
ECB - Mailing House Services and Storage of Publications for the European Central Bank (D-Frankfurt-on-Main)

2007/S 71-086331

Contract notice

Services

Is this contract covered by the Government Procurement Agreement (GPA)? Yes.

Section I: Contracting authority

- I.1) **Official name and address of the contracting authority:**
European Central Bank, attn: Christopher Hetherington Smith, Kaiserstraße 29, D-60311 Frankfurt-on-Main.
Tel. (49-69) 13 44 54 46. Fax (49-69) 13 44 71 10. E-mail: procurement@ecb.int. URL: 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.1.3) **Type of service contract:**
Service category: 4.
- II.1.4) **Is it a framework agreement?**
Yes.
- II.1.5) **Title attributed to the contract by the contracting authority:**
Mailing house services and storage of publications for the European Central Bank.
- II.1.6) **Description/object of the contract:**
It is the intention of the European Central Bank (the 'ECB') using an open tender procedure, to appoint a suitably qualified and experienced company to undertake the complete process of receiving, storing and mailing its regular, periodical and historic publications, the maintenance of the mailing list database and to participate in the development of its on-line and e-mail alert publications services.
- II.1.7) **Site or location of works, place of delivery or performance:**
European Central Bank, D-Frankfurt-on-Main.
NUTS code: DE712.

II.1.8) **Nomenclature**

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

74832100, 74832000, 64121100.

II.1.8.2) **Other relevant nomenclature (CPA/NACE/CPC)**

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

No.

Tenders may be submitted for 1 lot.

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

No.

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

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

The service provider will take on the existing mailing list(s) of the ECB and will be responsible for amending, updating and maintaining them on a database; the mailing list contains approximately 15 700 addresses worldwide. Postage charges which shall be minimised according to available mailing tariffs are recharged to the ECB at cost. It is proposed to set up a separate list of e-mail addresses and to actively promote readership of the ECB publications. Currently, there is an inventory of some 2 000 separate titles (including EU language variants) stored on 1 000 pallets. Each month, in addition to its subscription mailings, the ECB receives circa 2 300 requests for individual copies of its publications. These volumes are indicative only, and they shall not be warranted in the service agreement.

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

The mailing services provider may be required to develop, maintain and run an e-mail subscription database to allow individuals to register for specific regular ECB publications. Anticipated requirements are:

- 1) ability and experience to deliver e-mail addresses to enhance the number of readers of the ECB's multilingual publications (promotion activity) both for electronic and hard copy versions. This includes also the preparation of test runs;
- 2) maintenance and at least biannual check/update of e-mail addresses;
- 3) providing twice a year the updated e-mail list for the ECB's 'alert' mail-service data for 'subscribers'.

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

Period in months: 48.

Section III: Legal, economic, financial and technical information

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

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

No deposit is required, but where applicable, the successful tenderer (or in the case of a successful consortium bid, each member of the consortium) may be required to provide a parent-company guarantee.

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

Method of payment will be in accordance with the terms and conditions of the contract.

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 a temporary grouping 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;
- (iii) a single legal entity shall represent the whole grouping.

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

III.2) **Conditions for participation**

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:**

- a) Full company name, business address and registered address (if different) and registration number;
- b) financial statements relating to the past 3 years of trading;
- c) financial capacity;
- d) technical capacity — tenderers must provide information which demonstrates that they have:
 - appropriate ability and experience,
 - sufficient resources,
 - requisite systems and equipment to execute the contract;
- e) in addition tenderers must provide:
 - information relating to 3 different past contracts that demonstrates they have undertaken similar work over the last 3 years, providing details of scope, size, duration and value of contracts;
- f) all requested information must be returned in hard copy format by the date indicated in IV.3.3 below.

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:**

Open.

IV.1.1) **Have candidates already been selected?**

No.

IV.1.2) **Justification for the choice of accelerated procedure:**

Not applicable.

IV.1.3) **Previous publication concerning the same contract:**

None.

IV.1.3.1) **Prior information notice concerning the same contract**

IV.1.3.2) **Other previous publications:**

Notice number in OJ content list: [2006/s 237-252772](#) of 13.12.2006.

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

- 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:**
134/A/OFS/2006.
- IV.3.2) **Conditions for obtaining contract document and additional documents:**
Obtainable until: 14.5.2007.
- IV.3.3) **Time-limit for receipt of requests to participate:**
21.5.2007 (12:00), CET.
- IV.3.4) **Dispatch of invitations to tender to selected candidates**
- IV.3.5) **Language or languages in which tenders or requests to participate shall 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:**
Officers of the ECB only.
- IV.3.7.2) **Date, time and place:**
Place: tenders shall be opened shortly after the deadline for receipt of tenders has expired, at the address in I.1.

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:**
It is expected that this will be a recurrent procurement, and if required, further notices shall be published prior to the termination of any new contract that results from this procurement exercise.
- VI.3) **Does the contract relate to a project/programme financed by EU funds?**
No.
- VI.4) **Additional information:**
The contract is intended initially for 4 years, with the potential for a 1-year extension.
The contract shall be governed by and interpreted under German civil law.
The deadline for questions or requests for clarification relating to the invitation to tender from tenderers shall be 6 days prior to the deadline for receipt of tenders.
Tenders and all supporting documents must be priced in euro and all contract payments will be made in euro.
Tenderers will find details of the acceptability of submitting alternative offers in the invitation to tender document.
All communications, discussions and meetings will be conducted in English and no interpretation facilities will be provided. Tenderers are also informed that presentations, interviews, and/or site visits may be required to confirm information contained in their offers.
The ECB reserves the right not to make any award and reserves the right to accept all or part of any tender

unless the tenderer expressly stipulates otherwise in their tender. The ECB reserves the right to disqualify any applicant who provides information which proves to be incorrect.

The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that tenderers may incur in connection with the submission of their proposals. Proposals received will not be returned and will remain the property of the ECB.

Tenders shall be delivered, sealed in an envelope, not bearing any indication of the tenderer on the envelope, or in the franking thereon, clearly marked with the contract name and addressed as in I.1 above, to arrive no later than the date and time specified in IV.3.3 above.

Tenders may be rejected if the required information is not provided in the stated format at the time of tendering. It is the responsibility of tenderers to ensure that their tender is delivered not later than the deadline indicated in IV.3.3 above. The ECB will not consider any tenders received after that time. Tenders received in electronic format, or by facsimile, will not be considered.

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

30.3.2007.