

**ECB - restricted tender for the provision of services for the Fitness Facility of the European Central Bank
(D-Frankfurt-on-Main)**

2005/S 229-225541

Contract notice

Services

Is this contract covered by the Government Procurement Agreement (GPA)? No

Section I: Contracting authority

- I.1) **Official name and address of the contracting authority:**
European Central Bank, attn: Mr Manfred Spieler, Postfach 160319, D-60066 Frankfurt am Main. Tel. (49-69) 13 44 75 55. Fax (49-69) 13 44 75 03. E-mail: procurement@ecb.int. URL: <http://www.ecb.int>.
- I.2) **Address from which further information can be obtained:**
As in I.1.
- I.3) **Address from which documentation may be obtained:**
As in I.1.
- I.4) **Address to which tenders/requests to participate must be sent:**
As in I.1.
- I.5) **Type of contracting authority:**
EU institution.

Section II: Object of the contract

- II.1) **Description**
- II.1.1) **Type of works contract**
- II.1.2) **Type of supplies contract**
- II.1.3) **Type of service contract:**
Service category: 92.
- II.1.5) **Title attributed to the contract by the contracting authority:**
Restricted tender for the provision of services for the Fitness Facility of the European Central Bank.
- II.1.6) **Description/object of the contract:**
It is the intention of the European Central Bank (hereinafter ECB) using a restricted tender procedure to appoint 1 contractor that shall provide services for the ECB in-house Fitness Facility according to the conditions contained in the contract documents and related annexes.
- II.1.7) **Site or location of works, place of delivery or performance:**
Frankfurt am Main, Commerzbank, Neue Mainzer Strasse 32 - 36.
NUTS code: DE 712.

II.1.8) **Nomenclature**

II.1.8.1) **Common procurement vocabulary (CPV):**

92610000; 92600000.

II.1.9) **Division into lots:**

No.

II.1.10) **Will variants be accepted:**

Yes, with the limitations indicated in the contract documents.

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

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

The selected applicants will have to compete for a contract to supply services during the opening hours from 7:00 to 21:00 on ECB working days (approximately 250 days per year, with opening on weekends being optional) relating to:

(a) The provision of fitness training and classes including the introduction to the usage of the equipment, the setting up of individual training programmes and the follow-up of these programmes (note: personal training is not required).

(b) The assistance in the selection of appropriate equipment.

(c) The assistance to and supervision of users.

(d) Ensuring the proper functioning and safety of the equipment and arranging maintenance of equipment if required.

(e) Promoting the use of the facility.

(f) The administration of the memberships.

(g) The administration of the multipurpose room.

The facility has around 600 members with a daily usage of around 17 %. All equipment is owned by the ECB. The multi-purpose room is fully equipped and its size is 120 sqm, the workout areas consisting of 16 cardio machines and 15 weights machines has a size of 180 sqm. The software currently used to administer and manage the memberships is "S/3 Club Management software, Classic Solution".

The facility does not provide any type of services in the area of wellness, i.e. no sauna, massage treatments, spa, etc., and does not wish to provide these for the duration of this contract.

Communication with the membership will be in English, whilst liaison with external parties and suppliers will predominantly be conducted in German.

II.2.2) **Options. Description and time when they may be exercised:**

On the basis of demand from users and provided that the option is economically viable, limited weekend opening times may be considered.

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

Starting 1.9.2006 and ending 31.8.2011.

The contract shall be valid for a period of 5 years with fixed rates and with the possibility of the ECB extending the contract for a further period of up to 2 years.

Section III: Legal, economic, financial and technical information

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

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

III.1.2) **Main terms of financing and payment and/or reference to the relevant provisions**

III.1.3) **Legal form to be taken by the grouping of suppliers, contractors or service providers to whom the contract is awarded:**

The establishment of temporary groupings of companies is allowed. In the application, all the members of the temporary grouping must declare in writing that:

- (i) in case of an order they will provide all services as a temporary grouping; and
- (ii) all the members will have joint and several liability for the performance of the contract.

The parts of the supplies and/or services that will be performed by the single companies shall be specified.

III.2) **Conditions for participation**

The application shall be submitted in accordance with the instructions below and shall contain all the requested information/documentation.

III.2.1) **Information concerning the personal situation of the contractor, supplier or service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required**

III.2.1.1) **Legal position — means of proof required:**

- (a) The applicant's address, telephone number and fax number. Copies of original documents proving the legal status, place of registration and/or registered office and, if different, the main place of business of the applicant.
- (b) A statement of all legal claims pending against the applicant (the legal entity or partnership) and a statement of all suits and/or pending claims settled out of court in the last 3 years.
- (c) A certificate or similar document issued by the appropriate authority certifying that the tenderer has fulfilled its obligation to pay social security contributions and taxes, in accordance with the legal provisions of the country in which it is established.
- (d) Specification concerning the applicant's background and profile together with an organisation chart showing the company structure, including branch offices and partnerships.
- (e) The applicants shall prove possession of a third party insurance with a recognised insurance contractor specialised in third party insurance.

III.2.1.2) **Economic and financial capacity — means of proof required:**

- (a) Statement of the applicant's overall turnover and a statement of turnover for the last 3 financial years for the type of service involved in this contract.
- (b) Copies of the applicant's audited accounts and balance sheets for the last 3 financial years, or extracts there from, demonstrating the applicant's financial position.

III.2.1.3) **Technical capacity — means of proof required:**

- (a) Detailed description of at least 3 similar contracts undertaken in the last 3 years. Specific references should be made to the type of services required under the scope of this contract notice.
- (b) Details of the average number of employees and the number of managers employed for each of the last 3 years. Location, organisation and staffing that would be responsible for the execution of the contracted services.
- (c) The applicant shall provide proof that all staff to be deployed at the ECB Fitness Facility have at least the following qualifications:
 - a. A professional diploma or certificate issued by a qualified training institute (e.g. a degree in Sports Science);
 - b. good working knowledge of English and German;
 - c. service-orientated attitude and people-handling skills;

- d. good knowledge of modern sports training equipment;
- e. no criminal record.

III.3) Conditions specific to services contracts

III.3.1) Is provision of the service reserved to a specific profession?

No.

III.3.2) Will legal entities be required to state the names and professional qualifications of the personnel responsible for execution of the contract?

Yes.

Section IV: Procedure

IV.1) Type of procedure:

Restricted.

IV.1.1) Have candidates already been selected?

No.

IV.1.2) Justification for the choice of accelerated procedure

IV.1.3) Previous publication concerning the same contract

IV.1.3.1) Prior information notice concerning the same contract

IV.1.3.2) Other previous publications

IV.1.4) Envisaged number of suppliers which will be invited to tender:

Minimum: 3; maximum: 7.

The selection criteria are as follows:

(a) the applicant's capacity to carry out the requested services provision in terms of technical and human resources,

(b) the applicant's experience and expertise with similar contracts.

IV.2) Award criteria:

The most economically advantageous tender in terms of criteria as stated in contract documents.

IV.3) Administrative information

IV.3.1) Reference number attributed to the file by the contracting authority

IV.3.2) Conditions for obtaining contract document and additional documents

IV.3.3) Time-limit for receipt of tenders or requests to participate:

2.1.2006.

IV.3.4) Dispatch of invitations to tender to selected candidates

IV.3.5) Language or languages in which tenders or requests to participate can be drawn up:

English.

IV.3.6) Minimum time-frame during which the tenderer must maintain its tender:

6 months from the deadline stated for receipt of tenders .

IV.3.7) Conditions for opening tenders

IV.3.7.1) Persons authorised to be present at the opening of tenders

IV.3.7.2) Date, time and place

Section VI: Other information

VI.1) **Is this notice a non-mandatory one?**

No.

VI.2) **If applicable, indicate whether this procurement is a recurrent one and the estimated timing for further notices to be published**

VI.3) **Does the contract relate to a project/programme financed by EU funds?**

No.

VI.4) **Additional information:**

Shortlisted applicants will be invited to submit a detailed offer.

After the dispatch of the offer they may be invited to present their proposals and designated team to the ECB.

All presentations and negotiations with the ECB will be conducted in English.

Visits to reference sites may also be requested.

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

24.11.2005.