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**Contract notice**  
(Directive 2004/18/EC)

## Section I : Contracting authority

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

Official name: [EEA Procurement Services](#)

National ID: *(if known)*

Postal address: [Kongens Nytorv 6](#)

Town: [Copenhagen](#)

Postal code: [1050](#)

Country: [Denmark \(DK\)](#)

Contact point(s): [EEA Procurement Services](#)

Telephone: [+45 33367276](#)

For the attention of: [Carla Cazzella](#)

E-mail: [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu)

Fax: [+45 33367199](#)

**Internet address(es):** *(if applicable)*

General address of the contracting authority/entity: *(URL)* <http://www.eea.europa.eu>

Address of the buyer profile: *(URL)*

Electronic access to information: *(URL)* <http://www.eea.europa.eu/about-us/tenders>

Electronic submission of tenders and requests to participate: *(URL)*

### Further information can be obtained from

- The above mentioned contact point(s)  Other (please complete Annex A.I)

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

- The above mentioned contact point(s)  Other (please complete Annex A.II)

### Tenders or requests to participate must be sent to

- The above mentioned contact point(s)  Other (please complete Annex A.III)

### I.2) Type of the contracting authority

- Ministry or any other national or federal authority, including their regional or local sub-divisions
- National or federal agency/office
- Regional or local authority
- Regional or local agency/office
- Body governed by public law
- European institution/agency or international organisation
- Other: *(please specify)*

### I.3) Main activity

- General public services
- Defence

- Public order and safety
- Environment
- Economic and financial affairs
- Health
- Housing and community amenities
- Social protection
- Recreation, culture and religion
- Education
- Other: *(please specify)*

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

The contracting authority is purchasing on behalf of other contracting authorities:

yes  no

*information on those contracting authorities can be provided in Annex A*

## 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

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

choose one category only – works, supplies or services – which corresponds most to the specific object of your contract or purchase(s)

- |                                                                                                                                             |                                                 |                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------|
| <input type="radio"/> Works                                                                                                                 | <input type="radio"/> Supplies                  | <input checked="" type="radio"/> Services  |
| <input type="checkbox"/> Execution                                                                                                          | <input type="checkbox"/> Purchase               | Service category No: 14                    |
| <input type="checkbox"/> Design and execution                                                                                               | <input type="checkbox"/> Lease                  | Please see Annex C1 for service categories |
| <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities | <input type="checkbox"/> Rental                 |                                            |
|                                                                                                                                             | <input type="checkbox"/> Hire purchase          |                                            |
|                                                                                                                                             | <input type="checkbox"/> A combination of these |                                            |

Main site or location of works, place of delivery or of performance :

EEA premises at Kongens Nytorv 6 and 8 in Copenhagen, Denmark.

NUTS code:

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

- The notice involves a public contract
- The notice involves the establishment of a framework agreement
- The notice involves the setting up of a dynamic purchasing system (DPS)

#### II.1.4) Information on framework agreement : (if applicable)

- Framework agreement with several operators       Framework agreement with a single operator

Number :

or

(if applicable) maximum number :                      of participants to the framework agreement envisaged

#### Duration of the framework agreement

Duration in years :                      or    in months : 48

Justification for a framework agreement, the duration of which exceeds four years :

#### Estimated total value of purchases for the entire duration of the framework agreement (if applicable, give figures only)

Estimated value excluding VAT :                      Currency :

or

Range: between : 800000.00 : and : 1000000.00 :    Currency : EUR

Frequency and value of the contracts to be awarded : (if known)

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

The purpose of the framework contract is to provide EEA with cleaning services. The Agency is located in Copenhagen, Denmark, covering a total area of 9940 m<sup>2</sup>(7200 m<sup>2</sup> for KN6 and 2740 m<sup>2</sup> for KN8). The EEA pays attention both to ergonomic, environment-friendly cleaning and result-oriented quality cleaning that allows for varying needs of services depending on the area concerned.

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

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	90910000	
Additional object(s)	90919200	

### II.1.7) Information about Government Procurement Agreement (GPA) :

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

### II.1.8) Lots: (for information about lots, use Annex B as many times as there are lots)

This contract is divided into lots:  yes  no

(if yes) Tenders may be submitted for

one lot only

one or more lots

all lots

### II.1.9) Information about variants:

Variants will be accepted :  yes  no

## II.2) Quantity or scope of the contract :

### II.2.1) Total quantity or scope : (including all lots, renewals and options, if applicable)

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.

(if applicable, give figures only)

Estimated value excluding VAT : Currency :

or

Range: between : 800000.00 : and : 1000000.00 : Currency : EUR

### II.2.2) Information about options : (if applicable)

Options :  yes  no

(if yes) Description of these options :

(if known) Provisional timetable for recourse to these options :

in months : or in days : (from the award of the contract)

### II.2.3) Information about renewals : (if applicable)

This contract is subject to renewal:  yes  no

Number of possible renewals: (if known) 3 or Range: between : and:

(if known) In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 or in days: (from the award of the contract)

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

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

or

Starting: (dd/mm/yyyy)

Completion: (dd/mm/yyyy)

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

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

#### III.1.1) Deposits and guarantees required: *(if applicable)*

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: *(if applicable)*

Tenders may be submitted by consortia of economic operators. If a consortium is awarded the 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 specified under section III.2.1 below.

#### III.1.4) Other particular conditions: *(if applicable)*

The performance of the contract is subject to particular conditions :  yes  no

*(if yes) Description of particular conditions:*

### 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 situation referred to in Articles 106 and 107 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, OJ L 298/1 of 26.10.2012. To that effect, tenderers are requested to submit a declaration on their honour (annex 2 to the tender specifications) in accordance with Article 143 of Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union (OJ L 362/1 of 31.12.2012). Under the same provision, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration (see section 11.1.2 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:

Minimum level(s) of standards possibly required: *(if applicable)*

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

- o appropriate statements from banks or evidence of professional risk indemnity insurance covering at least the indicated amount;
- o the presentation of balance sheets or extracts from balance sheets for at least the last 2 (two) years for which account 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;
- o a statement of overall turnover and turnover concerning the services covered by the contract during the last 2 (two) financial years.

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide the references 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:

Minimum level(s) of standards possibly required: *(if applicable)*

Tenderers should show their degree of technical and professional capacity to carry out the tasks and services - as described in sections 6 and 7 of the tender specifications - 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.

Tenderers shall provide the following documentation:

- o 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, as follows:

- Managerial staff: Minimum 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): Minimum 3 CV(s) documenting at least 1 year relevant experience and statement of language skills;
  - o a list of similar services provided in the past three years, indicating the value, dates and recipients of the services (public or private) as proof of a minimum of three years' experience providing the services.

**III.2.4) Information about reserved contracts:** *(if applicable)*

- The contract is restricted to sheltered workshops
- The execution of the contract is restricted to the framework of sheltered employment programmes

**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:  yes  no  
(if yes) Reference to the relevant law, regulation or administrative provision :

**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:  yes  no



**Section IV : Procedure**

**IV.1) Type of procedure:**

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

- Open
- Restricted
- Accelerated restricted

Justification for the choice of accelerated procedure:

- Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) :  yes  no  
*(if yes, provide names and addresses of economic operators already selected under Section VI.3 Additional information)*

- Accelerated negotiated

Justification for the choice of accelerated procedure:

- Competitive dialogue

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:** *(restricted and negotiated procedures, competitive dialogue)*

Envisaged number of operators:

or

Envisaged minimum number:                      and *(if applicable)* maximum number

Objective criteria for choosing the limited number of candidates:

**IV.1.3) Reduction of the number of operators during the negotiation or dialogue:** *(negotiated procedure, competitive dialogue)*

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated :  yes  no

**IV.2) Award criteria**

**IV.2.1) Award criteria** *(please tick the relevant box(es))*

- Lowest price

or

- The most economically advantageous tender in terms of

the criteria stated below *(the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)*

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	

Criteria	Weighting	Criteria	Weighting
5.		10.	

#### IV.2.2) Information about electronic auction

An electronic auction will be used  yes  no

(if yes, if appropriate) Additional information about electronic auction:

#### IV.3) Administrative information:

**IV.3.1) File reference number attributed by the contracting authority:** (if applicable)

[EEA/OSE/14/003](#)

**IV.3.2) Previous publication(s) concerning the same contract:**

yes  no

(if yes)

Prior information notice  Notice on a buyer profile

Notice number in the OJEU: of: (dd/mm/yyyy)

Other previous publications (if applicable)

**IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document:** (in the case of a competitive dialogue)

Time limit for receipt of requests for documents or for accessing documents

Date: Time:

Payable documents  yes  no

(if yes, give figures only) Price: Currency:

Terms and method of payment:

**IV.3.4) Time limit for receipt of tenders or requests to participate:**

Date: [05/06/2014](#) Time: [16:00](#)

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates:** (if known, in the case of restricted and negotiated procedures, and competitive dialogue)

Date:

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:**

Any EU official language

Official EU language(s):

Other:

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender:**

until: :

or

Duration in months : 6 or in days : (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening of tenders:**

Date : 12/06/2014 (dd/mm/yyyy) Time

(if applicable) Place: EEA premises at Kongens Nytorv 6, 1050 Copenhagen K, DENMARK

Persons authorised to be present at the opening of tenders (if applicable) :

yes  no

(if yes) Additional information about authorised persons and opening procedure:

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 10.06.2014 (16:00) by e-mail at [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu) or by fax number +45 33367199.

## Section VI: Complementary information

### VI.1) Information about recurrence: *(if applicable)*

This is a recurrent procurement :  yes  no

*(if yes)* Estimated timing for further notices to be published:

### VI.2) Information about European Union funds:

The contract is related to a project and/or programme financed by European Union funds :  yes  no

*(if yes)* Reference to project(s) and/or programme(s):

### VI.3) Additional information: *(if applicable)*

All tender documents and any additional information are available for consultation and 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:

Official name: [General Court](#)

Postal address: [rue du Fort Niedergrünwald](#)

Town: [Luxembourg](#)

Postal code: [2925](#)

Country: [Luxembourg \(LU\)](#)

Telephone: [+352 4303-1](#)

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Fax: [+352 4300-2100](#)

Internet address: *(URL)* <http://curia.europa.eu>

#### Body responsible for mediation procedures *(if applicable)*

Official name: [European Ombudsman](#)

Postal address: [1 avenue du Président Robert Schuman](#)

Town: [Strasbourg](#)

Postal code: [67001](#)

Country:

Telephone: [+33 388172313](#)

E-mail: [eo@ombudsman.europa.eu](mailto:eo@ombudsman.europa.eu)

Fax: [+33 388179062](#)

Internet address: *(URL)* <http://www.ombudsman.europa.eu>

#### VI.4.2) Lodging of appeals: *(please fill in heading VI.4.2 or if need be, heading VI.4.3)*

[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:

Official name: [General Court](#)

Postal address: [rue du Fort Niedergrünwald](#)

Town: [Luxembourg](#)

Postal code: [2925](#)

Country: [Luxembourg \(LU\)](#)

Telephone: [+352 4303-1](#)

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Fax: [+352 4300-2100](#)

Internet address: (URL) <http://curia.europa.eu>

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

[14/04/2014](#) (dd/mm/yyyy) - ID:2014-050184

**Annex A**  
**Additional addresses and contact points**

**I) Addresses and contact points from which further information can be obtained**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**II) Addresses and contact points from which specifications and additional documents can be obtained**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**III) Addresses and contact points to which tenders/requests to participate must be sent**

Official name: National ID: *(if known)*  
Postal address:  
Town: Postal code: Country:  
Contact point(s): Telephone:  
For the attention of:  
E-mail: Fax:  
Internet address: *(URL)*

**IV) Address of the other contracting authority on behalf of which the contracting authority is purchasing**

Official name National ID ( if known ):  
Postal address:  
Town Postal code  
Country

----- (Use Annex A Section IV as many times as needed) -----

**Annex B**  
**Information about lots**

**Title attributed to the contract by the contracting authority**

**Lot No :**                      **Lot title :**

**1) Short description:**

**2) Common procurement vocabulary (CPV):**

Main vocabulary:

**3) Quantity or scope:**

(if known, give figures only) Estimated cost excluding VAT:

Currency:

or

Range: between :

and:

Currency:

**4) Indication about different date for duration of contract or starting/completion: (if applicable)**

Duration in months :                      or in days :                      (from the award of the contract)

or

Starting:                      (dd/mm/yyyy)

Completion:                      (dd/mm/yyyy)

**5) Additional information about lots:**

**Annex C1 – General procurement**  
**Service categories referred to in Section II: Object of the contract**  
**Directive 2004/18/EC**

<b>Category No [1]</b>	<b>Subject</b>
1	Maintenance and repair services
2	Land transport services [2], including armoured car services, and courier services, except transport of mail
3	Air transport services of passengers and freight, except transport of mail
4	Transport of mail by land [3] and by air
5	Telecommunications services
6	Financial services: a) Insurances services b) Banking and investment services [4]
7	Computer and related services
8	Research and development services [5]
9	Accounting, auditing and bookkeeping services
10	Market research and public opinion polling services
11	Management consulting services [6] and related services
12	Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services
13	Advertising services
14	Building-cleaning services and property management services
15	Publishing and printing services on a fee or contract basis
16	Sewage and refuse disposal services; sanitation and similar services
<b>Category No [7]</b>	<b>Subject</b>
17	Hotel and restaurant services
18	Rail transport services
19	Water transport services
20	Supporting and auxiliary transport services
21	Legal services
22	Personnel placement and supply services [8]
23	Investigation and security services, except armoured car services
24	Education and vocational education services
25	Health and social services
26	Recreational, cultural and sporting services [9]
27	Other services

1 Service categories within the meaning of Article 20 and Annex IIA to Directive 2004/18/EC.

2 Except for rail transport services covered by category 18.

3 Except for rail transport services covered by category 18.

4 Except financial services in connection with the issue, sale, purchase or transfer of securities or other financial instruments, and central bank services. The following are also excluded: services involving the acquisition or rental, by whatever financial means, of land, existing buildings or other immovable property or concerning rights thereon. However, financial service contracts concluded at the same time as, before or after the contract of acquisition or rental, in whatever form, shall be subject to the Directive.



- 5 Except research and development services other than those where the benefits accrue exclusively to the contracting authority for its use in the conduct of its own affairs on condition that the service provided is wholly remunerated by the contracting authority.
- 6 Except arbitration and conciliation services.
- 7 Service categories within the meaning of Article 21 and Annex IIB of Directive 2004/18/EC.
- 8 Except employment contracts.
- 9 Except contracts for the acquisition, development, production or co-production of program material by broadcasters and contracts for broadcasting time.