
Germany-Frankfurt am Main: ECB - Provision of Specific Audio Media Services and Equipment at Meetings, Conferences and Events
2019/S 216-528934

Contract notice

Services

Legal Basis:
Directive 2014/24/EU

Section I: Contracting authority
I.1) Name and addresses
Official name: European Central Bank
Postal address: Sonnemannstrasse 22
Town: Frankfurt am Main
NUTS code: DE712
Postal code: 60314
Country: Germany
Contact person: Central Procurement Office
E-mail: procurement@ecb.europa.eu
Telephone: +49 69/13440
Fax: +49 69/13447110
Internet address(es):
Main address: http://www.ecb.europa.eu

I.2) Information about joint procurement

I.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

I.4) Type of the contracting authority
European institution/agency or international organisation

I.5) Main activity
Economic and financial affairs

Section II: Object
II.1) Scope of the procurement

II.1.1) Title:
Provision of Specific Audio Media Services and Equipment at Meetings, Conferences and Events
Reference number: PRO-004631

II.1.2) Main CPV code
51310000 - PA01

II.1.3) Type of contract
Services

II.1.4) Short description:
The services include tasks such as routine checks of permanent technical installations in conference-meeting- and video conference rooms, failure management, on call services, telephone conference preparation, conference recording, preparation and execution of events, equipment rentals, set-up of equipment, etc.

II.1.5) Estimated total value
Value excluding VAT: 2 000 000.00 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)
32300000 - PA01

II.2.3) Place of performance
NUTS code: DE
Main site or place of performance:
Frankfurt-am-Main.

II.2.4) Description of the procurement:
The services include tasks such as routine checks of permanent technical installations in conference-meeting- and video conference rooms, failure management, on call services, telephone conference preparation, conference recording, preparation and execution of events, equipment rentals, set-up of equipment, etc. Approximately 100 conference-, meeting- and video conference rooms with permanently installed meeting and conference equipment are frequently used and booked by the entire institution. The audio media services team of the ECB, with the support of the external supplier has to keep all rooms operational. On average approximately 150 meetings are held on working days.
The ECB requires the support of an experienced and flexible external audio media services provider and it is the division’s intention, using a negotiated tender procedure, to appoint a contractor who will supply:
(i) operational support of the ECB’s audio/media services team at meetings, conferences and events mainly in Frankfurt/Main Germany;
(ii) the temporary provision (rental) of audio/media equipment for conferences, meetings and events.

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
Value excluding VAT: 2 000 000.00 EUR

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

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

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:

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
Competitive procedure with negotiation

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.1.5) Information about negotiation

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: 09/12/2019
Local time: 12:00

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:

This tender procedure is conducted via the ECB’s electronic tendering system (e-tendering) which can be accessed via the following internet address:


If you have not used the ECB’s electronic tendering system before, you need to register via the above link (click on ‘Register’). Subsequently to the registration, you will receive an automated notification with your user credentials to log in (click on ‘Login’) and to access the tender documentation. Please note that:

— a registration to the above system is only required once and you can reuse your user credentials in all future procedures of the ECB which are conducted via the above system. Therefore, please keep your user credentials for the future,
— in case you should have participated in previous ECB tender procedure(s) in the past which were conducted via the ECB’s prior online system, you nevertheless need to register once to the ECB’s electronic tendering system under the above address,
— your mere registration does not constitute an application/tender. You must submit your application/tender via the ECB’s electronic tendering system as further instructed in the application/tender documentation.

The system reference number for the above procurement is: RFX-PT-2019-000030.

To download the tender documents, log on to the ECB’s electronic tendering system with your login and password. Expand the field ‘Public Tenders – Upcoming Events’. Click on ‘Click to request an invitation to this event’ for the above procedure and close the new window which opens. Once the request is completed (this can take a few minutes), the status of the participation request will change to ‘Invited’ and the RFx documentation will be accessible via the RFx tab.

Under the above link you also find user guides for detailed information on how to use the system and contact details for technical support.

Should you require technical help when using the system, please contact the ECB’s technical support team at sourcing.support@ecb.europa.eu by quoting the reference number and the problem experienced.

Any other queries relating to this procurement procedure and the content of the procurement documentation shall be submitted as message via the ECB’s e-tendering system (under the tab ‘Discussion’).

The ECB endeavours 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 tenders.

The tender 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.

VI.4) Procedures for review

VI.4.1) Review body

Official name: Procurement Review Body of the European Central Bank, c/o Legal Advice Team
Postal address: Sonnemannstrasse 22
Town: Frankfurt am Main
Postal code: 60314
Country: Germany
Telephone: +49 6913440
Fax: +49 6913446886
Internet address: http://www.ecb.europa.eu

VI.4.2) **Body responsible for mediation procedures**
Official name: The European Ombudsman
Postal address: 1 avenue du Président Robert Schuman, CS 30403
Town: Strasbourg Cedex
Postal code: 67001
Country: 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 ECB Decision 2016/2 laying down the Rules on Procurement 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**
Official name: Central Procurement Office of the European Central Bank c/o Legal Advice Team
Postal address: Sonnemannstrasse 22
Town: Frankfurt am Main
Postal code: 60314
Country: Germany
E-mail: procurement@ecb.europa.eu
Telephone: +49 6913440
Fax: +49 6913447110
Internet address: http://www.ecb.europa.eu

VI.5) **Date of dispatch of this notice:**
29/10/2019