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# Germany-Frankfurt-on-Main: ECB - Provision of file conversion, formatting and alignment services 2017/S 088-171182

#### **Contract notice**

#### **Services**

#### Directive 2014/24/EU

## **Section I: Contracting authority**

## I.1) Name and addresses

European Central Bank

Sonnemannstraße 22

Frankfurt am Main

60314 Germany

Contact person: Ellinoora Peltonen

Telephone: +49 69/13440

E-mail: procurement@ecb.europa.eu

Fax: +49 69/13447110 NUTS code: DE712 Internet address(es):

Main address: http://www.ecb.europa.eu

## 1.2) **Joint procurement**

## 1.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: https://www.ecb.europa.eu/secure/procurement/

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

## 1.4) Type of the contracting authority

European institution/agency or international organisation

## 1.5) Main activity

Economic and financial affairs

## Section II: Object

## II.1) Scope of the procurement

## II.1.1) Title

Provision of file conversion, formatting and alignment services.

Reference number: PRO-002653.

## II.1.2) Main CPV code

79820000

# II.1.3) Type of contract

Services

## II.1.4) Short description:

European Central Bank (ECB) is seeking through this call for applications to invite suitable candidates to participate in a restricted tender procedure for a framework agreement (the 'contract') on the provision of the following services: (a) file conversion, (b) formatting and (c) alignment.

## II.1.5) Estimated total value

Value excluding VAT: 560 000.00 EUR

#### II.1.6) Information about lots

This contract is divided into lots: no

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

- II.2.1) **Title:**
- II.2.2) Additional CPV code(s)

# II.2.3) Place of performance

NUTS code: DE712

Main site or place of performance:

At the contractor's premises.

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

1. Scope of the services:

The scope of the work to be provided shall comprise the following tasks:

- 1.1. Conversion/extraction from PDF (both scanned and electronically created PDFs):
- 1.1.1. conversion and post-conversion formatting, for the purposes of translation and/or alignment, of files in: Spanish, German, English, French, Italian, Dutch and Portuguese; and, preferably, Greek, Polish, Slovenian and Finnish; and, ideally, any other EU languages.

For each conversion, the ECB shall specify:

- what elements have to be converted into an editable format (i.e. tables, charts, etc.) and the formatting needed (i.e. according to the original layout, simple layout, plain text, etc.),
- how to deal with images (re-creation vs creation of legends),
- formatting requirements for references (footnotes, etc.),
- a deadline by which the converted (and formatted) file(s) need to be returned,
- the file format to be returned (i.e. .docx, .pptx, .xlsx, etc.).
- 1.2. Formatting of documents and processing of uneditable elements:
- 1.2.1. creating legends in table format under uneditable elements in any of the following languages: Spanish, German, English, French, Italian, Dutch and Portuguese; and, preferably, Greek, Polish, Slovenian and Finnish; and, ideally, any other EU languages;
- 1.2.2. 'tidying up' a document and correcting the layout of documents in any of the following languages: Spanish, German, English, French, Italian, Dutch and Portuguese; and, preferably, Greek, Polish, Slovenian, Finnish; and, ideally, any other EU languages.
- 1.3. Alignment:
- 1.3.1. alignment in SDL Trados WinAlign (or an equivalent alignment tool which is fully compatible with SDL Trados Studio) of file pairs in English plus one of the following: Spanish, German, French, Italian, Dutch and Portuguese; and, preferably, Greek, Polish, Slovenian and Finnish; and, ideally, any other EU languages;
- 1.3.2. manual check of the alignment results in SDL Trados WinAlign (or an equivalent alignment tool which is fully compatible with SDL Trados Studio) by a proficient user (with at least B2 certification or equivalent in the respective languages) and export to \*.tmx format.

For each alignment, the ECB shall specify:

• what elements have to be aligned (tables, charts, etc.),

- the deadline by which the alignment results needs to be returned,
- the detailed requirements of the settings/format of the deliverables.

All of the above services shall be carried out in accordance with the ECB's guidelines. For all services the source format could be a variety of formats, but mainly PDF, DOCX, XLSX, PPTX.

#### 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

## 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 minimum number: 5

Maximum number: 10

Objective criteria for choosing the limited number of candidates:

The ECB will make the decision whether to invite more than 5 candidates to tender in accordance with the following considerations:

- the ECB will invite 6 candidates to tender if the reference projects of the fifth and sixth-ranked candidates are very similar in terms of size and scope of services provided, thus, making it difficult to draw a distinction between the 2 candidates.
- the same logic will be used in all similar cases up to a maximum of 10 candidates. For example, if the fifth, sixth and seventh-ranked candidates have provided very similar reference projects and it is difficult to draw a distinction between the candidates, the ECB will invite 7 candidates to tender.

#### II.2.10) Information about variants

Variants will be accepted: no

## II.2.11) Information about options

Options: no

## II.2.12) Information about electronic catalogues

## II.2.13) Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: no

#### II.2.14) Additional information

## 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:

As stated in the procurement documents.

## 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.1.5) Information about reserved contracts

## III.2) Conditions related to the contract

#### III.2.1) Information about a particular profession

#### III.2.2) Contract performance conditions:

In line with the terms and conditions of the draft contract. See details in the procurement documents.

#### III.2.3) Information about staff responsible for the performance of the contract

## **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 several operators

Envisaged maximum number of participants to the framework agreement: 2

#### IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

- IV.1.6) Information about electronic auction
- 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.2.1) Previous publication concerning this procedure
- IV.2.2) Time limit for receipt of tenders or requests to participate

Date: 26/05/2017 Local time: 18:00

- IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates
- IV.2.4) Languages in which tenders or requests to participate may be submitted:

**English** 

## 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)

## IV.2.7) Conditions for opening of tenders

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

## VI.1) Information about recurrence

This is a recurrent procurement: no

## VI.2) Information about electronic workflows

# VI.3) Additional information:

The procurement documentation can be downloaded from an Internet platform. If you are interested in participating in the procurement procedure register via the Internet platform using the following Internet address, user name and password:

Internet address: https://www.ecb.europa.eu/secure/procurement/

User ID: 002653/C/LGS/2017

Password: C23AED

After you have registered an e-mail will be sent to you with a new user name and password. The Internet address will remain the same. Use the new user name and password to download the procurement documentation.

However, your mere registration and downloading the procurement documents does not constitute an application/tender. You must submit your application/tender in hard copy version to the ECB, on time, in the format requested and including the content as further instructed in the application/tender documentation. Should you experience any problems in accessing the Internet platform for registration and/or downloading the documentation do not hesitate to contact the ECB under the following e-mail address: procurement@ecb.europa.eu quoting the procurement number and problem experienced.

The ECB shall endeavour to answer all queries concerning access as quickly as possible but cannot guarantee a minimum response time. The ECB shall not be bound to reply to queries received less than 7 calendar days before the time limit for the submission of tenders.

The procurement procedure shall be open on equal terms to all natural or legal persons resident or located in the European Union and to all natural and legal persons resident or located in a country which has ratified the World Trade Organisation Agreement on Government Procurement or has concluded with the European Union a bilateral agreement on procurement under the conditions laid down in the said agreements.

The procurement procedure is conducted in accordance with Decision (EU) 2016/245 of the European Central Bank of 9.2.2016 laying down the rules on procurement (ECB/2016/2), OJ L 45, 20.2.2016, p. 15 as amended, available on the ECB website at http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html During the procurement procedure tenderers shall not contact any ECB staff members or organisations/ persons working for the ECB with regard to this tender procedure other than the person indicated in Section I.1). Tenderers shall also not contact potential competitors unless they intend to form a temporary grouping with them or to involve them as subcontractors. Any violation of this communication rule may lead to the exclusion of the tenderer in question.

Please also note that the contract value indicated in Section II.1.5) is only a non-binding estimate of the ECB and may differ based on the actual business needs.

## VI.4) Procedures for review

#### VI.4.1) Review body

Procurement Review Body of the European Central Bank, c/o Legal Advice Team

Sonnemannstraße 20

Frankfurt am Main

60314

Germany

Telephone: +49 6913440 Fax: +49 6913446886

Internet address:http://www.ecb.europa.eu

## VI.4.2) Body responsible for mediation procedures

European Ombudsman

1 avenue du Président Robert Schuman

Strasbourg

67001

France

# VI.4.3) Review procedure

Precise information on deadline(s) for review procedures:

15 days from the receipt of the information specified in Article 34(3) of Decision (EU) 2016/245 of the European Central Bank of 9.2.2016 laying down the rules on procurement (ECB/2016/2) or, if no information is requested, 15 days from the receipt of the notification to unsuccessful tenderers. Further requirements are outlined in

Article 39 of this Decision. A complaint to the European Ombudsman does not affect the deadline for lodging appeals.

# VI.4.4) Service from which information about the review procedure may be obtained

Central Procurement Office

Sonnemannstraße 20

Frankfurt am Main

60314

Germany

Telephone: +49 6913440

Internet address:http://www.ecb.europa.eu

## VI.5) Date of dispatch of this notice:

27/04/2017