

DIRECTORATE GENERAL FINANCE
DIVISION CENTRAL PROCUREMENT

ECB –PUBLIC

Contact Person: Ms Laura Eberts

E-mail: procurement@ecb.int

Procurement number: PRO-001807

Friday, 20 January 2017

Provision of Fitness Facility Services – PRO-001807

Contract notice number: 2017/S 004-004428.

Question & Answer - Round 1

Please find below the ECB answers to submitted questions which the ECB considers to be of general interest. As such, these are communicated by the ECB to all parties, who have expressed interest in the procedure:

Question Nr.	Paragraph, page or name of article/attachment	Question	Answer
1	Page 3, Article 1 Background	How will the new facility in Kaiserstr. 29 be runned after the opening in spring until the contract start in September? Who will run it?	The opening date of the second facility is not yet clarified. As of the start of this contract both facilities will be operated by the successful tenderer of this procedure.
2	Page 3, Article 1 Background	How many ECB employees in general are working in each building at the moment?	Main building: approx. 3000 workplaces City center: approx 2500 workplaces Note: the ECB Fitness Facility has currently 2500 members out of which 2/3 are working in main building and 1/3 in the city center
3	Page 3, Article 1 Background	In the footnote 1) you state the possibility of providing services in	Currently there are no specific plans. The contract shall however provide for this option.

ECB - RESTRICTED

		additional facilities. Are there already plans for that in the next 4 years?	
4	Page 3, Article 1 Background a.)	How do you define "fitness training services" and do you include a nonstop attendance of a trainer during the opening times?	Two trainers shall be available at any one time during the opening hours in each facility. 'Fitness training services' are specified under indent a), further information will be included in the subsequent Request for Proposal.
5	Page 3, Article 1 Background d.)	Does a maintenance contract exist and does the provider have to organise a new maintenance contract?	As equipment owner the ECB establishes the contracts for purchase & maintenance. The successful tenderer shall contact the equipment supplier during the warranty/maintenance period (as communicated by the ECB) or later a repairman (specified by the ECB) and supervise the maintenance at the facility. The ECB pays all maintenance and repair costs;
6	Page 4, Article 1 Background h.)	What services do you plan to have administered in the multipurpose room?	The administration includes in particular the scheduling of classes and use of rooms by other ECB parties. In each facilities the multipurpose rooms include one dance room, one room for spinning classes and one for gymnastics. The rooms are supposed to be used for the courses of the ECB's fitness facilities. Outside the course times, the multipurpose rooms can be used for other purposes such as self-defence training for bodyguards, as decided by the Sports and Cultural Club Executive Committee.
7	Page 4, Article 1 Background k.)	What information do you expect and what do you want to see in the regular reports?	The reporting is currently envisaged as quarterly reporting on the usage of each facility, in particular membership evolution, usage of the facility, attendance of classes, equipment status and health and safety issues. Further information will be included in the subsequent Request for Proposal.
8	Page 4, Article 1 Background m.)	Could you please give us details about the physiotherapy services? What do you want the provider to administer, number of hours of physiotherapy, what services?	In Both facilities physiotherapy services are provided by an external contracted physiotherapist. They provide these services on ECB working days from 07:00 until 22:00 for privately insured ECB staff members. The Fitness facility provider shall (re)schedule appointments and provide administrative support to the physiotherapist. The physiotherapist uses an external software system to which use rights will be provided to the successful tenderer.
9	Page 4, Article 1 Background ii.	How many classes shall be offered	The Contractor shall provide up to 40 hours in each facility per week. An average

ECB - RESTRICTED

		weekly in each location?	demand of 30 hours for classes per week is expected in each facility;
10	Page 4, Article 1 Background, Transfer of undertaking	Is there a chance, that we will receive details about the current staff during the official tender (number, salary indications, type of contract, etc.)?	The ECB cannot provide detailed information including salary information since it is information in the sphere of the contractual relationship between the current contractor and its employees. The bidders are invited to assess the potential situation carefully and to include the financial risks, if any, in their price offer which is to be provided later at the bidding stage of the procedure.
11	Page 5, Article II.1.4	Where will the questions and answers exactly be posted on the website?	On the ECB tender webpage: http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html
12	Page 9, Article IV.1.1	We could not find any time frame in the notification. Where can we find that and when will the providers receive the tender documentation?	Upon receipt of the expressions of interest we will inform you in due course of the next steps.
13	Page 10, Article V.2.2	When you speak about subcontractors, do you also include freelance course instructors?	Freelance course instructors (i.e. not employed by your company) are to be considered as subcontractors.
14	Annex 1, Response form, page 5, 4.1	Where shall we note the number of staff responsible for contracts? The given table is for the average number of staff at our company.	The table refers to the selection criterion under section 4.2 b) of the Call for expression of Interest. "At least an average of 20 employees during the past 3 calendar years who were involved in the performance of similar contracts." Thus please include in the table in the Response Form the average number of staff members responsible for similar services in terms of the provision of fitness facility services. This means the average of the total number of your company's staff is to be inserted, if your main business is the provision of fitness facility services. However, if your company also pursues other types of business, only the average number of staff is to be included which deals with fitness facility services.
15	Annex 1, Response form, page 7	What kind of business model is used? Does the project run based on management fee or is it commercial?	The ECB's fitness facilities are run based on a management fee and remuneration of specific services. Further information will be included in the subsequent Request for Proposal.