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**FI-Helsinki: security and reception services  
2011/S 108-176955**

**CONTRACT NOTICE**

**Services**

**SECTION I: CONTRACTING AUTHORITY**

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

European Chemicals Agency (ECHA)  
Annankatu 18, PO Box 400  
Attn: Tuula Hakala  
FI-00121 Helsinki  
FINLAND  
Tel. +358 9686180  
E-mail: [procurement@echa.europa.eu](mailto:procurement@echa.europa.eu)  
Fax +358 968618931

**Internet address(es)**

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

Address of the buyer profile [http://echa.europa.eu/opportunities/procurement\\_en.asp](http://echa.europa.eu/opportunities/procurement_en.asp)

**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**

Security and reception services.

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

Services

Service category: No 23

Main place of performance ECHA premises in Helsinki, Finland.

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

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

estimated cost excluding VAT

Range: between 1 000 000 and 2 000 000 EUR

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

Reception, guarding and alarm response services on ECHA premises located in office buildings.

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

79710000, 79711000, 79713000, 79920000

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 1 000 000 and 2 000 000 EUR

II.2.2) **Options**

Yes

description of these options: The contract will initially be signed for a period of 2 years with the possibility of renewal for 2 additional years.

Number of possible renewals 1

in the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts: in months: 24 (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 of phase II of the restricted procedure.

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 of phase II of the restricted procedure.

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 tenderer 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 certificates of enrolment in a professional trade register; 2. copy of a valid commercial guarding licence (LYTP 282/2002);

3. exclusion criteria form signed and dated.

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

Information and formalities necessary for evaluating if requirements are met: Balance sheets and economic out-turn (profit and loss) statements covering the last 3 financial years. The financial information required must be certified by means of the signature of the chief accounting officer of the tenderer.

Financial and economic capacity overview form, duly filled in and signed by the legal representative of the tenderer.

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 tenders since 2008;
2. signed and dated declaration indicating workforce and assignments over the last 3 years;
3. CVs, signed and dated, of staff proposed for the profiles of security guard (5), receptionist (2), security service supervisor (1) and security service manager (1).

Minimum level(s) of standards possibly required

1. The tenderer must (at the time the offer is submitted) have a minimum of 3 years' experience in security guarding, with at least 3 service contracts relevant to this call for tenders (security and reception services).

2. The tenderer must have had over the last 3 years a minimum of 30 licensed security guards working on assignments.

3. Sufficient staff with relevant education and professional experience meeting the following defined requirements:

Security guard (number of profiles: 5):

Education:

- secondary level education in relevant fields,
- 5-year security guard licence (LYTP 282/2002),
- use-of-force training (1121/2010, 6h+5h+5h),
- security scanning training at least on basic level (KR1),
- first aid training at least on Red Cross level 2.

Experience:

- minimum 6 years in relevant fields of which minimum 3 years' experience in security services in local area guarding,
- proven experience with spoken English language.

Receptionist (number of profiles: 2):

Education:

- secondary level education in relevant fields,
- 5-year security guard licence (LYTP 282/2002),
- security scanning training at least on basic level (KR1).

Experience:

- minimum 3 years in guarding services, of which minimum 2 years' experience related to receptionist work,
- proven experience with spoken English language.

Security service supervisor (number of profiles: 1):

Education:

- post secondary degree in security services or security management, or relevant fields,

— 5-year security guard licence (LYTP 282/2002).

Experience:

— minimum 4 years in supervising security services, of which minimum 3 years' experience in relevant international assignment,

— proven experience with spoken English language,

— security scanning training at least on basic level (KR1),

— use-of-force training (1121/2010, 6h+5h+5h),

— first aid training at least on Red Cross level 2.

Security service manager (number of profiles: 1):

Education:

— university degree in security management or in relevant fields,

— 5-year security guard licence (LYTP 282/2002).

Experience:

— minimum 8 years in security services, of which minimum 2 years at managerial level,

— proven experience with spoken/written English language (level B 2).

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/2011/21.

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

**Prior information notice**

Notice number in OJ: [2011/S 42-067445](#) of 2.3.2011

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

Payable documents No

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

4.7.2011

**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**

The forms to be filled for the preparation of the request to participate (phase I) can be found on the website of the Agency (buyer's profile). The specifications of the award phase (phase II) of the restricted procedure will be provided only to the selected candidates. No publication on the website of the Agency of the documents of phase II of the restricted procedure will take place in view of the sensitive nature of the contract.

**VI.4) PROCEDURES FOR APPEAL**

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

General Court of the European Union  
2925 Luxembourg  
LUXEMBOURG  
E-mail: [generalcourt.registry@curia.europa.eu](mailto: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:**

26.5.2011