



ECB-RESTRICTED

**CALL TO EXPRESS INTEREST
FOR PARTICIPATING IN THE
PROCEDURE FOR THE PROVISION OF VENUE, CATERING,
ACCOMMODATION AND RELATED SERVICES FOR TRAININGS
AND WORKSHOPS (PRO-001801)**

Number of the contract notice: 2017/S 009-012983

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I. Introduction

As announced in the contract notice of 13 January 2017 (Contract notice number: 2017/S 009-012983 the European Central Bank (ECB) is seeking interested parties through this Call to express interest for participating in a procurement procedure on venue, catering, accommodation and related services for trainings and workshops PRO-001801.

1. Background

1.1 Scope of services

The ECB is seeking for hotels with 4 stars or more¹ in the vicinity (max. 50 km) of the ECB's Main Building, Frankfurt am Main, Germany but outside the city of Frankfurt to provide venue, catering and accommodation and related services for different events ('events') such as training courses, (e.g. the ECB's Leadership Programmes), workshops and Team building activities (e.g. for Joint Supervisory Team members). For events with participation of members from the ECB's decision making bodies and senior management (in particular Executive Board members and Director Generals in e.g. Area Head Workshops), the ECB is, in addition, seeking hotels with 5 stars within the city of Frankfurt and up to a maximum distance of not more than 30km from the ECB's Main Building, Frankfurt am Main, Germany.

The scope of services to be provided by the hotels includes as requested for the specific event:

- Provision of conference areas for events
- supply catering according to the event's agenda including breakfast, lunch, dinner and receptions
- provide accommodation for event participants and organisers
- and related services such as deploying a meeting attendant to support the events.

Interested suppliers may propose more than one venue in which the services are proposed to be provided. Each proposed venue will be evaluated separately.

The hotels shall in particular fulfil the following requirements:

Hotel Specifications and Related Services	
Hotel	
WIFI internet access especially in rooms and conference rooms	
Conference room specifications	
Capacity for 20 to 40 people with flexible seating arrangement	
Air conditioning or confirmation that the rooms are cold enough in the summer and warm	

¹ According to the official "German Hotel Classification" by DEHOGA, or equivalent.

enough in the winter
Natural light and windows
Breakout rooms or a private area in or next to the conference room for exercises and the coffee breaks
High-speed access to the internet –e.g. to be able to show videos on the spot
Technical items available in the conference room:
Screen
beamer with speakers or audio possibilities
pc or laptop connected to the beamer
printer with connections for laptop/ pc
flipcharts (x 4)
one pinboard
stationery (pen and paper for all participants)
Related services:
A meeting attendant, able to communicate in English, shall be available for the event duration. The meeting attendant shall ensure the smooth process of the event and support any ad hoc requests that might occur during the event (e.g. related to photocopies, technical support etc). The meeting attendant shall be available 30 minutes before the event starts on each day, during the coffee breaks, 15 minutes before and 15 minutes after the lunches and 15 minutes before dinners (if any).
Restaurant and other catering services:
Unlimited drinks during the seminar (a selection of soft drinks, mineral/still water, tea/coffee)
Tea/coffee break with fresh seasonal fruits and different types of pastries/biscuits (e.g. small croissants, pains au chocolat)
Exclusive area is reserved for ECB participants for dinners (if any)
International buffet lunches with high-quality meat (e.g. veal) and/or high-quality fish (e.g. scallops) and/or vegetarian options. Soft drinks, mineral/still water and hot drinks e.g. coffee and tea
Seated dinners with three course menu (international and high-quality), i.e. high-quality meat (e.g. beef cut filet) and/or high-quality fish (e.g. salmon) and/or vegetarian options.
Red and white wines from Europe in the range of EUR 20.00 – 25.00 per bottle
Soft drinks, mineral/still water and hot drinks e.g. coffee and tea

1.2 Information on envisaged events

Depending on the event, the number of participants is estimated to vary between 15 to 40 participants. The majority of the events will follow the below agenda:

Example training agendas;

Day 1: 09:00 – 17:30 including joint lunch; as of 19:00, joint dinner and social activity

Day 2: 09:00 – 17:30 including joint lunch.

or

Day 1: 09:00 – 17:30 including joint lunch; as of 19:00, joint dinner and social activity

Day 2: 09:00 – 14:00, including joint lunch.

or

Example Workshop agendas in particular for Area Head Workshops:

Day 1: 13:00 – 18:30; as of 19:00, followed by a joint dinner

Or

Day 2: 09:00 – 13:00, followed by a joint lunch.

Or

Day 1: Participants arrive as of 19:00, followed by a joint dinner

Day 2 09:00 – 18:00, which shall include a joint lunch.

1.3 Ordering of services for a specific event

The framework agreements awarded under this procedure shall have duration of four years.

Signing this Contract shall not impose any obligation on the ECB to order Services. The provision of Services is subject to the issue of an order (the 'Order') specifying the scope of Services to be provided, the time limits and the remuneration.

The ECB intends to establish two Pools (/Lots) for the order of services.

- **Pool A for highest demands (Lot 1):** For events with a participation of senior management (i.e. Executive Board member(s), Directorate General(s) etc.). The best ranked 5 star hotels which are located in Frankfurt or not more than 30km away from the ECB's Main building² will be awarded with a contract and allocated to the Pool A.
- **Pool B for high demands (Lot 2):** for all other events. The hotels with the best score which are in the vicinity (max. 50 km) of the ECB's Main Building, Frankfurt am Main, Germany but outside the city of Frankfurt will be awarded with a contract and will be allocated to Pool B.

The venues of successful tenderers will be allocated to one or both of the Pools. Tenderers are not required to specify for their venues which pool they are applying for. The ECB will determine the allocation of the venues to the pools based on the final evaluation results.

² Distance by car to Sonnemannstr. 20, 60314 Frankfurt

2. Legal framework

This Call to express interest for participation shall be governed by Decision ECB/2016/2 of 9 February 2016 laying down the Rules on Procurement³, Articles 35 and 36 and the provisions of this Call to express interest.

II. Preparation and submission of expression of interest to participate

1. Communication, queries regarding the procedure

- 1.1 During the preparation of their expression of interest to participate all interested parties are encouraged to submit questions to the ECB on any aspect of the Call to express interest for participation.
- 1.2 Interested parties shall address all queries regarding this procedure to Ms Laura Eberts, European Central Bank, Central Procurement Division, Sonnemannstrasse 22, 60314 Frankfurt am Main, Germany. Queries shall be submitted by e-mail to procurement@ecb.europa.eu. The ECB does not assume any responsibility for queries which are not submitted in writing.
- 1.3 The ECB shall endeavour to answer all queries as quickly as possible but cannot guarantee a minimum time response. The ECB shall not be bound to reply to queries received less than seven calendar days before the time-limit for the submission of expressed interest, but will try to do so if possible.
- 1.4 If a query is of general interest, the ECB shall communicate the query and the corresponding answer (Q&A) to all those interested to participate. The query shall be anonymised and information of a commercially confidential nature shall not be disclosed. The communication will be published by the ECB via the Internet platform as set out in the contract notice. Interested parties shall therefore regularly access the internet platform to verify whether a Q&A document is published. It should be noted that it is the sole responsibility of the interested parties to do so as the ECB will not follow up on this issue.
- 1.5 During the Call to express interest, those parties interested shall not contact any other ECB staff members (apart from the contact point specified in section 1.2 above) or organisations/persons working for the ECB with regard to this Call to express interest. Interested parties 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 interested party in question.
- 1.6 Unless otherwise provided, all communication with the ECB shall be made in English.

2. Changes to documentation

The ECB may at any time prior to the expiry of the time-limit for the submission of expression of interests to participate, change or supplement the requirements set out in the contract notice or the Call to express interests for participation. The ECB may, if necessary, extend the

³ OJ L 45, 20.2.2016, p. 15-43, as amended by Decision ECB/2016/17 (OJ L 159, 16.6.2016, p. 21–22), both published on <http://www.ecb.europa.eu/ecb/proc/tenders/html/index.en.html>

time-limit for the submission of expressions of interest to participate. If need be, the ECB will also publish a corrigendum to the contract notice.

3. Preparation of the expressions of interest to participate; expenses

- 3.1 Interested parties shall obtain at their own responsibility and expense all information necessary for the preparation of their expressions of interest to participate. Interested parties are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their expressions of interest to participate and all other stages of the tender procedure. The ECB shall not be liable for any costs or expenses borne by interested parties or persons involved by them.
- 3.2 Interested parties are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Call to express interest and to undertake any investigations they consider necessary in order to verify any information provided to them.

4. E-mail address and time-limit for submission

- 5.1 Interested parties shall submit their expressions of interest to participate no later than **26 January 2017, 17:00**, to the following e-mail address Procurement@ecb.europa.eu making clear reference to '**PRO-001801 Provision of Training Venues - Expression of Interest**'.
- 5.2 The ECB will not consider expressions of interest to participate which reach the ECB after expiry of the above time-limit.

5. Format of the expression of interest to participate

- 5.1 The expression of interest to participate shall consist of the completed Response form (template attached as Annex 1) and, where appropriate, supporting documents.
- 5.2 Interested parties are requested to submit their expression of interest to participate in digital version via e-mail. The digital version shall consist of pdf files. Generated pdf files shall be used except for documents which must be scanned for technical reasons (e.g. paper-based certificates). Filled-out forms shall be submitted as MS-Office documents (Word or Excel). In case of doubt, interested parties shall demonstrate the ECB's receipt of their e-mail submission.

6. Language

Interested parties shall submit all documents and information in English. Legal, financial, ISO and other certificates that have not been issued in English may be submitted in the original language. The ECB may request interested parties to provide a certified translation of the original document.

III. Evaluation of expressions of interest for participation

1. Evaluation process

- 1.1 The ECB intends to invite all interested parties to submit a proposal who meet the selection criteria set out in Section 4 below. In addition, the ECB may, at its own discretion, invite suitable suppliers that have already been identified by the ECB.

- 1.2 The ECB may request interested parties to supplement their expressions of interest for participation or to clarify specific points. Interested parties shall respond to such requests within the reasonable time-limits set by the ECB. The ECB may not consider replies submitted after the expiry of the time-limit.
- 1.3 For the purpose of the evaluation the ECB may also take account of any other relevant information from public or specialist sources. The ECB may contact the reference persons indicated by the interested parties and ask specific questions. The questions and answers shall be documented in writing.

2. Formal requirements

- 2.1 The ECB may exclude expressions of interest for participation that
 - (a) were submitted after the expiry of the time-limit for the submission; or
 - (b) are substantially incomplete; or
 - (c) were not submitted in English.
- 2.2 The ECB may, at its own discretion, exclude interested parties that do not comply with other substantial formal requirements laid down in this Call to express interest.

3. Eligibility criteria

- 3.2 During the actual tender procedure, tenderers (i.e. interested parties that were invited to tender) will have to state in their declaration of honour that they meet the eligibility criteria. Failure to comply may lead to the exclusion of the tenderer. The ECB will exclude tenderers that are in one of the situations described in Article 30 of Decision ECB/2016/2.

4. Selection criteria and minimum requirements

- 4.1 Interested parties shall have the economic, financial, technical and professional capacity to perform the Contract.
- 4.2 Venues, offered by interested parties must – to be invited to provide a proposal in response to a request for proposal - meet the following minimum requirements regarding their technical capacity:
 - a) A hotel with five stars⁴ being located within 30 km from the main building of the ECB in the city of Frankfurt am Main⁵;
 - or
 - b) a hotel with four or more stars⁶, being located in the vicinity of max. 50 km from the main building of the ECB⁷ Frankfurt am Main but outside the city of Frankfurt.

IV. Outcome of the Call to express interest for participation

1. Notification of outcome

- 1.1 The ECB will inform those interested parties that are invited to participate in a tender procedure in writing. The successful interested parties will receive the tender documentation

⁴ According to the official "German Hotel Classification" by DEHOGA, or equivalent

⁵ Distance by car to Sonnemannstr. 20, 60314 Frankfurt

⁶ According to the official "German Hotel Classification" by DEHOGA, or equivalent.

⁷ Distance by car to Sonnemannstr. 20, 60314 Frankfurt

within the time frame indicated in the notification. The status of the Call to express interest for participating (i.e. 'ongoing' / 'pending selection decision' / 'closed') is available on the ECB's website under the Procurement section (www.ecb.europa.eu => about => procurement => Tenders (ongoing) or Archives ('pending selection decision' or 'closed') (<http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>)). Interested parties shall regularly check the status.

- 1.2 Interested parties may, within 15 calendar days after closing the Call to express interest for participating, request the ECB to provide general information for rejecting their expression of interest for participation. Such requests shall be submitted in writing (by e-mail to procurement@ecb.europa.eu). The ECB does not assume any responsibility for queries which are not submitted accordingly. In case of doubt, interested parties shall demonstrate the ECB's receipt of such request.
- 1.3 The ECB may decide to withhold certain information where the release of such information would affect other interested parties' legitimate commercial interests, would hinder application of the law or would otherwise be contrary to the public interest.

2. **Jurisdiction**

The General Court of the European Union in Luxembourg (Rue du Fort Niedergrünewald L-2925 Luxembourg) shall have exclusive jurisdiction in any dispute between the ECB and a interested party relating to this procedure. The time-limit to bring proceedings under Article 263 of the Treaty on the Functioning of the European Union shall begin to run two months from receipt of the appeal decision.

3. **European Ombudsman**

An interested party may also lodge a complaint with the European Ombudsman (1 Avenue du Président Robert Schuman, CS 30403, FR - 67001 Strasbourg Cedex) in accordance with Article 228 of the Treaty on the Functioning of the European Union and the Statute of the European Ombudsman. A complaint must be made within two years from the date when the complainant becomes aware of the facts on which the complaint is based.

V. **General rules**

1. **Temporary groupings**

- 1.1 Interested parties may establish temporary groupings with a view to jointly obtaining the Contract.
- 1.2 Temporary groupings shall remain unchanged throughout the actual tender procedure.

2. **Subcontracting**

- 2.1 Interested parties may subcontract parts of the envisaged scope.
- 2.2 If interested parties intend to rely on the capacities of subcontractors or other entities for the purpose of fulfilling the selection criteria set out in Chapter III, Section 4, and would be invited to participate in the subsequent tender procedure following this Call to express interest for

participation, they will be requested to prove to the ECB that they will have at their disposal the subcontractor's resources necessary to perform the Contract,

3. No multiple expressions of interest to participate

Interested parties shall submit only one expression of interest for participation. The ECB may exclude from participation any interested parties who submit several expressions of interest to participate or who:

- (a) are members of the same group of affiliated undertakings as another interested party;
- (b) are members of a temporary grouping together with other interested parties;
- (c) offer a substantial part of the Contract to another interested party as subcontractor;
- (d) if there are indications that they have received information regarding the expression of interest for participation prepared by another interested party or
- (e) if the submission of separate expressions of interest for participation distorts otherwise free competition among Interested parties.

4. Confidentiality; professional secrecy

4.1 Subject to the exceptions referred to in Section 4.2, interested parties shall:

- (a) at all times treat the contents of this and any related documents and information (together the 'Information') as confidential;
- (b) not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
- (c) not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a expressions of interest to participate; and
- (d) not undertake any publicity activity within any section of the media.

4.2 Interested parties may disclose, distribute or pass Information to third parties provided that either:

- (a) the Information is already publicly available (other than through a breach of these confidentiality rules); or
- (b) the Information is disclosed for the sole purpose of preparing expression of interest to participate and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Candidate; or
- (c) the interested parties obtains the prior written consent of the ECB in relation to such disclosure, distribution or passing of Information; or
- (d) the Candidate is legally required to make such a disclosure.

4.3 The ECB is by law subject to the highest standards of professional secrecy and confidentiality⁸. The ECB may disclose detailed information relating to the expression of interest for participation:

⁸ See Article 37 of the Statute of the European System of Central Banks and of the European Central Bank and Article 26(4) of Decision ECB/2016/2.

- (a) to its staff and other organisations, companies or persons involved in the expressions of interest and/or subsequent tender procedure;
- (b) to other Interested parties, if the information is materially relevant for all Interested parties or if the ECB is required by law to disclose such information in both cases subject to the duty to protect the Candidate's commercial interests;
- (c) to the general public to the extent the ECB is obliged to disclose the information in order to fulfil statutory transparency requirements.

5. Data protection

- 5.1 The ECB shall process personal data received (such as names, contact details and other information provided in curriculum vitae) in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data⁹ as well as with Decision ECB/2007/1 of 17 April 2007 adopting implementing rules concerning data protection at the European Central Bank¹⁰.
- 5.2 The ECB shall use such personal data solely for the purpose of evaluating the received and maintaining a database of potential interested parties. Within these limits, the ECB may transfer the personal data to third parties supporting the ECB in the procurement process including external contractors, national central banks or other partner organisations. The data subjects concerned may request access to their personal data and request the rectification of any data that is inaccurate or incomplete.
- 5.3 For all queries relating to such data, data subjects may address the data controller who is the Head of the ECB's Central Procurement Division (Sonnemannstrasse 22, 60314 Frankfurt am Main, Germany, procurement@ecb.europa.eu, Fax +49 69 1344 7110).
- 5.4 Data subjects shall have the right to have recourse to the European Data Protection Supervisor.

6. No obligation to award the Contract; cancellation

- 6.1 The initiation of this procedure imposes no obligation on the ECB to award the Contract.
- 6.2 The ECB may cancel the Call to express interest for participation and/or the subsequent tender procedure as a whole or in parts at any time before the Contract is signed without interested parties being entitled to claim any compensation (Article 38 of Decision ECB/2016/2).

⁹ OJ L 8, 12.1.2001, p. 1.

¹⁰ OJ L 116, 4.5.2007, p. 64.