

**DK-Copenhagen: framework contract concerning cleaning  
services at the premises of the European Environment Agency**

**2007/S 243-295908**

**Contract notice**

**Services**

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s):**

European Environment Agency, attn: Domingo Zorrilla, Kongens Nytorv 6, DK-1050 Copenhagen K. Fax (45) 33 36 72 74. E-mail: [Domingo.zorrilla@eea.europa.eu](mailto:Domingo.zorrilla@eea.europa.eu).

**Internet address(es):**

General address of the contracting authority: <http://www.eea.europa.eu/tenders>.

**Further information can be obtained from:**

European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K. Fax (45) 33 36 72 74. E-mail: [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu). URL: <http://www.eea.europa.eu/tenders>.

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the above-mentioned contact point(s).

**Tenders or requests to participate must be sent to:**

the above-mentioned contact point(s).

**I.2) Type of the contracting authority and main activity or activities:**

European institution/agency or international organisation.

Environment.

The contracting authority is purchasing on behalf of other contracting authorities: no.

**Section II: Object of the contract**

**II.1) Description**

**II.1.1) Title attributed to the contract by the contracting authority:**

Framework contract concerning cleaning services at the premises of the European Environment Agency.

**II.1.2) Type of contract and location of works, place of delivery or of performance:**

Services.

Service category No 14.

Main place of performance:

At the premises of the contractor.

**II.1.3) The notice involves:**

The establishment of a framework agreement.

**II.1.4) Information on framework agreement:**

Framework agreement with a single operator.

Duration of the framework agreement: 48 months.

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value excluding VAT: EUR 760 000.

II.1.5) **Short description of the contract or purchase(s):**

The EEA intends to award a framework contract for the daily cleaning services of its building premises in Copenhagen.

II.1.6) **Common procurement vocabulary (CPV):**

74700000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

No.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

No.

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

As described in the tender documentation.

Estimated value excluding VAT: EUR 760 000.

II.2.2) **Options:**

No.

II.3) **Duration of the contract or time-limit for completion:**

Duration: 48 months from the award of the contract.

**Section III: Legal, economic, financial and technical information**

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

As stated in the contract.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

As stated in the contract.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Tenders may be submitted by groups of service providers that, if awarded the contract, shall assume a legal form by incorporation, partnership or which will otherwise enable them to contract as a single entity. A group of service providers, however, must identify the main contractor, the sole responsible towards the Agency, which will interface between the Agency and the service provider. Each member of the group must fulfil the conditions for participation mentioned in point III.2.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

No.

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met:

Exclusion criteria:

— To be eligible for participation in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 93 and 94 of Council Regulation (EC, Euratom) No 1605/2002 of 25.6.2002, OJ

L 248 of 16.9.2002 as last modified by (EC, Euratom) No 1995/2006 of 13.12.2006, OJ L 390/1 of 30.12.2006. To that effect tenderers are required to submit a declaration of honour (see Annex 1 to the tender specifications) in accordance with Article 134 of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, OJ L 357/1 as last modified by (EC, Euratom) No 478/2007 of 23.4.2007, OJ L 111/13. Under the same provision, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration unless this obligation is waived by the contracting authority.

Legal capacity:

— The tenderer is requested to prove that he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register. The tenderer should provide an identification sheet (Annex 2 to the tender specifications) duly filled out and signed, a copy of inscription in trade register, where applicable, and a copy of inscription in VAT registers.

**III.2.2) Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met:

Evidence of economic and financial capacity shall be furnished by 1 or more of the following documents:

- (a) appropriate statements from banks or evidence of professional risk indemnity insurance;
- (b) the presentation of balance sheets or extracts from balance sheets for at least the last 2 years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;
- (c) a statement of overall turnover for the last 3 financial years.

If, for some exceptional reason, which the contracting authority considers justified, the tenderer is unable to provide the references requested by the contracting authority, he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate.

**III.2.3) Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

Evidence of technical and professional capacity shall be furnished on the basis of the following documents:

- (a) list of principal services provided in the past 3 years with the sums, size of contracts (stated in m<sup>2</sup>), dates and recipients, public or private;
- (b) description of the company's set-up including a statement of average annual manpower and managerial staff in the last 3 years;
- (c) description of technical equipment, tools, including products and eco-labels;
- (d) description of cleaning method, including detailed specification of methods for cleaning of floors, furniture and fittings, etc.;
- (e) description of quality assurance and quality control system;
- (f) an indication of the proportion of the contract which the service provider may intend to subcontract;
- (g) a description of the tenderer's environmental policy.

**III.2.4) Reserved contracts:**

No.

**III.3) Conditions specific to service contracts**

**III.3.1) Execution of the service is reserved to a particular profession:**

No.

**III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

No.

#### **Section IV: Procedure**

- IV.1) **Type of procedure:**  
Open.
- IV.2) **Award criteria**
- IV.2.1) **Award criteria:**  
The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.
- IV.2.2) **An electronic auction will be used:**  
No.
- IV.3) **Administrative information**
- IV.3.1) **File reference number attributed by the contracting authority:**  
EEA/ADS/07/014.
- IV.3.2) **Previous publication(s) concerning the same contract:**  
Prior information notice number in OJ: [2007/S 70-85167](#) of 11.4.2007.
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**  
Payable documents: no.
- IV.3.4) **Time-limit for receipt of tenders or requests to participate:**  
28.1.2008 (16:00).
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**  
Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Icelandic, Irish, Italian, Latvian, Lithuanian, Maltese, Norwegian, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish and Turkish.
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**  
Duration: 6 months from the date stated for receipt of tenders.
- IV.3.8) **Conditions for opening tenders:**  
5.2.2008 (11:00).  
Place: EEA, DK-Copenhagen.  
Persons authorised to be present at the opening of tenders: yes.  
Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform Mr Domingo Zorrilla by e-mail: [Domingo.Zorrilla@eea.europa.eu](mailto:Domingo.Zorrilla@eea.europa.eu) or by fax (45) 33 36 72 74.

#### **Section VI: Complementary information**

- VI.1) **This is a recurrent procurement:**  
No.
- VI.2) **Contract related to a project and/or programme financed by EU funds:**  
No.
- VI.3) **Additional information:**  
All tender documents and any additional documents and information can be downloaded from EEA's external web site at the following address: <http://www.eea.europa.eu/tenders>.
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures:**

Court of First Instance of the European Communities (insofar as the CFI has jurisdiction), boulevard Konrad Adenauer, L-2925 Luxembourg. Tel. (352) 43 03-1. Fax (352) 43 37 66. E-mail: CFI.Registry@curia.europa.eu. URL: <http://curia.europa.eu>.

**Body responsible for mediation procedures:**

The European Ombudsman, 1, avenue du Président Robert Schuman, F-67001 Strasbourg Cedex. Tel. (33) 388 17 23 13. Fax (33) 388 17 90 62. E-mail: euro-ombudsman@europarl.europa.eu. URL: <http://www.euro-ombudsman.europa.eu>.

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals:

Insofar as the Court of First Instance of the European Communities has jurisdiction, within 2 months of the notification to the plaintiff (date of receipt), or, in the absence thereof, the day on which the person concerned had knowledge of the relevant information; a complaint to the European Ombudsman has no impact on the above deadline for lodging an appeal.

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

Court of First Instance of the European Communities (insofar as the CFI has jurisdiction), boulevard Konrad Adenauer, L-2925 Luxembourg. Tel. (352) 43 03-1. Fax (352) 43 37 66. E-mail: CFI.Registry@curia.europa.eu. URL: <http://curia.europa.eu>.

VI.5) **Date of dispatch of this notice:**

6.12.2007.