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**DK-Copenhagen: framework service contract for the provision of cleaning services at the premises of the European Environment Agency (EEA)  
2012/S 126-207890**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

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

European Environment Agency (EEA)  
Kongens Nytorv 6  
Contact point(s): EEA Procurement Services  
For the attention of: Mr Olivier Cornu  
1050 Copenhagen K  
DENMARK  
Telephone: +45 33367246  
E-mail: [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu)  
Fax: +45 33367273

**Internet address(es):**

General address of the contracting authority: <http://www.eea.europa.eu>  
Electronic access to information: <http://www.eea.europa.eu/about-us/tenders>

**Further information can be obtained from:** The above mentioned contact point(s)

**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**

European institution/agency or international organisation

**I.3) Main activity**

Environment

**I.4) Contract award on behalf of other contracting authorities**

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 service contract for the provision of cleaning services at the premises of the European Environment Agency (EEA).

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

Services

Service category No 14: Building-cleaning services and property management services

Main site or location of works, place of delivery or of performance: The services will be carried out at the premises of the European Environment Agency in Copenhagen, Kongens Nytorv 6 and 8, 1050 Copenhagen K, DENMARK.

NUTS code

**II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

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**

Duration in months: 48

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

Estimated value excluding VAT:

Range: between 800 000 and 1 000 000 EUR

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

EEA is looking for a reliable and flexible cleaning company with the aim of establishing a framework contract for the provision of cleaning services at its premises in Kongens Nytorv 6 and 8, 1050 Copenhagen K, DENMARK, covering a total area of 9 940 m<sup>2</sup> (7 200 m<sup>2</sup> for KN6 and 2 740 m<sup>2</sup> for KN8). The EEA pays attention to ergonomic, environmentally friendly cleaning and the use of environmentally friendly cleaning products. The EEA also focuses on result-oriented quality cleaning that allows for varying needs for cleaning, e.g. meeting rooms, canteen, offices area, etc.

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

90910000

**II.1.7) Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): no

**II.1.8) Lots**

This contract is divided into lots: no

**II.1.9) Information about variants**

Variants will be accepted: no

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

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

The total value of the contract ranges between 800 000 EUR and 1 000 000 EUR over a maximum period of 48 months covering all services to be provided.

Estimated value excluding VAT:

Range: between 800 000 and 1 000 000 EUR

**II.2.2) Information about options**

Options: no

**II.2.3) Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts: in months: 12 (from the award of the contract)

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

Duration in months: 48 (from the award of the contract)

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

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

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

As specified in the draft framework contract attached as Annex 6 to the tender specifications.

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

As specified in the draft framework contract attached as Annex 6 to the tender specifications.

##### **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 consortia of economic operators. If a consortium is awarded a contract, it may be required to adopt a given legal form before the contract is signed if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the EEA's contractual interests (depending on the member country concerned, this may be for instance, incorporation or partnership or a temporary association). Consortia must identify one of their members as coordinator who will interface with the EEA.

Each member of a consortium must fulfil the conditions for participation mentioned in Section III.2.1 below.

##### **III.1.4) Other particular conditions**

The performance of the contract is subject to particular conditions: 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 the 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 248/1 of 16.9.2002 as last modified by Regulation (EU, Euratom) No 1081/2010 of 24.11.2010, OJ L 311/9 of 26.11.2010. To that effect, tenderers are requested to submit a declaration of honour (see Annex 2 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 of 31.12.2002 as last modified by Commission Regulation (EC, Euratom) No 478/2007 of 23.4.2007, OJ L 111/13 of 28.4.2007. Under the same provisions, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration (see Section 12.1.2 of the tender specifications).

Legal capacity — tenderers are required to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register and/or entry in the VAT register. To that effect, tenderers are required to submit a legal entity form (see Annex 3 to the tender specifications) duly filled out and signed, accompanied by a copy of inscription in the trade register and/or a copy of inscription in the VAT register, where applicable. In addition, tenderers must indicate in which country they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law (see Annex 1 to the tender specifications).

##### **III.2.2) Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Evidence of economic and financial capacity shall be furnished by (one or more of) the following documents:

- appropriate statements from banks or evidence of professional risk indemnity insurance;
- 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,

— a statement of overall turnover and turnover concerning the services covered by the contract during the last 2 financial years.

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide the reference(s) requested above, he may prove his economic and financial capacity by any other means which the EEA considers appropriate.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the EEA that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

### III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

Tenderers should show their degree of technical and professional capacity to carry out the requested tasks and services by providing information on the criteria described below. If several service providers or subcontractors are involved in the tender, the selection criteria for the technical and professional capacity will be assessed in relation to the combined capacities of the service providers and/or subcontractors, as a whole, to the extent that service providers and/or subcontractors put their resources at the disposal of the tenderer for performance of the contract.

— Human resources:

Tenderers shall provide the following documents:

CVs detailing the educational and professional qualifications of the firm's managerial staff as well as those of the staff designated to provide the services indicating the required professional experience as follows:

managerial staff: a minimum of 1 CV (contract manager and/or team leader supervising the cleaning staff on site) documenting a minimum of 3 years' relevant experience;

persons providing the services (cleaning staff): a minimum of 3 CV(s) documenting at least 1 year's relevant experience and statement of language skills.

— Past contracts:

Tenderers shall provide a list of similar services provided in the past 3 years, indicating the value, dates and recipients of the services (public or private).

— Environmental policy:

Tenderers shall provide a description of their environmental policy specifying the status of implementation. In the event of a joint offer submitted by a consortium, each member of the consortium shall provide the requested description.

### III.2.4) **Information about reserved contracts**

### III.3) **Conditions specific to services contracts**

#### III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

#### III.3.2) **Staff responsible for the execution of the service**

Legal persons 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**

#### IV.1.1) **Type of procedure**

Open

#### IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

- IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**
- 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) **Information about electronic auction**  
An electronic auction will be used: no
- IV.3) **Administrative information**
- IV.3.1) **File reference number attributed by the contracting authority:**  
EEA/OSE/12/003.
- IV.3.2) **Previous publication(s) concerning the same contract**  
no
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**
- IV.3.4) **Time limit for receipt of tenders or requests to participate**  
3.9.2012 - 16:00
- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**  
Any EU official language
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**  
Duration in months: 6 (from the date stated for receipt of tender)
- IV.3.8) **Conditions for opening tenders**  
Date: 10.9.2012 - 10:00  
Place:  
EEA premises in Kongens Nytorv 6, 1050 Copenhagen K, DENMARK.  
Persons authorised to be present at the opening of tenders: yes  
Additional information about authorised persons and opening procedure: Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform EEA's procurement services in advance and at the latest by 7.9.2012 (14:00) by e-mail at [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu) or by fax at +45 33367273.

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

- VI.1) **Information about recurrence**  
This is a recurrent procurement: no
- VI.2) **Information about European Union funds**  
The contract is related to a project and/or programme financed by European Union funds: no
- VI.3) **Additional information**  
The successful tenderer will be awarded a framework service contract for an initial period of 24 months, starting from the date of signature, with the possibility of 2 renewals for 12 months each.  
A presentation of the EEA premises will take place on 10.7.2012 (15:00). Interested tenderers are requested to inform EEA's procurement services at least 24 hours in advance by e-mail at [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu) or by fax at number +45 33367273.  
All the tender documents and any additional information are available for download from EEA's external website at the following address: <http://www.eea.europa.eu/about-us/tenders>

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

General Court  
rue du Fort Niedergrünwald  
2925 Luxembourg  
LUXEMBOURG  
E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)  
Telephone: +352 4303-1  
Internet address: <http://curia.europa.eu>  
Fax: +352 4303-2100

**Body responsible for mediation procedures**

European Ombudsman  
1 avenue du Président Robert Schuman  
67001 Strasbourg CEDEX  
FRANCE  
E-mail: [eo@ombudsman.europa.eu](mailto:eo@ombudsman.europa.eu)  
Telephone: +33 388172313  
Internet address: <http://www.ombudsman.europa.eu>  
Fax: +33 388179062

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: 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, an appeal may be lodged with the General Court; 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**

General Court  
rue du Fort Niedergrünwald  
2925 Luxembourg  
LUXEMBOURG  
E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)  
Telephone: +352 4303-1  
Internet address: <http://curia.europa.eu>  
Fax: +352 4303-2100

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

22.6.2012