: no

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

13.8.2012 - 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: 9 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 20.8.2012 - 10:00

Place:

European Parliament in Brussels, rue Wiertz 60, 1047 Brussels, BELGIUM.

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

Information about authorised persons and opening procedure: tenderers wishing to attend the opening of tenders should confirm this by e-mail (avtenders@europarl.europa.eu) with the department responsible for managing this contract, before 15.8.2012 (12:00), limiting their representation to one person.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 2016.

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

During the 3 years following conclusion of the original framework contract, the European Parliament may open a negotiated procedure, without prior publication of a contract notice, in accordance with Article 126(1)(f) of the detailed rules for the implementation of the Financial Regulation of the European Communities.

Site visit:

the European Parliament departments concerned will arrange a mandatory site visit which will take place on 17.7.2012 (10:00).

European Parliament in Strasbourg, 2 Allée du Printemps, 67000 Strasbourg, FRANCE, Press Entrance of the Louise Weiss Building.

Economic operators who receive the invitation to tender documents are permitted to take part in this visit.

Tenders submitted by economic operators who did not attend the mandatory site visit will be considered non-compliant.

Up to 2 representatives per tenderer may attend. At least 1 representative per tenderer must attend, on pain of exclusion. The names and positions of the participants must be notified 5 working days prior to the visit at the following address: avtenders@europarl.europa.eu

The European Parliament will give a certificate of attendance to each tenderer and compile a report at the end of the site visit which will be e-mailed to all participants no later than 6 days after the visit.

During the site visit, tenderers will have the opportunity to ask questions which they deem relevant and useful for drawing up a tender.

Any travel costs relating to the site visit are to be borne by tenderers and will not be reimbursed by the European Parliament.

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the European Union

Postal address: boulevard Konrad Adenauer

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

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

Telephone: +352 4303-1

Fax: +352 4303-2600

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

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: please contact the bodies responsible for appeals for further information concerning the deadline(s) 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: boulevard Konrad Adenauer

Town: Luxembourg

Postal code: 2925

Country: Luxembourg
E-mail: generalcourt.registry@curia.europa.eu
Telephone: +352 4303-1
Fax: +352 4303-2600
Internet address: <http://curia.europa.eu>

VI.5. Date of dispatch of this notice

14.6.2012