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**GR-Thessaloniki: building maintenance services
2012/S 103-171328**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Cedefop — European Centre for the Development of Vocational Training
Europe Street 123, PO Box 22427

For the attention of: Mr George Paraskevaïdis

551 02 Thessaloniki

GREECE

Telephone: +30 2310490064

E-mail: c4t-services@cedefop.europa.eu

Fax: +30 2310490028

Internet address(es):

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

Address of the buyer profile: <http://www.cedefop.europa.eu/>

Electronic access to information: <http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Education

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:

'Building maintenance services'.

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

Services

Service category No 1: Maintenance and repair services

Main site or location of works, place of delivery or of performance: At Cedefop premises in Thessaloniki.

NUTS code GR122

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves the establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in months: 48

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 840 000 EUR

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

Cedefop is conducting this procedure for the award of the maintenance services, in order to accomplish the following objectives:

- to select a contractor capable of providing high quality maintenance services at market competitive prices at a high level of performance, aesthetics, environmental protection, health and safety, considering that the aforementioned elements constitute a significant tool for enhancing business operation,
- to provide an operational framework that integrates the contractor's services with all Cedefop facilities, operation and organisational structure,
- to minimise improper waste disposal in order to ensure the environmental balance in the area that Cedefop is situated in,
- to comply at all times with all applicable laws.

II.1.6) Common procurement vocabulary (CPV)

50700000, 50710000, 50711000, 50712000

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

The contract is covered by the Government Procurement Agreement (GPA): 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) Quantity or scope of the contract

II.2.1) Total quantity or scope:

Cedefop will offer a single framework service contract to the selected tenderer whereby the required services will be provided by the contractor upon signature of separate order forms. The number and content of order forms will depend on the needs of Cedefop.

The estimated budget for the required services described in this call for tenders is of the order of 840 000 EUR over a 4-year period.

Tenderers should be aware that the estimated budget is purely indicative, shall not be binding on Cedefop and should not be considered as a warranty as to the final value of the contract. The sum of the amounts of the successive order forms that will be issued after the framework contract is signed and of the cost of the ad hoc urgent interventions may not reach the aforementioned estimated value for the framework contract. Cedefop will be contractually bound only by the amounts effectively entered in the successive signed order forms and the amounts agreed by exchange of e-mail/s for the urgent interventions.

II.2.2) Information about options

Options: yes

Description of these options: The contract shall enter into force on the date of signature of the last contracting party, shall have an initial duration of 1 year and will be automatically renewed up to 3 times, each for an additional period of 1 year, covering a total period of 4 years (1+1+1+1).

II.2.3) Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

II.3) Duration of the contract or time limit for completion

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

Not applicable.

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

Payments will be made within 30 days of submission of invoices. Invoices shall be issued only after the explicit acceptance and approval by the Cedefop project manager/s of the financial and technical report/s (for more details please refer to point 2.2.7 of the tender specifications). Each invoice must clearly correspond to the respective order form or to the e-mail exchange/s in case of urgent interventions.

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

Participation in tendering procedures is open on equal terms to all natural and legal persons or groupings of such persons (consortia) falling within the scope of the Treaties. It includes all economic operators registered in the EU and all EU citizens. Pursuant to Article 106 of the general Financial Regulation, the participation is also open to all natural and legal persons from non-EU countries that have a ratified agreement with the European Union in the field of public procurement on the conditions laid down in that agreement.

Cedefop can therefore accept offers from and sign contracts with tenderers from 34 countries, namely: the 27 EU Member States, 3 EEA countries (Iceland, Liechtenstein, Norway) and 4 SAA countries (Albania, Croatia, former Yugoslav Republic of Macedonia and Montenegro). The procurement (tender) procedures of Cedefop are not open to tenderers from GPA countries.

Tenderers may choose between submitting a joint offer as a consortium/grouping or by introducing a bid as a single tenderer, in both cases with the possibility of having 1 or several subcontractors. Whichever type of bid is chosen, the tender must stipulate the legal status and role of each legal entity in the tender proposed.

Groupings (consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Subcontracting is allowed and is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the selected tenderer (the contractor), who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s).

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 the requirements are met: Tenderers must meet the exclusion and selection criteria.

Participation in this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest. Each and all requirements for economic, financial and technical capacity should be fulfilled by the tenderer — alone (in the case of single tenderers) or by the consortium (grouping) as a whole (in case the tenderer is a consortium).

Economic operators may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which they have with them. They must in that case prove to the contracting authority that they will have at their disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place their resources at their disposal.

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Minimum level(s) of standards possibly required: Requirements:

— the average annual turnover of the tenderer (of a single company, or of a consortium as a whole, if any) for the last 3 financial years concerning the type of services covered in this call for tenders should be at least 500 000 EUR.

Proof of economic and financial capacity must be furnished by the following documents:

— signed statement (questionnaire 2 of Annex G of the tender specifications) of the tenderer's turnover for the last 3 financial years concerning the type of services similar in nature to those making the subject of this call for tenders.

In the event of recommendation for contract award the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) will be requested to prove the above by submitting audited financial statements (audited profit and loss account/statement or equivalent) if these are foreseen by the respective national legislation. Should total subcontracting exceed 40 % of the work by value, Cedefop reserves the right to request audited financial statements also from the subcontractors.

If, for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide one or other of the above documents, he is required to justify the non-provision and may prove his economic and financial capacity by any other document which Cedefop considers appropriate. Cedefop reserves the right to request any other document enabling it to verify the winning tenderer's economic and financial capacity.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

The tenderers are required to have sufficient technical and professional capacity to perform the contract.

Minimum level(s) of standards possibly required:

Tenderers must demonstrate that they:

- are enrolled in the relevant professional register,
- have adequate structure and resources (trained and certified technical staff, equipment) to perform the services as specified in the technical specifications,
- have performed in the past 3 years (to have been concluded by the date of submission of offers) at least 2 contracts similar to the scope, size and nature of the services provided as those required in this call for tenders,
- have in place and operate a functional quality management system relevant to the subject of the contract (this requirement applies also to possible subcontracting),

— have proposed a suitable team of key experts (engineers and technicians — to be identified) whose involvement will be instrumental for the successful implementation of the contract, and who have the appropriate profiles, knowledge and experience relevant to the subject of the contract, namely:

1. electrical engineer/mechanical engineer/mechanical-electrical engineer:

university degree, in a relevant subject

be enrolled in the relevant professional register

minimum 10 years' experience as an engineer in similar projects

minimum 5-year experience in operating BMS systems

very good communication skills (spoken and written) in English;

2. electricity technician:

electrical engineering department graduate or technical educational institute graduate or equivalent

C class work permit or higher as foreseen in the applicable Greek legislation, or its equivalent in EU legislation (to be verified/confirmed by relevant evidence)

be enrolled in the relevant professional register

minimum 5-year experience in similar projects as described in point 2.4.4.3 — 'Electricity technician'

good communication skills (spoken and written) in English;

3. worker — technician's assistant:

minimum 5-year experience in similar projects as described in point 2.4.4.3 — 'Worker — technician's assistant'

good communication skills (spoken and written).

Due to the necessary interactions with external (local and national) interlocutors, incl. suppliers, as well as to the need to ensure all the required building permits and/or installation licences or certifications (as the case may be) from the competent authorities, adequate knowledge of Greek would be a strong asset for the tenderer's key project team members.

Proofs/evidence of technical and professional capacity:

The following documents or information must be furnished by the tenderer to prove his technical and professional capacity to perform the proposed contract:

— a proof of enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established (please also fill in the annexed legal entity form in the tender specifications and provide the requested documents),

— company profile demonstrating the ability, technical know-how, experience and expertise for the provision of services similar to those described in this call for tenders (Annex G of the tender specifications, questionnaire 4),

— list of at least 2 major contracts performed and invoiced during the past 3 years that are similar to those described in this call for tenders in terms of scope, type, size and technological nature, describing the contracting authorities, the subjects, the amounts, the dates and the percentage of specific tasks performed/implemented by the tenderer. It is mandatory to properly fill in the attached selection criteria and project reference form (see Annex G of the tender specifications, questionnaire 3),

— copy of the relevant valid certification (ISO 9001:2000 or equivalent) of the quality management system of the tenderer and of the subcontractor/s or consortium members (if any),

— detailed CVs of the engineer, the electricity technician and the worker — technician's assistant who will be proposed to implement the contract (please see points 1, 2 and 3 above), clearly indicating which work experiences are relevant for the fulfilment of the specific requirements (specifying dates, employer, and main activities and responsibilities). The CVs must clearly demonstrate:

- for the engineer — educational background, experience (and relevant experience) and separately, experience in operating BMSs (building monitoring systems), and the level of linguistic abilities,
 - for the electricity technician — educational background, experience (and relevant experience) and level of linguistic abilities,
 - for the worker — technician's assistant — experience and linguistic abilities,
- copy of an official document (for the engineer and electricity technician) for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established; for the electricity technician — also a copy of valid C class or higher work permit as foreseen in the applicable Greek legislation, or its equivalent in EU legislation,
- copy of the relevant English certificate (min. B2 level) for the engineer.

In the case of a consortium or subcontracting, the consortium or the tenderer with all subcontractors together have to provide evidence of technical and professional capacity as a whole (please see also 4.1 and/or 4.2 in the tender specifications).

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) Staff responsible for the execution of the service

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

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate

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 below

1. Methodology and project plan for preventive and corrective maintenance of the systems, including response time for call-out services. Weighting 30
2. Practicality of maintenance management system software; straightforwardness and simplicity of the manner in which information could be extracted. Weighting 20
3. Quality concept and back-up/replacement arrangements. Weighting 20
4. Organisational scheme. Weighting 20
5. Communication with Cedefop and reporting lines. Weighting 10
6. The above 5 criteria are with weighting 60 %, i.e. the maximum total scores that could be obtained are 100 * 60 % = 60. Weighting 60
7. Price. Weighting 40

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:

'AO/RES/ASAIN Maintenance Services/008/2012'.

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: 26.6.2012

Payable documents: no

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

19.7.2012

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

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

Any EU official language

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

until: 19.1.2013

IV.3.8) Conditions for opening tenders

Date: 30.7.2012 - 11:00

Place:

Cedefop's premises.

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

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

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

VI.3) Additional information

An on-site visit is planned to take place on 26.6.2012 from 10:30 to 13:00. Tenderers must send written notification of the names of the persons (maximum 2) who will attend the site visit, by fax (+30 2310490028) or by e-mail (c4t-services@cedefop.europa.eu), at the latest by 14:00 (local time) on the day before the site visit. All the costs of attending this meeting are borne by the tenderers.

The full set of tender documents for this open tender procedure and any additional information can be found on Cedefop's website:

<http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>

Cedefop's website will be updated regularly and it is the tenderer's responsibility to check for any updates and modifications during the period for submission.

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

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

Telephone: +352 4303-1

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

Fax: +352 4303-2100

VI.4.2) Lodging of appeals

Precise information on deadline(s) for lodging appeals: 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 lodging of appeals may be obtained**

Same as in point VI.4.1.

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

22.5.2012