

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:183879-2011:TEXT:EN:HTML>

**FI-Helsinki: canteen and catering services
2011/S 112-183879**

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

European Chemicals Agency (ECHA)

PO Box 400

Contact: Head of Finance Unit

Attn: Tuula Hakala

FI-00121 Helsinki

FINLAND

Tel. +358 9686180

E-mail: procurement@echa.europa.eu

Internet address(es)

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

Canteen and catering services.

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

Services

Service category: No 17

NUTS code FI181

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

Duration of the framework agreement: Duration in month(s): 48

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

Canteen and catering services at ECHA premises. The services include: lunch (menu should be composed of at least soup and 3 hot dishes), cafeteria (hot and cold drinks, breakfasts, sandwiches, pastries, yoghurts, salads, fruits, sweets), and catering services to various meetings held at the premises.

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

55500000

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

No

II.1.8) **Division into lots**

No

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

No

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

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

Excluding VAT

Range between 500 000 and 1 000 000 EUR

II.2.2) **Options**

Yes

description of these options: 2 possible renewals.

Number of possible renewals 2

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: 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**

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

As stated in the tender specifications for selected tenderers.

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 for selected tenderers.

III.1.4) **Other particular conditions to which the performance of the contract is subject**

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 requirements are met: 1. the candidate must be established as a recognised legal entity and be registered in a relevant professional or trade register. Evidence of this capacity must be provided by a declaration or certificate of enrolment in a professional or trade register; 2. exclusion criteria form signed and dated.

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

Information and formalities necessary for evaluating if requirements are met: financial and economic capacity form, duly filled in and signed by the legal representative of the candidate as well as a full copy of the annual accounts (balance sheets, profit and loss accounts, notes on the accounts and auditors' remarks when applicable) of the last 3 financial years, as approved by the general assembly of the company and, where applicable, audited and/or published. The financial information required must be certified by means of signature of the chief accounting officer of the candidate.

Minimum level(s) of standards possibly required sufficient economic and financial capacity with a minimum average annual turnover of 1 000 000 EUR over the last 3 financial years in order to guarantee continuous and satisfactory performance throughout the lifetime of this contract.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if requirements are met:

1. contract references relevant to this call for tender since 2008;
2. signed and dated declaration indicating workforce over the last 3 years;
3. CVs of staff with the profile of restaurant manager (1), chef (1), assistant chef (1) and waiter/waitress (3).

Minimum level(s) of standards possibly required

1. the candidate must (at the time the request for participation is submitted) have a minimum of 3 years experience with at least 3 'canteen, cafeteria and catering service contracts' since 2008;
2. the candidate must have, over the last 3 years, an annual average minimum of 10 permanent staff members working on such contracts;
3. sufficient staff with relevant education and professional experience meeting the following defined requirements:

Restaurant manager (number of profiles: 1):

Education:

— secondary level education in relevant fields.

Experience:

— minimum 3 years in canteen and catering services, of which minimum 2 years experience related to restaurant managerial work and of which a minimum of 1 year in an international environment,
— knowledge of spoken and written English at level B2 in the common European framework of reference for languages.

Chef (number of profiles: 1):

Education:

— education in relevant fields.

Experience:

— minimum 3 years in canteen and catering services as chef and of which a minimum of 1 year in an international environment,
— knowledge of spoken English at level B1 in the common European framework of reference for languages.

Assistant chef (number of profiles: 1):

Education:

— education in relevant fields.

Experience:

— minimum 3 years in canteen and catering services as assistant chef,
— knowledge of spoken English at level B1 in the common European framework of reference for languages.

Waiter/waitress (number of profiles: 3):

Education:

— education in relevant fields.

Experience:

— minimum 3 years in canteen and catering services as waiter/waitress,

— knowledge of spoken English at level B1 in the common European framework of reference for languages.

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**

Restricted

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

Envisaged minimum number 5

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) **An electronic auction will be used**

No

IV.3) **ADMINISTRATIVE INFORMATION**

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

ECHA/2011/22.

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

Prior information notice

Notice number in OJ: [2011/S 50-081097](#) of 12.3.2011

IV.3.3) **Conditions for obtaining specifications and additional documents**

Time limit for receipt of requests for documents or for accessing documents 3.7.2011

Payable documents No

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

8.7.2011 - 16:00

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**

Spanish. Danish. German. Greek. English. French. Italian. Dutch. Portuguese. Finnish. Swedish. Czech.

Estonian. Hungarian. Lithuanian. Latvian. Maltese. Polish. Slovak. Slovenian. Irish. Bulgarian. Romanian.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

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

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT

No

VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS

No

VI.3) ADDITIONAL INFORMATION

VI.4) PROCEDURES FOR APPEAL

VI.4.1) Body responsible for appeal procedures

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

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

Tel. +352 4303-1

Internet: <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 notification to the plaintiff, or, in the 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

VI.5) DATE OF DISPATCH OF THIS NOTICE:

1.6.2011