



EUROPEAN UNION
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CONTRACT NOTICE

SECTION I: CONTRACTING AUTHORITY

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

Official name: <u>Departement of the Environment</u>		
Postal address:		
Town: <u>Berlin</u>	Postal code:	Country:
Contact point(s):		Telephone:
For the attention of:		
E-mail:	Fax:	
Internet address(es) (if applicable) General address of the contracting authority (URL): Address of the buyer profile (URL):		

Further information can be obtained at:	<input type="checkbox"/> As in abovementioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.I</i>
Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:	<input type="checkbox"/> As in abovementioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.II</i>
Tenders or requests to participate must be sent to:	<input type="checkbox"/> As in abovementioned contact point(s) <input type="checkbox"/> Other: <i>please complete Annex A.III</i>

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

<input checked="" type="checkbox"/> Ministry or any other national or federal authority, including their regional or local sub-divisions <input type="checkbox"/> National or federal agency/office <input type="checkbox"/> Regional or local authority <input type="checkbox"/> Regional or local agency/office <input type="checkbox"/> Body governed by public law <input type="checkbox"/> European institution/agency or international organisation <input type="checkbox"/> Other (<i>please specify</i>): _____	<input type="checkbox"/> General public services <input type="checkbox"/> Defence <input type="checkbox"/> Public order and safety <input type="checkbox"/> Environment <input type="checkbox"/> Economic and financial affairs <input type="checkbox"/> Health <input type="checkbox"/> Housing and community amenities <input type="checkbox"/> Social protection <input type="checkbox"/> Recreation, culture and religion <input type="checkbox"/> Education <input type="checkbox"/> Other (<i>please specify</i>): _____
The contracting authority is purchasing on behalf of other contracting authorities yes <input type="checkbox"/> no <input type="checkbox"/>	

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority <u>Cleaning of premises</u>		
II.1.2) Type of contract and location of works, place of delivery or of performance <i>(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))</i>		
(a) Works <input type="checkbox"/>	(b) Supplies <input type="checkbox"/>	(c) Services <input checked="" type="checkbox"/>
Execution <input type="checkbox"/> Design and execution <input type="checkbox"/> Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities <input type="checkbox"/>	Purchase <input type="checkbox"/> Lease <input type="checkbox"/> Rental <input type="checkbox"/> Hire purchase <input type="checkbox"/> A combination of these <input type="checkbox"/>	Service category: No <input type="checkbox"/> <input type="checkbox"/> <i>(For service categories 1-27, please see Annex II to Directive 2004/18/EC)</i>
Main site or location of works _____ _____ NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Main place of delivery _____ _____ NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Main place of performance <u>Magdeburg</u> _____ _____ NUTS code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
II.1.3) The notice involves A public contract <input checked="" type="checkbox"/> The setting up of a dynamic purchasing system (DPS) <input type="checkbox"/> The establishment of a framework agreement <input type="checkbox"/>		
II.1.4) Information on framework agreement (if applicable)		
Framework agreement with several operators <input type="checkbox"/> Number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> or, if applicable, maximum number of participants to the framework agreement envisaged <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Framework agreement with a single operator <input type="checkbox"/>
Duration of the framework agreement: Duration in year(s): <input type="checkbox"/> <input type="checkbox"/> or month(s): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Justification for a framework agreement the duration of which exceeds four years: _____ _____ _____		

Estimated total value of purchases for the entire duration of the framework agreement (if applicable; give figures only):
 Estimated value excluding VAT: _____ Currency: _____
 or range: between _____ and _____ Currency: _____
 Frequency and value of the contracts to be awarded (if known): _____

II.1.5) Short description of the contract or purchase(s)
 Cleaning of floors in the premises in Magdeburg
 Cleaning of windows

II.1.6) Common procurement vocabulary (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	□□.□□.□□.□□-□	□□□□-□ □□□□-□
Additional object(s)	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□
	□□.□□.□□.□□-□	□□□□-□ □□□□-□

II.1.7) Contract covered by the Government Procurement Agreement (GPA) yes no

II.1.8) Division into lots (for information about lots, use Annex B as many times as there are lots) yes no

If yes, tenders should be submitted for (tick one box only):
 one lot only one or more lots all lots

II.1.9) Variants will be accepted yes no

II. 2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope (including all lots and options, if applicable)
 3.512 m² floor / 1x - 5x / week
 275 m² windows / monthly
 If applicable, estimated value excluding VAT (give figures only): _____ Currency: _____
 or range: between _____ and _____ Currency: _____

II.2.2) Options (if applicable)	yes <input type="checkbox"/> no <input type="checkbox"/>
If yes, description of these options: _____	

If known, provisional timetable for recourse to these options: in months: <input type="checkbox"/> <input type="checkbox"/> or days: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (from the award of the contract)	
Number of possible renewals (if any): <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> or Range: between <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> and <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
If known, in the case of renewable supplies or service contracts, estimated time-frame for subsequent contracts: in months: <input type="checkbox"/> <input type="checkbox"/> or days: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (from the award of the contract)	

II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION

Duration in months: <input type="checkbox"/> <input type="checkbox"/> or days: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (from the award of the contract)	
or starting	<input type="text" value="01"/> / <input type="text" value="05"/> / <input type="text" value="20"/> <input type="text" value="11"/> (dd/mm/yyyy)
completion	<input type="text" value="30"/> / <input type="text" value="04"/> / <input type="text" value="20"/> <input type="text" value="20"/> (dd/mm/yyyy)

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required (if applicable) <hr/> <hr/>
III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them <hr/> <hr/>
III.1.3) Legal form to be taken by the grouping of economic operators to whom the contract is to be awarded (if applicable) <hr/> <hr/>
III.1.4) Other particular conditions to which the performance of the contract is subject (if applicable) yes <input type="checkbox"/> no <input type="checkbox"/> If yes, description of particular conditions <hr/> <hr/> <hr/> <hr/>

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: <ul style="list-style-type: none">• Certificate by the competent authority about duly payment of social security contributions and taxes• Assertion that the tenderer has not been subject of a conviction for fraud and corruption. <hr/> <hr/> <hr/> <hr/>

III.2.2) Economic and financial capacity	
Information and formalities necessary for evaluating if requirements are met: <ul style="list-style-type: none"> ◦ Statement of the undertaking's overall turnover ◦ Presentation of balance-sheet 	Minimum level(s) of standards possibly required (if applicable): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
III.2.3) Technical capacity	
Information and formalities necessary for evaluating if requirements are met: <ul style="list-style-type: none"> ◦ List of works carried out over the past five years accompanied by certificates of satisfactory execution ◦ Evidence of professional qualification 	Minimum level(s) of standards possibly required (if applicable): <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
III.2.4) Reserved contracts (if applicable) yes <input type="checkbox"/> no <input checked="" type="checkbox"/>	
The contract is restricted to sheltered workshops <input type="checkbox"/>	
The execution of the contract is restricted to the framework of sheltered employment programmes <input type="checkbox"/>	

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Execution of the service is reserved to a particular profession yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
If yes, reference to the relevant law, regulation or administrative provision: <hr/> <hr/>
III.3.2) Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service yes <input type="checkbox"/> no <input type="checkbox"/>

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure	
Open	<input type="checkbox"/>
Restricted	<input type="checkbox"/>
Accelerated restricted	<input type="checkbox"/> Justification for the choice of accelerated procedure: _____
Negotiated	<input checked="" type="checkbox"/> Candidates have already been selected yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, provide names and addresses of economic operators already selected under Section VI.3) Additional Information
Accelerated negotiated	<input type="checkbox"/> Justification for the choice of accelerated procedure: _____
Competitive dialogue	<input type="checkbox"/>
IV.1.2) Limitations on the number of operators who will be invited to tender or to participate <i>(restricted and negotiated procedures, competitive dialogue)</i>	
Envisaged number of operators <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
or envisaged minimum number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> and, if applicable, maximum number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Objective criteria for choosing the limited number of candidates: _____ _____ _____ _____	
IV.1.3) Reduction of the number of operators during the negotiation or dialogue <i>(negotiated procedure, competitive dialogue)</i>	
Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes <input type="checkbox"/> no <input type="checkbox"/>	

IV. 2) AWARD CRITERIA

IV.2.1) Award criteria (please tick the relevant box(es))

Lowest price

or

the most economically advantageous tender in terms of

the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1. price	40	6.	
2. quality	30	7.	
3. references	30	8.	
4.		9.	
5.		10.	

IV.2.2) An electronic auction will be used yes no

If yes, additional information about electronic auction (if appropriate)

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) File reference number attributed by the contracting authority (if applicable)

IV.3.2) Previous publication(s) concerning the same contract yes no

If yes,

Prior information notice Notice on a buyer profile

Notice number in OJ: /S- of / / (dd/mm/yyyy)

Other previous publications (if applicable)

Notice number in OJ: /S- of / / (dd/mm/yyyy)

Notice number in OJ: /S- of / / (dd/mm/yyyy)

IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document (in the case of a competitive dialogue)

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

Date: / / (dd/mm/yyyy)

Time: _____

Payable documents

yes no

If yes, price (give figures only): _____ Currency: _____

Terms and method of payment: _____

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

Date: / / (dd/mm/yyyy)

Time: _____

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates (if known) (in the case of restricted and negotiated procedures, and competitive dialogue)

Date: / / (dd/mm/yyyy)

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

ES CS DA DE ET EL EN FR IT LV LT HU MT NL PL PT SK SL FI SV

Other: _____

IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)

Until: / / (dd/mm/yyyy)

or duration in month(s): or days: (from the date stated for receipt of tender)

IV.3.8) Conditions for opening tenders

Date: / / (dd/mm/yyyy)

Time: _____

Place (if applicable): _____

Persons authorised to be present at the opening of tenders (if applicable)

yes no

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT <i>(if applicable)</i> yes <input type="checkbox"/> no <input type="checkbox"/>		
If yes, estimated timing for further notices to be published: _____		
VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY COMMUNITY FUNDS yes <input type="checkbox"/> no <input type="checkbox"/>		
If yes, reference to project(s) and/or programme(s): _____ _____ _____		
VI.3) ADDITIONAL INFORMATION <i>(if applicable)</i> _____ _____ _____		
VI.4) PROCEDURES FOR APPEAL		
VI.4.1) Body responsible for appeal procedures		
Official name: _____		
Postal address: _____		
Town: _____	Postal code: _____	Country: _____
E-mail: _____	Telephone: _____	
Internet address (URL): _____	Fax: _____	
Body responsible for mediation procedures <i>(if applicable)</i>		
Official name: _____		
Postal address: _____		
Town: _____	Postal code: _____	Country: _____
E-mail: _____	Telephone: _____	
Internet address (URL): _____	Fax: _____	
VI.4.2) Lodging of appeals <i>(please fill heading VI.4.2 OR if need be, heading VI.4.3)</i>		
Precise information on deadline(s) for lodging appeals: _____ _____		
VI.4.3) Service from which information about the lodging of appeals may be obtained		
Official name: _____		
Postal address: _____		
Town: _____	Postal code: _____	Country: _____
E-mail: _____	Telephone: _____	
Internet address (URL): _____	Fax: _____	
VI.5) DATE OF DISPATCH OF THIS NOTICE: <input type="text" value="0"/> <input type="text" value="8"/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> / <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="0"/> (dd/mm/yyyy) 		