

ECB - consultancy services for art, culture and related communication activities (D-Frankfurt-on-Main)

2008/S 126-167127

Contract notice

Section I: Contracting authority

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

European Central Bank, attn: Mr Michael W. Heath, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Tel. (49-69) 13 44-8645. Fax (49-69) 13 44-7110. E-mail: procurement@ecb.europa.eu.

Internet address(es):

General address of the contracting authority (URL): www.ecb.europa.eu.

Further information can be obtained at:

As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:

As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to:

As in above-mentioned contact point(s).

I.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

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:

Consultancy services for art, culture and related communication activities.

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

Services.

Service category: No 11.

Main place of performance: ECB, D-Frankfurt-on-Main.

NUTS code DE 712.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Closure of 1 framework agreement per lot is possible.

Duration of the framework agreement: duration in year(s): 4.

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

The Division Protocol & Conferences, Directorate Communications of the European Central Bank requires, for its activities in the field of art, culture and related activities in communication, the provision of consultancy services. These services are split into 3 lots (see 'Information about lots'). The ECB intends to contract tenderers for individual lots or for any combination of the given lots.

The ECB fosters cooperation between the members of the European System of Central Banks (ESCB) not only in relation to its core business, but also in the field of art and culture. Thus, the ECB collects contemporary European artworks, with the aim of reflecting European diversity in the field of art, and regularly organises, together with the national central banks of the ESCB, art exhibitions at its premises at Frankfurt am Main. Furthermore, it organises the Cultural Days of the European Central Bank, which bring the cultural diversity and wealth of the EU Member States to the people of the Rhine-Main region, as well as to visitors from Europe and the whole world. The Cultural Days are held annually and showcase, in a period of 3–4 weeks, the culture of 1 EU Member State via a series of concerts, readings, dance performances, films, lectures, exhibitions and other events.

Consultancy services are required for 3 different aspects:

(i) for all art-related activities;

(ii) for the organisation of the series of events of the annually-held Cultural Days of the European Central Bank; and

(iii) in relation to communication matters for the Cultural Days.

For further details, please refer to 'Information about lots'.

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

74140000, 74141600.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

Yes.

Tenders should be submitted for: 1 or more lots.

II.1.9) **Variants will be accepted:**

Yes.

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

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

The scope of the consultancy services to be provided encompasses approx. 175–240 man days per annum, split between lot 1 (90–120 man days), lot 2 (55–75 man days) and lot 3 (30–45 man days).

II.2.2) **Options:**

No.

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

Starting: 1.11.2008, completion: 31.10.2012.

Information about lots

Lot No 1

Title: Art consultant

1) **Short description:**

Consultancy services are required in relation to the regular art exhibitions held at the ECB, to the maintenance, management and development of the ECB's art collection as well as to other, special projects. The art consultant will cooperate closely with the Art Committee of the ECB.

2) **Common procurement vocabulary (CPV):**

74140000, 74142110, 74860000, 74141520, 75124000, 74842000.

3) **Quantity or scope:**

Approx. 90–120 man days per annum.

- 4) **Indication about different date for duration of contract or starting/completion:**
Duration in months: 48 (from the award of the contract).

Lot No 2

Title: Organisation of Cultural Days

- 1) **Short description:**
For each set of the annually-held Cultural Days of the European Central Bank, the Cultural Days consultant will cooperate with all stakeholders involved (including the art consultant, the respective national central banks, etc.), ensure a consistent approach to the series of events throughout the contract period and work with a team of ECB staff to prepare and organise the series of events as well as the related documentation.
- 2) **Common procurement vocabulary (CPV):**
74140000, 74142110, 74860000, 75124000.
- 3) **Quantity or scope:**
Approx. 55–75 man days per annum.
- 4) **Indication about different date for duration of contract or starting/completion:**
Duration in months: 48 (from the award of the contract).

Lot No 3

Title: Communication consultant

- 1) **Short description:**
The consultant will be working on communication matters relating to the Cultural Days of the European Central Bank. 1 of the key objectives is to achieve high coverage of the Cultural Days in the media, therefore, the consultant is expected to possess a strong network of relevant contacts. Furthermore, the consultant oversees and coordinates, in close cooperation with the Division Protocol & Conferences as well as Division Press & Information, all communication-related activities.
- 2) **Common procurement vocabulary (CPV):**
74141600, 74141620, 74140000, 74142110, 74860000, 75124000.
- 3) **Quantity or scope:**
Approx. 30–45 man days per annum.
- 4) **Indication about different date for duration of contract or starting/completion:**
Duration in months: 48 (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:**
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 financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**
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 economic operators to whom the contract is to be 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.1.4) **Other particular conditions to which the performance of the contract is subject:**

Yes.

All services shall be delivered in Frankfurt-on-Main. Services requested in lot 2 and lot 3 may occur at the same point in time in a calendar year. Tenderers should consider this when submitting tenders for both lots.

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 requirements are met:

Candidates wishing to tender must provide information (including that indicated below) by requesting in writing the invitation to tender document (ITT) from the address in I.1 above and submitting a tender. The tender must be returned in paper copy format by the date indicated in IV.3.4.

- (a) Full company name, business address and registered address (if different) and registration number;
- (b) all requested information must be returned in hard copy format by the date indicated in IV.3.4 below.

Furthermore, all tenderers must confirm that they have not been convicted of an offence concerning professional conduct by a judgment which has the force of 'res judicata'.

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met:

Financial and economic capacity.

Minimum level(s) of standards possibly required:

The tenderer must confirm that he/she:

- is neither bankrupt nor subject to insolvency proceedings, and
- complies with all obligations in relation to the payment of:

- (1) social security contributions; and
- (2) taxes, pursuant to the laws of the country in which the tenderer is established.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

(a) Technical capacity — tenderers must provide information that demonstrates that they and their designated staff have:

- appropriate ability and experience,
- sufficient and adequate resources, and
- relevant background knowledge.

(b) In addition tenderers must provide: information relating to past contracts that demonstrates they and their designated staff have undertaken similar work over the last 5 years, providing details of scope, size, duration and value of contracts.

Minimum level(s) of standards possibly required:

All tenderers must demonstrate that they and their designated staff:

- have at least 5 years' experience in the relevant fields,
- will perform the required tasks either at the ECB's premises (lots 1 and 2) or in Frankfurt am Main (lot 3) and will be available at the ECB's premises for meetings at short notice, i.e. within 3 hours,

— possess proficient English skills (lots 1 and 2) respectively excellent English skills (lot 3), as well as basic German skills (lot 1) respectively excellent German skills (lots 2 and 3).

In addition to the above, tenderers submitting a proposal for lot 1 must demonstrate that they and their designated staff:

— have a basic knowledge of MS Access.

III.2.4) **Reserved contracts:**

No.

III.3) **Conditions specific to services contracts**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

III.3.2) **Legal entities 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.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) **An electronic auction will be used:**

No.

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

5912/CO/PAC/2007 — Consultancy Services for Art, Culture and related Communication activities.

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:

4.8.2008 (12:00).

Payable documents: no.

IV.3.4) **Time limit for receipt of tenders or requests to participate:**

11.8.2008 (12:00).

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 month(s): 6 (from the date stated for receipt of tenders).

IV.3.8) **Conditions for opening tenders:**

Place: Tenders shall be opened shortly after the deadline for receipt of tenders has expired, at the address in I.1.

Persons authorised to be present at the opening of tenders: no.

Members of staff of the ECB only.

Section VI: Complementary information

VI.1) This is a recurrent procurement:

Yes.

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.

Estimated time for further notices: 4 years.

VI.2) Contract related to a project and/or programme financed by Community funds:

No.

VI.3) Additional information:

The contract is intended initially for 4 years.

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, clearly marked with the contract name and addressed as in I.1 above, so as 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.3.4 above. The ECB may consider any tenders received after that time. Tenders received in electronic format, or by facsimile will not be considered.

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures:

European Central Bank — Central Procurement Office, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Tel. (49-69) 13 44-8645. Fax (49-69) 13 44-7110. E-mail: procurement@ecb.int. URL: www.ecb.int.

VI.5) Date of dispatch of this notice:

20.6.2006.