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**Greece-Thessaloniki: Building maintenance services for Cedefop premises
2016/S 104-185147**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Cedefop — European Centre for the Development of Vocational Training
Europe Street 123, PO Box 22427
Thessaloniki
551 02
GREECE
Contact person: Ms Dimitra Eleftheroudi
Telephone: +30 2310490064
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028
NUTS code: GR122

Internet address(es):

Main address: <http://www.cedefop.europa.eu>

I.2) Joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.cedefop.europa.eu/about-cedefop/public-procurement>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Building maintenance services for Cedefop premises.
Reference number: AO/DRS/ASAIN/MaintenanceServices/006/16.

II.1.2) Main CPV code

50700000

II.1.3) Type of contract

Services

II.1.4) Short description:

Cedefop is issuing this invitation to tender for the purpose of soliciting proposals from qualified tenderers for providing maintenance services for the Cedefop premises in the period 2017–2020.

II.1.5) **Estimated total value**

Value excluding VAT: 980 000.00 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: GR122

Main site or place of performance:

The tasks will be completed in Cedefop's premises.

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

Cedefop will grant the contractor the exclusive right to provide maintenance services to the Cedefop building. Cedefop is conducting this procedure for the award of the maintenance services in order to accomplish the following objectives:

- to select a contractor to provide high quality maintenance and related services as specified in the technical specifications,
- to provide an operational plan 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 (local and European laws).

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: 12

This contract is subject to renewal: yes

Description of renewals:

The contract will be automatically renewed up to 3 times, each for an additional period of 1 year, covering a total acquisition period of 4 years.

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:

Participation to this tender procedure is only open to tenderers who are in a position to subscribe in full to the 'Declaration on honour on exclusion criteria and selection criteria', given in Annex C of the procurement documents. All tenderers, all group (consortium) members (if any) and any subcontractor/s (identified as per the 2 bullet points in the fourth paragraph of point 4.2 of the procurement documents) must provide the declaration on honour found in Annex C duly signed and dated.

— 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.

— 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).

For more information please refer to the procurement documents.

III.1.2) Economic and financial standing

List and brief description of selection criteria:

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Requirement:

— the average annual turnover of the tenderer for the last 3 financial years concerning the type of services covered in this call for tenders (maintenance of electromechanical systems and maintenance of civil assets) should be at least 500 000 EUR.

Minimum level(s) of standards possibly required:

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

— signed statement (please fill-in and sign your statement in questionnaire 2 of Annex G of the procurement documents) of the tenderer's turnover for the last 3 financial years in the field of maintenance of electromechanical systems and maintenance of civil assets.

In the case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors (in line with points 4.1 or 4.2 of the procurement documents) must provide the required statement for the economic and financial capacity, but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.

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. For tenderers or subcontractors (identified as per any of the 2 bullet points in paragraph 4 of Article 4.2 of the procurement documents) who are natural persons/freelancers, a tax declaration and tax clearance statement for the last 2 financial years will be requested.

If, for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide 1 or the other of the above documents, they will be required to justify the non-provision and may prove

their 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 tenderer's economic and financial capacity.

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

List and brief description of selection criteria:

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

Requirements for technical and professional capacity:

- be enrolled in the relevant professional register,
- have adequate structure and resources (trained and certified technical staff) to perform the services described in the technical specifications,
- have performed at least 3 contracts performed in the past 3 years (to have been concluded by the deadline of submission of offers) similar to the scope, size and nature of the services (i.e in the field of maintenance services of electromechanical systems and civil assets) provided as those required in this call for tenders. The required total value of these at least 3 contracts should be at minimum 1 000 000 EUR,
- have in place and operate under a quality management system,
- have in place and operate under an environmental management system,
- 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. on-site engineer:

university degree, in electrical or mechanical engineering;

be enrolled in the relevant professional register;

minimum 10-year experience as an engineer, after enrolment in the relevant professional register, in similar projects;

minimum 3-year experience in operating BMS systems;

very good communication skills (spoken and written) in English (level B2 as determined in 'Language levels of the Common European Framework of Reference CEF' or equivalent);

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 after enrolment in the relevant professional register, in similar projects as described in point 2.1.4.4.3 of the procurement documents — electricity technician;

3. worker — technician's assistant:

minimum 5-year experience in similar projects as described in point 2.1.4.4.3 of the procurement documents — worker — technician's assistant.

Minimum level(s) of standards possibly required:

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

- document for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established,
- brief company profile (please fill-in questionnaire 4 of Annex G of the procurement documents) to prove the ability, technical know-how, experience and expertise needed for the provision of the required services under this call for tenders,

— list of at least 3 contracts performed in the past 3 years similar to the scope, size and nature (maintenance services of electromechanical systems and civil assets) as those required in this call for tenders and with a combined total amount of min. 1 000 000 EUR, describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer (please fill-in questionnaire 3 of Annex G of the procurement documents),

— relevant valid certification of the quality management system of the tenderer (ISO 9001:2000 or equivalent) (please fill-in questionnaire 6 of Annex G of the procurement documents),

— relevant valid certification of an environmental management system of the tenderer (EMAS, ISO 14001, ISO 50001 or equivalent); (please fill-in questionnaire 6 of Annex G of the procurement documents),

— 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). (please fill-in questionnaire 5 of Annex G of the procurement documents),

— the CVs must clearly demonstrate:

- for the on-site engineer — educational background, experience (and relevant experience) and separately, experience in operating BMS (building monitoring systems), and the level of linguistic abilities,
- for the electricity technician — educational background, experience (and relevant experience),
- for the worker — technician's assistant — experience,

— copy of an official document (for the on-site 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 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) or equivalent, for the on-site 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 also see 4.1 and/or 4.2 of 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:**

III.2.3) **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

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Open 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.1.4) **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: 22/07/2016

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:

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

Tender must be valid until: 21/01/2017

IV.2.7) Conditions for opening of tenders

Date: 23/08/2016

Local time: 11:00

Place:

Cedefop's premises in Thessaloniki.

Information about authorised persons and opening procedure:

Each tenderer may be represented at the opening of tenders by maximum 2 representatives. The names of the persons attending the opening must be notified in writing by fax (+30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least 3 working days prior to the opening session.

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 documents will be available on Cedefop's website: <http://www.cedefop.europa.eu/about-cedefop/public-procurement>

Cedefop's website will be updated regularly, therefore tenderers must ensure that they regularly visit the site for updates up to the closing date for receipt of tenders.

VI.4) Procedures for review

VI.4.1) Review body

General Court

rue du Fort Niedergrünwald

Luxembourg

2925

LUXEMBOURG

Telephone: +352 4303-1

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

Fax: +352 43032100

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

VI.4.2) Body responsible for mediation procedures

VI.4.3) Review procedure

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

General Court
rue du Fort Niedergrünwald
Luxembourg
2925
LUXEMBOURG
Telephone: +352 4303-1
E-mail: cfi.registry@curia.europa.eu
Fax: +352 43032100
Internet address: <http://curia.europa.eu>

VI.5) **Date of dispatch of this notice:**
20/05/2016