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**LT-Vilnius: framework contract — provision of office cleaning services for the EU House in Vilnius
2012/S 202-331135**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Institute for Gender Equality

Svitrigailos 11M

For the attention of: Vera Zazvonov

LT-03228 Vilnius

LITHUANIA

E-mail: procurement@eige.europa.eu

Internet address(es):

General address of the contracting authority: <http://www.eige.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

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Representation of the European Commission in Lithuania

Naugarduko g. 10

LT-01309 Vilnius

LITHUANIA

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Framework contract — provision of office cleaning services for the EU House in Vilnius.

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

Services

Service category No 27: Other services

Main site or location of works, place of delivery or of performance: Shall be the EU House premises in Vilnius, contractor's premises or any other place required for provision of the services.

NUTS code LT00A

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 years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 150 000 EUR

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

The main services required under this contract relate to the work of cleaning in the premises of the EU House in Vilnius and removing waste materials from them.

Clean the EU House premises during working days and, upon request, on working days outside the contract schedule, weekends and the EU institutions' public holidays (differs for each EU institution).

Supply and distribute all consumable supplies (e.g. toilet tissue, paper towels, soap, garbage disposal bags, paper dispensers, air fresheners, etc.).

Furnish all cleaning supplies (glass cleaner, disinfectant, polish, etc.) and operational material (buffers, brooms, vacuum cleaners, mops, buckets, etc.).

Monitor, supervise and organise cleaning services (schedule, labour, etc.).

II.1.6) Common procurement vocabulary (CPV)

90910000

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:

Estimated value excluding VAT: 150 000 EUR

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

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

As stated in the tender specifications, draft contract and annexes.

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

As stated in the tender specifications, draft contract and annexes.

- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
As stated in the tender specifications, draft contract and annexes.
- 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: To identify itself, the tenderer must fill in the legal entity form and financial identification form. The tenderer must meet the requirements of exclusion criteria by signing the declaration as stated in the tender specifications available at <http://www.eige.europa.eu>
- III.2.2) **Economic and financial ability**
Information and formalities necessary for evaluating if the requirements are met: As stated in the tender specifications available at <http://www.eige.europa.eu>
- III.2.3) **Technical capacity**
Information and formalities necessary for evaluating if the requirements are met:
As stated in the tender specifications available at <http://www.eige.europa.eu>
- 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: no

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 below
1. Detailed description of how the tenderer will undertake the tasks (organisation of work) listed in point 1 thereof, ensuring that the cleaning personnel fit the EU institutions' requirements (cleaning personnel perform the contract effectively and without interruption over the contract period). Weighting 40
 2. Description of the mechanisms of supervision and control over the provision of the services to ensure their availability, high quality and continuity (describing how the supervisory tasks will be undertaken). Weighting 40
 3. Description of how the tenderer intends to select the cleaning material and also the procedure relation to the replacement equipment (mops, buckets, etc.) in compliance with the requirements under p. 1.6 of the technical specification.. Weighting 20
- 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:**

EIGE/2012/ADM/29.

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

no

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**

26.11.2012

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: 12 (from the date stated for receipt of tender)

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

Date: 3.12.2012

Place:

European Institute for Gender Equality, Svitrigailos 11M, LT-03228 Vilnius, LITHUANIA.

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**

Tender documents can be downloaded from <http://eige.europa.eu>

VI.4) **Procedures for appeal**

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

General Court of the European Union

boulevard Konrad Adenauer

2925 Luxembourg

LUXEMBOURG

E-mail: cfi@curia.europa.eu

Telephone: +352 4303-1

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

Body responsible for mediation procedures

The European Ombudsman

PO Box 403

Strasbourg

FRANCE

Telephone: +33 388172313

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

Fax: +33 388179062

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification of the plaintiff, or, in absence thereof, of the day on which it came to 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**

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

9.10.2012