

Call for applications for inclusion in a list of suppliers for joinery services and works

Ref. 21113A/PRE/2011

1. Contracting Authority (name, address and contact points)

a. Name and address

European Central Bank
Kaiserstraße 29
60311 Frankfurt am Main
Germany
www.ecb.europa.eu

b. Contact point(s)

Premises Division
For the attention of Mr. Agustín Fresquet
Telephone: +49 69 1344 – 7896
Fax: +49 69 1344 – 8444
E-mail: Agustin.Fresquet@ecb.europa.eu

2. Description of the fields covered

With this call for applications, the European Central Bank (ECB) is looking for suppliers for the following fields:

1. Joinery services, as detailed below:

Any joinery works (carpentry) as described in respective specifications of upcoming orders, for instance.

- furniture,
such as cupboards, shelves, counters, doors, wardrobes, dressers, storage, others
- wooden structures of any kind, eg cladding
- parquetry
- etc.

2. Provision of maintenance and repairs for

- existing carpentry works built by third parties,
such as cladding, furniture, doors, others, as described in respective specifications

The ECB requests to provide:

- Maintenance and repairs by professionally skilled and certified staff;
- On-site-service at the ECB's premises from Monday to Friday from 8:00 h - 18:00 h and outside standard ECB office hours (night and/or weekend shifts) on demand.

3. Place of execution/performance of the works

The place of delivery of products and the provision of services: at the ECB Premises, Frankfurt am Main, GERMANY, namely our buildings currently in use (Eurotower, Commerbank [old high-rise], Eurotheum and the Residence).

4. Type of procedure: Call for applications for inclusion in a list of suppliers for the delivery and maintenance of joinery services and works

The ECB invites applications with a view to drawing up a list of suppliers for joinery services and works. Suppliers interested in being included in this list are invited to submit an application in accordance with the rules set out below:

- The list shall be valid until 31.12.2015. Applications may be submitted at any time during the period of the validity of the list with the exception of the last three months of that period.
- Following the receipt of the applications, the ECB shall verify the eligibility of candidates and evaluate the application against the selection criteria set out in Section 5 below. The ECB shall include all the candidates in the list who meet the eligibility and selection criteria set out in Section 5.
- Each time that the ECB intends to issue an order for joinery services or works it shall, depending on the value of the order, invite one or several suppliers to submit an offer. The pre-selection shall be at the discretion of the ECB.
- Inclusion in the list does not entail any commitment on the part of the ECB to invite candidates to submit an offer or to issue an order.

The procedure shall be governed by Decision ECB/2007/5 of 3 July 2007 laying down the Rules on Procurement,¹ in particular Articles 29 and 31 thereof (hereinafter “ECB Procurement Rules”).

5. Criteria for the inclusion on the list

5.1 Eligibility criteria

In accordance with Article 24 of the ECB Procurement Rules candidates shall be excluded from participation if they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, money laundering, involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the Communities, of the ECB or of the NCBs.

In addition, the ECB may exclude candidates from participation at any time if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning these matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

(c) they have been guilty of grave professional misconduct;

¹ OJ L 184, 14.7.2007, p. 34 as amended by Decision ECB/2009/2 amending Decision ECB/2007/5 laying down the rules on procurement, OJ L 51, 24.2.2009, p. 10, both published on <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>.

- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they reside or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been declared by a court or an arbitration tribunal to be in serious breach of contract for failure to comply with their contractual obligations following another tender procedure;
- (f) their management, staff or agents are subject to a conflict of interests;
- (g) they are guilty of serious misrepresentation in supplying the information required by the ECB;
- (h) they contact other candidates or tenderers with the purpose of restraining competition.

Candidates must confirm that they are not in any of the situations listed above by signing the Candidate's Statement. If such circumstances arise in the course of the period while they are included on the list, the candidate concerned shall inform the ECB thereof without undue delay.

5.2 Selection criteria

In order to be selected, the candidates must fulfil the following requirements:

- Confirmation of candidates' financial capacity: accumulated total net turnover in the past 3 financial years in the field of supply of joinery services and works and related services of at least 500,000 EUR (2008 - 2010);
- At least three members of staff professionally skilled, trained and certified with at least three years experience, who is able to provide on-site-service at the ECB's premises;
- A registered company office.
- Three references of tasks / work carried out similar to the requirements of the ECB.

6. Submission of applications

Applications should be submitted in English or German language by post to the address specified above in Section 1.

The envelope must be marked as follows:

**'Call for applications / REF: 21113/A/PRE/2011 Joinery Services and works, for the
attn.: DIV/PRE, Mr. Agustin Fresquet'**

Applicants that want to be considered for the first use of the list shall submit their applications by 15 March 2012.

The application submitted shall include the following:

- Candidate's Statement (see Annex I);
- Short cover letter, providing background on the candidate's company, its general profile as well as service and joinery works specialised in;
- Copy of candidate's certificate of registration ("*Handelsregisterauszug*");
- Confirmation of candidate's financial capacity for the past 3 financial years in the field of supply of joinery services and works and related services;

- Certificate(s) of professional qualification and details of experience (minimum three years) of own staff, in related services e.g. as joiner (e.g. master craftsmen's diploma or certificate of apprenticeship).
- Three references including brief description of tasks / work carried out similar to the requirements of the ECB.

7. Other information:

The ECB reserves the right not to make any award to any of the candidates.

The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that candidates may incur in connection with the submission of their application.

The ECB reserves the right to reuse the candidate's data for the identification of potential bidders for future procurement procedure.

Each order should be governed by the ECB's general terms and conditions for purchase and/or the ECB's general terms and conditions for contracts for services and for work, available at <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>.