

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:317081-2011:TEXT:EN:HTML>

**FI-Helsinki: relocation services for staff of the European Chemicals Agency (ECHA) in Helsinki
2011/S 195-317081**

Contract notice

Services

Section I: Contracting authority

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

European Chemicals Agency (ECHA)

PO Box 400

FI-00121 Helsinki

FINLAND

Telephone: +358 99686180

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 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: no

Section II: Object of the contract

II.1) Description

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

Relocation services for staff of the European Chemicals Agency (ECHA) in Helsinki.

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

Services

Service category No 27: Other services

Main place of performance: Helsinki, Finland.

NUTS code FI181

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:

Range: between 150 000 and 300 000 EUR

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

The purpose of the framework service contract is to provide relocation services for the staff of the European Chemicals Agency (ECHA) in Helsinki. The staff will originate from all EU countries. The service provider is to assist the future staff of ECHA to smoothly relocate in Helsinki. The tasks are mainly the support of new staff with housing, registration and other formalities.

II.1.6) Common procurement vocabulary (CPV)

98392000

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

Estimated value excluding VAT:

Range: between 150 000 and 300 000 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: 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: 24 (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 governing them

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded

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: The selection criteria are stated in the tender specifications.

- III.2.2) **Economic and financial ability**
Information and formalities necessary for evaluating if the requirements are met: The selection criteria are stated in the tender specifications.
- III.2.3) **Technical capacity**
Information and formalities necessary for evaluating if the requirements are met:
The selection criteria are stated in the tender specifications.
- 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: yes

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 in the specifications, in the invitation to tender or to negotiate or in the descriptive document
- 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:**
ECHA/2011/104.
- IV.3.2) **Previous publication(s) concerning the same contract**
Prior information notice
Notice number in the OJEU: [2011/S 120-197427](#) of 25.6.2011
- 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**
18.11.2011 - 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**
Duration in months: 6 from the date stated for receipt of tender

IV.3.8) Conditions for opening tenders

Date: 25.11.2011 - 10:00

Place

ECHA, Annankatu 18, FI-00120 Helsinki, FINLAND.

Persons authorised to be present at the opening of tenders yes

1 authorised person per company.

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

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

General Court of the Court of Justice of the European Union

boulevard Konrad Adenauer

2925 Luxembourg

LUXEMBOURG

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

Telephone: +352 4303-1

Internet address: <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 the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have 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:

29.9.2011