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**Germany-Frankfurt-on-Main: ECB - Provision of space management consultancy services  
2016/S 051-083928**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

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

European Central Bank  
Sonnemannstraße 22  
For the attention of: Katja Geiger-Hahn  
60314 Frankfurt-on-Main  
GERMANY  
E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)  
Fax: +49 69/13447110

**Internet address(es):**

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

**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**

Economic and financial affairs

**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:**

Provision of space management consultancy services.

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or location of works, place of delivery or of performance: Frankfurt-on-Main.

NUTS code DE712

**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: 36

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

The European Central Bank (ECB) is seeking through this open tender procedure 1 supplier for the provision of space management consultancy at the European Central Bank (ECB), related to all its buildings. This includes in particular advice on strategic space management, blocking and stacking, room allocation planning and names-to-seats planning. The tasks further comprise any relating reporting, documentation and support of the decision-making processes and include the preparation and participation of any corresponding meetings and workshops in order to achieve the objectives.

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

79613000, 72313000

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

The contract is covered by the Government Procurement Agreement (GPA): yes

**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:**

**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: Range: between 1 and 24

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:  
in months: 24 (from the award of the contract)

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

Duration in months: 36 (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:**

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

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

**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: Tenderers shall state in their declaration of honour (included in Annex 3 of the tender documentation) that they meet the eligibility criteria.

Prior to the award of contract, the ECB will request the best-ranked tenderer to submit the documents listed in the tender submission form. Upon the ECB's request, the best-ranked tenderer shall submit these documents within 1 week. Failure to comply with this requirement will lead to the exclusion of the tender. Tenderers shall inform the ECB without undue delay if any circumstances arise after the submission of their tender that may affect their eligibility.

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

Information and formalities necessary for evaluating if the requirements are met: Tenderers must submit the information required in the tender submission form (Annex 3 of the tender documentation).

Minimum level(s) of standards possibly required: The accumulated total net turnover of the tenderer in the section Space management must be at least 1 500 000 EUR for the last 3 financial years.

**III.2.3) Technical capacity**

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

Tenderers must submit the information required in the tender submission form (Annex 3 of the tender documentation).

Minimum level(s) of standards possibly required:

Tenderers must have had a minimum of 10 employees within the section Space management on the expert level (advisory professionals and consultants, not administrative support or architectural draughtsmen according to C 6.1 of the tender specifications — Annex 1) within the last 3 years.

Tenderers must have had 3 relevant reference projects in the field of space management finalised within the last 5 years, of which:

(i) all 3 reference projects must have had a relocation of a minimum of 1 000 workplaces per project and must have been executed and completed within 12 months; including strategic space planning, blocking and stacking, room allocation planning and names-to-seats planning;

(ii) a minimum of one of the 3 reference projects has to be executed for an international company, organisation, public institution, EU institution or non-governmental organisation (NGO);

(iii) a minimum of one of the 3 reference projects must have been carried out in the English language.

**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**

**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:**  
PRO-001690.
- IV.3.2) **Previous publication(s) concerning the same contract**  
no
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**  
Time limit for receipt of requests for documents or for accessing documents: 25.4.2016  
Payable documents: no
- IV.3.4) **Time limit for receipt of tenders or requests to participate**  
25.4.2016 - 18:00
- 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**  
English.
- 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 of tenders**  
Persons authorised to be present at the opening of tenders: no

**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 documentation for this procurement can be downloaded from an Internet platform. If you are interested in participating in the procurement procedure, please register via the Internet platform using the following Internet address, user name and password:  
Internet address: <https://www.ecb.europa.eu/secure/procurement/login.html>  
User ID: 001609/A/PRE/2016  
Password: F6EBF5  
After having registered, an e-mail will be sent to you with a new user name and password. The Internet address will remain the same. Please use the new user name and password to download the documentation. Should you experience any problems in accessing the Internet platform for registration and/or downloading the documentation, please do not hesitate to contact us under the following e-mail address: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu) quoting the procurement number and problem experienced.  
The tender procedure shall be open on equal terms to all natural or legal persons resident or located in the European Union and to all natural and legal persons resident or located in a country which has ratified the World Trade Organisation Agreement on Government Procurement or has concluded with the European Union a bilateral agreement on procurement under the conditions laid down in the said agreements.  
The ECB shall exclude tenderers that are in one of the situations described in Article 24(4) of Decision of the European Central Bank of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5) (e.g. conviction for fraud or corruption) or put on a blacklist in accordance with Article 24(7) of Decision of the European Central Bank of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5).

The ECB may exclude tenderers that are in one of the situations described in Article 24(5) of Decision of the European Central Bank of 3.7.2007 laying down the Rules on Procurement (ECB/2007/5) (e.g. insolvency; grave professional misconduct; misrepresentation).

Further information about ECB procurement rules and procedures may be obtained at <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>

VI.4) **Procedures for appeal**

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

Procurement Review Body of the European Central Bank, c/o Legal Advice Team

Sonnemannstraße 22

60314 Frankfurt-on-Main

GERMANY

Telephone: +49 6913440

Internet address: <http://www.ecb.europa.eu>

Fax: +49 6913446558

**Body responsible for mediation procedures**

The European Ombudsman

1 avenue du Président Robert Schuman, CS 30403

67001 Strasbourg Cedex

FRANCE

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: 15 days from the receipt of the information specified in Article 28(3) of the ECB procurement rules (see Section VI.3) or, if no information is requested, 15 days from the receipt of the notification to unsuccessful tenderers. Further requirements are outlined in Article 33 of the ECB procurement rules (see Section VI.3). The complaint to the European Ombudsman does not affect the submission deadline nor does it create a new deadline by which complaints can be submitted.

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

Central Procurement Office

Sonnemannstraße 22

60314 Frankfurt-on-Main

GERMANY

Telephone: +49 6913440

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

2.3.2016