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**Greece-Thessaloniki: Security and associated services for the Cedefop premises
2015/S 247-448665**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

Cedefop — European Centre for the Development of Vocational Training
PO Box 22427
Contact point(s): Ms Dimitra Eleftheroudi
For the attention of: Mr George Paraskevaïdis
551 02 Thessaloniki
GREECE
Telephone: +30 2310490064
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028

Internet address(es):

General address of the contracting authority: <http://www.cedefop.europa.eu>
Address of the buyer profile: <http://www.cedefop.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

Education

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:

Security and associated services for the Cedefop premises.

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

Services

Service category No 23: Investigation and security services, except armoured car services

Main site or location of works, place of delivery or of performance: The tasks must be performed in the Cedefop premises in Thessaloniki.

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
- II.1.5) **Short description of the contract or purchase(s)**
The present call for tenders aims at acquiring guard services for the security of the Cedefop premises. Additionally, specialised bilingual personnel of the security company will be providing assistance at the reception desk. The services to be acquired under the specific call for tenders are described below in more detail:
A. physical security services 24 hours/day;
B. support to emergency procedures;
C. on-demand services;
D. reception desk assistant services.
- II.1.6) **Common procurement vocabulary (CPV)**
79710000
- 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 estimated volume for the required services per year described in this call for tenders is the following:
for security guard services: 28 hours per calendar day, i.e. estimated hours per year 10 220;
for additional security guard and reception services: extra 124 hours per year;
for reception desk assistance: 1 full-time person and 1 part-time person (75 %) per working day per year (Cedefop's working days are approximately 242 per year).
- 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: 3
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: 12 (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:**
Not applicable.

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

Payments will be made monthly upon completion of tasks and within 30 days of submission of invoices and at the conditions set out in the draft contract.

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

Tenderers may choose between submitting a joint offer as a consortium/grouping or by introducing a bid as a single tenderer, in both cases with the possibility of having 1 or several subcontractors. Whichever type of bid is chosen, the tender must stipulate the legal status and role of each legal entity in the tender proposed. For more information please refer to the tender documents.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Subcontracting is allowed and is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the selected tenderer (the contractor), who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s). For more information please refer to the tender documents.

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 must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure. Participation in this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest in Annex C of the tender documents. For more information please refer to the tender documents.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Minimum level(s) of standards possibly required: Requirement:

— the average annual turnover of the tenderer for the last 3 financial years concerning the type of services covered in this call for tenders should be at least 300 000 EUR.

Proof of economic and financial capacity must be furnished by the following documents:

— signed statement (please fill-in and sign your statement in questionnaire 2 of Annex G of the tender documents) of the tenderer's turnover for the last 3 financial years concerning the type of services similar in nature to those making the subject of this call for tenders.

In the case of a consortium (grouping) or subcontracting, each member of the consortium and all subcontractors (in line with points 4.1 or 4.2 of the tender documents) must provide the required statement for the economic and financial capacity, but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.

In the event of recommendation for contract award, the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) will be requested to prove the above by submitting audited financial statements (audited profit and loss account/statement or equivalent) if these are foreseen by the respective national legislation. Should total subcontracting exceed 40 % of the work by value, Cedefop reserves the right to also request audited financial statements from the subcontractors. For tenderers or

subcontractors (identified as per any of the 2 bullet-points in paragraph 5 of Art. 4.2 of the tender documents) who are natural persons/freelancers, a tax declaration and tax clearance statement for the last 3 financial years will be requested.

If, for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide one or other of the above documents, he or she will be required to justify the non-provision and may prove his economic and financial capacity by any other document which Cedefop considers appropriate. Cedefop reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

III.2.3) **Technical capacity**

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

The tenderers are required to have sufficient technical and professional capacity to perform the contract.

Minimum level(s) of standards possibly required:

Requirements for the tenderer:

- be enrolled in the relevant professional register,
- have adequate structure and resources (trained and certified security staff) to perform the services described in the technical specifications,
- have performed at least 3 contracts in the past 3 years (to have been concluded by the deadline of submission of offers) similar to the scope, size and nature of the services provided as those required in this call for tenders,
- have in place and operate a quality management system,
- if not already available, the tenderer's key staff (team leader, reception desk assistants and guards) must have, within 1 month at the latest of entry into force of the contract, the following certificates by an accredited body and/or public authority: fire prevention, first aid, usage of X-ray scan machines, usage of metal detector,
- the tenderer's key staff (team leader, guards, reception desk assistants and the project manager), whose involvement will be instrumental for the implementation of the contract, must have the relevant to the subject of the contract profiles, knowledge and experience for the successful implementation of the contract:

Requirements for the tenderer's key staff:

Profile 1: team leader:

- 5 years' experience as on-the-spot coordinator of a team in the field of security services (to have been concluded by the deadline of submission of offers),
- certificate of professional registration (valid work permit),
- certified training by an accredited body in the fields of fire prevention and first aid,
- certified training by an accredited body for the usage of X-ray scan machines,
- certified training by an accredited body for the usage of metal detector,
- computer skills in terms of Internet and e-mail use, MS Office and MS Windows use,
- English necessary (level B2 as determined in 'Language levels of the Common European Framework of Reference' CEF or equivalent).

Profile 2: guard:

- 3 years' experience as guard, in the field of security services (to have been concluded by the deadline for submission of offers),
- certificate of professional registration (valid work permit),
- certified training by an accredited body in the fields of fire prevention and first aid,
- certified training by an accredited body for the usage of X-ray scan machines,
- certified training by an accredited body for the usage of metal detector,
- computer skills in terms of Internet and e-mail use, MS Office and MS Windows use,

— English necessary (level B1 as determined in 'Language levels of the Common European Framework of Reference' CEF4 or equivalent).

Profile 3: reception desk assistant:

— 3 years' experience in reception services and use of switchboard (to have been concluded by the deadline for submission of offers),

— certificate of professional registration (valid work permit),

— certified training by an accredited body in the fields of fire prevention and first aid,

— certified training by an accredited body for the usage of X-ray scan machines,

— certified training by an accredited body for the usage of metal detector,

— computer skills in terms of Internet and e-mail use, MS Office and MS Windows use,

— English necessary (level B2 as determined in 'Language Levels of the Common European Framework of Reference' CEF4 or equivalent).

Profile 4: project manager:

— 5 years' experience as a security coordinator (to have been concluded by the deadline for submission of offers),

— certificate of professional registration (valid work permit),

— English necessary (level B2 as determined in 'Language Levels of the Common European Framework of Reference' CEF4 or equivalent).

Proofs/evidences of technical and professional capacity:

The following documents or information must be presented by the tenderer to prove his technical and professional capacity to perform the proposed contract:

— document for enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established,

— brief company profile (please fill-in questionnaire 4 of Annex G of the tender documents),

— list of at least 3 contracts performed in the past 3 years similar to the scope (security and associated services), size and nature as those required in this call for tenders, describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer (please fill-in questionnaire 3 of Annex G of the tender documents),

— relevant valid certification of the quality management system of the tenderer (ISO 9001:2000 or equivalent),

— The CVs of only the key staff (project manager, team leader, guards, and the reception desk assistants) whose involvement will be crucial for performing the contract. The CVs must be accompanied by:

- copies of the professional registration (valid work permits) of all the key staff;
- reference letters and/or contracts by previous employer(s) on earlier experience with exact dates and post (location) of previous employment for all the key staff;
- certificate which proves the linguistic ability in English, for all the key staff;
- declaration by the tenderer that the key staff (team leader, reception desk assistants and guards) will have, within 1 month at the latest of entry into force of the contract, the following certificates by an accredited body and/or public authority: fire prevention, first aid, usage of X-ray scan machines, usage of metal detector.

In the case of a consortium or subcontracting, the consortium or the tenderer with all subcontractors together have to provide evidence of technical and professional capacity as a whole (please also see 4.1 and/or 4.2 of the tender documents).

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: yes

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:**

AO/DRS/ASAIN/Security&AssociatedServices/014/15.

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

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**

1.2.2016

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 of tenders**

Date: 12.2.2016 - 11:00

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax (+30 2310490028) or by e-mail (c4t-services@cedefop.europa.eu) at least 2 working days prior to the opening session.

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**

An optional site visit is foreseen on 12.1.2016 (10:30), local time. Meeting point: Cedefop reception hall. The names of the persons (maximum 2) who will be present at the site visit must be sent in writing, by fax (+30 2310490028) or by e-mail (c4t-services@cedefop.europa.eu) by 14:00, local time at the latest, on the day before the site visit.

The tender documents will be available on Cedefop's website: <http://www.cedefop.europa.eu/about-cedefop/public-procurement>

Cedefop's website will be updated regularly, therefore tenderers must ensure that they regularly visit the site for updates up to the closing date for receipt of tenders.

Please note that Cedefop will be closed between 24.12.2015 and 1.1.2016 for Christmas and New Year holidays. Any request for clarification received during the closure will be processed at the beginning of January 2016.

VI.4) **Procedures for appeal**

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

General Court

rue du Fort Niedergrünewald

2925

LUXEMBOURG

E-mail: cfi.registry@curia.europa.eu

Telephone: +352 4303-1

Internet address: <http://curia.europa.eu>

Fax: +352 4303-2100

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

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

Same as in point VI.4.1

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

10.12.2015