

21/03/2002 S57

European Central Bank

**ECB - advertising services related to recruitment (D-Frankfurt-on-Main)****2002/S 57-044105****European Central Bank****Open procedure**

1. **Name, address, telephone, and fax numbers of the contracting authority:**  
European Central Bank, Kaiserstraße 29, D- 60311 Frankfurt am Main. Tel.: (49-69) 13 44 87 80. Fax: (49-69) 13 44 71 10.
2. **Category of service and description:** CPV: 74400000, 74410000, 74530000.  
Supply of advertising services related to recruitment. In particular: to deal with all tasks linked to the technical preparation of the advertisements to be published (e.g. adaptation of the vacancy notice to the newspaper format), to reserve space for advertisements in the international press, and to negotiate with such press the best possible prices and other conditions.  
The value of the contract is estimated to be 4 800 000 EUR over three years.
3. **Place of delivery:** Mainly Member States of the European Communities.
4. (a) **Reserved to a particular profession:**  
(b) **Law, regulation or administrative provision:**  
(c) **Indicate the name and professional qualifications of the person responsible for execution of the service:** Yes.
5. **Division into lots:** Only tenders for the whole service will be considered.
6. **Variants:** Alternative offers will only be considered when accompanied by a fully compliant offer and when they meet the other conditions indicated in the tender documents.
7. **Duration of the contract:** Three years with the possibility of renewal for a period of up to two years.
8. (a) **Name and address from which the tender documents may be requested:** Mr Alberto Molon, Offices Services Division, European Central Bank, Kaiserstraße 29, D-60311 Frankfurt am Main. Fax: (49-69) 13 44-7110. E-mail: [alberto.molon@ecb.int](mailto:alberto.molon@ecb.int).  
(b) **Final date for making such requests:** 30 April 2002.  
(c) **Fee for the documentation:** None.
9. (a) **Final date for submission of tenders:** 7 May 2002 before 12.00.  
(b) **Address to which tenders should be submitted:** European Central Bank, Recruitment advertising services/tender, Attn: Mr Alberto Molon, Kaiserstraße 29, D-60311 Frankfurt am Main.  
(c) **Language of submitted tenders:** Tenders must be drawn up in English.
10. (a) **Persons authorized to be present at opening:** Authorized staff of the ECB only.  
(b) **Date, time and place of opening:** The day after the deadline for receipt of tenders, 8 May 2002 (12.00), at the ECB.
11. **Deposit and guarantees required:** None.
12. **Financing and payment:** With the exception of early payment, payment will be made within 30 days of receipt of invoice.
13. **Legal form:** Temporary grouping of companies or consortia will be admitted as indicated in the tender documents.
14. **Information necessary for an appraisal of the minimum economic and technical standards required of the candidate:** Bidding companies must have previously conducted similar recruitment campaigns in the international press; have a

thorough knowledge of the recruitment markets of European countries and their legislation on the subject; have the capacity to periodically undertake market research in order to be able to give guidance on the press and/or other suitable means to be targeted for a specific position; have had, in the last three financial years, an annual billing (i.e. total value of invoices sent out) equal to at least 5 000 000 EUR (in the case of a temporary grouping or a consortium, one of the companies shall have achieved on its own 60% of the above amount); and have had during the last three years contracts to perform at least two similar services (i.e. advertising in the European press), each of them being worth at least 800 000 EUR.

15. **Period to keep tender open:** Ninety days from the deadline for submission of tenders.
16. **Criteria for award of contract:** Most economically advantageous tender.
17. **Other information:** Further information is contained in the tender documents.
18. **Date of publication of the prior information notice:** A prior information notice has not been published.
19. **Date of dispatch of this notice:** 15.3.2002.
20. **Date of receipt by the Office for Official Publications of the European Communities:** 15.3.2002.