

INVITATION TO TENDER N° AO/015/18
PHYSICAL SECURITY AND SUPPLY SERVICES
SECURITY

INVITATION TO TENDER

The European Union Intellectual Property Office (the “Office”) is planning to award a public contract for physical security and supply services.

The scope of the contract includes the provision of operational services and additional services related to the protection and security of the Office’s staff and facilities.

The operational services are those provided on a regular basis and include:

1. Security services: security surveillance services
2. Supply and installation of new security equipment, such as:
 - a. Access control system or integration of new technologies in buildings AA1, AA2, AA3, AEL178 and other buildings if necessary
 - b. A CCTV system that includes a ring of cameras for perimeter security and for the surveillance of all entrances and exits in buildings AA1, AA2, AA3 and AEL178 plus any future buildings on the perimeter
 - c. Digital video surveillance recording system for outdoor cameras in buildings AA1, AA2 and AA3
 - d. Office keys system in AA1, AA2, AA3 and AEL178
 - e. Security management systems for the security control room in building AA2
 - f. Safety cabinets
 - g. Electronic cabinets for the management and control of security keys
 - h. Scanning devices
 - i. Number plate recognition system

- j. Intrusion detection systems
- k. Biometric system
3. Preventive and corrective maintenance in RL223, AA1, AA2, AA3 and AEL178 and other buildings if necessary
 - a. Preventive maintenance
 - b. Corrective maintenance

Additional services are services provided on an ad hoc basis and may consist of any other security-related service not explicitly stated in these specifications, provided it is not covered by another contract of the Office. These additional services could, for example, include:

1. Security consultancy
2. Special services as described in Commission Decision (EU, Euratom) 2015/443 of 13 March 2015 on security in the Commission
3. Database queries

This invitation to tender AO/015/18 will follow the restricted procedure, which consists of two phases:

Phase 1:

Interested companies, that is, 'the applicants', must submit by the closing date (article 5.1 annex I) the requested documentation relating to the exclusion and selection criteria.

An evaluation committee will analyse all requests for participation received and will select the candidates who will go on to Phase 2 of the procedure.

Phase 2:

Successful applicants in Phase 1 will be invited by the Office to submit a technical and financial offer.

This invitation to tender contains the following documents:

- Annex I: Tender specifications
- Annex II: Technical specifications for Phase 1.
- Annex III: Draft [Framework Contract](#)
- Annex IV: [General Terms and Conditions of the Office](#)
- Annex V: Standard Reply Form (SRF)
- [Guidebook for economic operators](#)
- [Office Integrated Management Systems Policy](#)

This invitation to tender is in no way binding on the Office. The Office's contractual obligation commences only upon signature of the Contract with the successful candidate.

Up to the point of signature, the Office may either abandon the procurement or cancel the award procedure, without the candidates being entitled to claim any compensation. This decision must be substantiated and the candidates notified.

Submission of a candidature implies acceptance of the terms and conditions set out in this invitation to tender, including its annexes. We draw your attention on Article 22 – Checks and Audits - of the General Terms and Conditions of the Office.

Once the Office has opened a candidature, the document shall become property of the Office and it shall be treated confidentially.

Candidates will be informed of any decisions concerning their candidature and of the outcome of this procurement procedure.

All documentation and information concerning this invitation to tender will be made available on the e-Tendering website at:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4189>

For urgent issues concerning any technical problems, please contact e-Tendering: OP-ETENDERING-HELPDESK@publications.europa.eu

Help page: <https://etendering.ted.europa.eu/help/help.html?name=globalHelp>

Thank you for the interest you have shown in the Office.

Yours faithfully,

The Contracting Authority