ECB - childcare mediation services (D-Frankfurt-on-Main) 2009/S 19-025732

Contract notice

Section I: Contracting authority

1.1) Name, addresses and contact point(s):

European Central Bank, attention: Ezequiel Gomez, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Tel. (49-69) 13 44-0. Fax (49-69) 13 44-7110. E-mail: procurement@ecb.europa.eu.

Internet address(es):

General address of the contracting authority (URL): www.ecb.europa.eu.

Further information can be obtained at:

As in abovementioned contact point(s).

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

As in abovementioned contact point(s).

Tenders or requests to participate must be sent to:

As in abovementioned contact point(s).

1.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

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:

Childcare mediation services.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 27.

Main place of performance: Rhine/Main area.

NUTS code DE712.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement

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

The European Central Bank in Frankfurt (hereafter 'ECB') employs over 1 350 staff who represent 27 European countries. Many of the staff members have relocated to Frankfurt specifically for their employment at the ECB, often bringing with them young families. These families require assistance in settling into a new city or more often, a new country. For these people, accessing appropriate childcare provision in a language they can understand is of absolute priority.

Since 2006, the ECB has offered supportive services to its divergent staff group in the area of work/life balance. The 'mediation service' was introduced to enable staff to make the best possible decisions on their future childcare needs and also to meet the needs of sporadic unplanned short-term emergency childcare requirements.

In order to continue to achieve this objective, the ECB wishes to establish a new contract using an open tender procedure, for the provision of 'childcare mediation services' for the use of ECB staff and their partners. This will enable ECB staff or their partners to contact a service where they can discuss their particular child care needs in either English or German and find a workable solution using the resources, networks and skills of the contract provider. (The option of more languages would be an advantage).

For information purposes of potential interested bidders only, and on the basis of past experience, it is envisaged the contract provider can expect to receive about 2 enquiries per week, some of which will require several hours of mediation time, others will be dealt with in a matter of minutes. This estimation cannot be considered as a commitment on the size of the potential contract, and it merely reflects the experience in the past years.

Common procurement vocabulary (CPV): II.1.6)

85300000, 85310000, 85312000, 85312300, 85312100, 85312110.

II.1.7) Contract covered by the Government Procurement Agreement (GPA):

Yes.

Division into lots: II.1.8)

No.

II.1.9) Variants will be accepted:

- 11.2) Quantity or scope of the contract
- 11.2.2) **Options:**

No.

Number of possible renewals: 2, of 12 months each.

11.3) **Duration of the contract or time limit for completion:**

> Duration in months: 24 (initial period) plus an option to extend for up to additional 24 months (from the award of the contract).

Section III: Legal, economic, financial and technical information

- Conditions relating to the contract III.1)
- III.1.1) Deposits and guarantees required:

No deposit is required, but where applicable, the successful tenderer (or in the case of a successful consortium bid, each member of the consortium) may be required to provide a parent-company guarantee.

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

Method of payment will be in accordance with the terms and conditions of the contract.

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

The establishment of a temporary grouping of companies is allowed. In the application, all the members of the temporary grouping must declare in writing that:

- (i) in case of an order they will provide all services as a temporary grouping; and
- (ii) all the members will have joint and several liability for the performance of the contract;
- (iii) a single legal entity shall represent the whole grouping.

The parts of the supplies and/or services that will be performed by the individual companies shall be specified.

III.1.4) Other particular conditions to which the performance of the contract is subject: No.

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met:

Candidates wishing to participate must request in writing the applicable tender documentation from the address in I.1 above. The completed tender as per the conditions indicated in the tender documentation must be returned by the date indicated in IV.3.4 below.

- a) Eligibility criteria:
- Tenderers must meet the eligibility criteria set out in Article 24 of Decision ECB/2007/5 of 3.7.2007 laying down the Rules on Procurement (see Section VI.3 below).
- The ECB will exclude tenderers that are in 1 of the situations described in Article 24(3) of the Decision (e.g. conviction for fraud or corruption).
- The ECB may exclude tenderers that are in 1 of the situations described in Article 24(4) of the Decision (e.g. insolvency; grave professional misconduct; misrepresentation).
- Tenderers must state in their tenders that they meet the eligibility criteria and provide the documentation requested. Tenderers must inform the ECB without undue delay if any circumstances arise after the submission of their tender that may affect their eligibility.
- b) Selection criteria:
- Tenderers must have the economic, financial, technical and professional capacity to perform the contract. As evidence, tenderers must submit the documents listed in III.2.2.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met:

Financial statements relating to the past 3 years of trading.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

Technical capacity — the tenderers' technical and professional capacity will be assessed on the basis of the following criteria:

- the human resources, management organisation and procedures that the tenderer intends to use to perform the contract,
- the previous provision of similar services and the existence of several contracts in place during the last 3 financial years,
- the tenderer's technical resources.
- the language skills required for the provision of the services.

Minimum level(s) of standards possibly required:

- Tenderers must have had in the last 3 years more than 1 contract similar or comparable to that envisaged in this tender procedure,
- tenderers must have in place a database populated with third party service providers in the required services, a service telephone from 8:00 to 18:00 Monday to Friday and a hotline telephone for emergency cases,
- provision of advice, both over the telephone and in meetings, to ECB staff and partners in at least the English and German languages.

III.2.4) Reserved contracts:

No.

III.3) Conditions specific to service contracts

25732-2009-EN

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service:

Yes.

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure:

Open.

- Limitations on the number of operators who will be invited to tender or to participate IV.1.2)
- IV.1.3) Reduction of the number of operators during the negotiation or dialogue:
- IV.2) **Award criteria**
- IV.2.1) Award criteria:

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

- 1. Quality. Weighting: 60 %.
- 2. Price. Weighting: 40 %.
- An electronic auction will be used: IV.2.2)

Nο

- IV.3) Administrative information
- IV.3.1) File reference number attributed by the contracting authority:

9741/H/RCO/2008.

IV.3.2) Previous publication(s) concerning the same contract:

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: 9.3.2009 (12:00), CET. Payable documents: no.

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

16.3.2009 (12:00), CET.

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:

English.

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

Duration in month(s): 6 (from the date stated for receipt of tender).

IV.3.8) **Conditions for opening tenders:**

Place: Tenders shall be opened shortly after the deadline for receipt of tenders has expired, at the address in

Persons authorised to be present at the opening of tenders: no.

Members of staff of the ECB only.

Section VI: Complementary information

VI.1) This is a recurrent procurement:

It is expected that this will be a recurrent procurement, and if required, further notices shall be published prior to the termination of any new contract that results from this procurement exercise.

25732-2009-EN

VI.2) Contract related to a project and/or programme financed by Community funds:

VI.3) Additional information:

The tender procedure is conducted in accordance with the ECB procurement rules (Decision ECB/2007/5 of 3.7.2007 laying down the Rules on Procurement), published in the 'Official Journal of the European Union' under OJ L 184, 14.7.2007, p. 34 and on the ECB's website at http://www.ecb.int/ecb/jobsproc/proc/tenders/html/index.en.html.

The contract shall be governed by and interpreted under German civil law.

The deadline for questions or requests for clarification relating to the invitation to tender from tenderers shall be 6 days prior to the deadline for receipt of tenders.

Tenders and all supporting documents must be priced in euro and all contract payments will be made in euro. Tenderers will find details of the acceptability of submitting alternative offers in the invitation to tender document. All communications, discussions and meetings will be conducted in English and no interpretation facilities will be provided. Tenderers are also informed that presentations, interviews, and/or site visits may be required to confirm information contained in their offers.

The ECB reserves the right not to make any award and reserves the right to accept all or part of any tender unless the tenderer expressly stipulates otherwise in their tender. The ECB reserves the right to disqualify any applicant who provides information which proves to be incorrect.

The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that tenderers may incur in connection with the submission of their proposals. Proposals received will not be returned and will remain the property of the ECB.

Tenders shall be delivered, sealed in an envelope, not bearing any indication of the tenderer on the envelope, or in the franking, clearly marked with the contract name and addressed as in I.1 above, so as to arrive no later than the date and time specified in IV.3.4 above.

Tenders may be rejected if the required information is not provided in the stated format at the time of tendering. It is the responsibility of tenderers to ensure that their tender is delivered not later than the deadline indicated in IV.3.4 above. The ECB may consider any tenders received after that time. Tenders received in electronic format, or by facsimile will not be considered.

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures:

European Central Bank — Procurement Review Body of the European Central Bank, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Tel. (49-69) 13 44-0 (central switchboard). Fax (49-69) 13 44-7110. E-mail: procurement@ecb.int. URL: www.ecb.int.

V.4.2) Lodging of appeals:

Precise information on deadline(s) for lodging appeals:

15 days from the receipt of the information specified in Article 28 (3) of the ECB procurement rules (see Section VI.3 above) or, if no information is requested, within 15 days from the receipt of the notification to unsuccessful bidders.

Further requirements are outlined in Article 33 of the ECB procurement rules (see Section VI.3 above).

VI.4.3) Service from which information about lodging of appeals may be obtained:

European Central Bank — Central Procurement Office, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Tel. (49-69) 13 44-0 (central switchboard). Fax (49-69) 13 44-6000. E-mail: procurement@ecb.europa.eu.

VI.5) Date of dispatch of this notice:

23.1.2009.