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|  | **Council of the European Union**  General Secretariat |  |
|  | Directorate-General for Administration  Buildings/Logistics Directorate  Finances Unit  *Public Procurement Contracts Sector* | |

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|  |  | Date |

**Annex I. Specifications**

**Call for tenders UCA 028/16**

**Open procedure**

B-Brussels : Full-service maintenance, breakdown servicing and repair of equipment used for cleaning the façades of the Justus Lipsius building (Lot 1), the Lex building (Lot 2) and the buildings of the Committees (Economic and Social Committee and Committee of the Regions) (Lot 3)

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# Contracting authority

Council of the European Union

General Secretariat

Rue de la Loi/Wetstraat 175

1048 Brussels, Belgium

(hereinafter referred to as 'the Secretariat')

# Object of the Contract

## Title of the Contract

UCA 028/16 – B-Brussels: Full-service maintenance, breakdown servicing and repair of equipment used for cleaning the façades of the Justus Lipsius building (Lot 1), the Lex building (Lot 2) and the buildings of the Committees (Economic and Social Committee and Committee of the Regions) (Lot 3)

## Background, object and purpose of the contract

This contract concerns the preventive, corrective and full-service maintenance, and work performed on cost-plus basis, in respect of the systems (see Appendix 1) for cleaning the façades of two buildings of the General Secretariat of the Council of the European Union (hereinafter referred to as 'the GSC') and of the buildings of the European Economic and Social Committee and the Committee of the Regions in Brussels (hereinafter referred to as 'the Committees'):

* Lot 1: Justus Lipsius building of the GSC – situated at Rue de la Loi 175, 1040 Brussels
* Lot 2: Lex building of the GSC – situated at Rue de la Loi 145, 1040 Brussels
* Lot 3: the buildings of the Committees

## Specific features of the contract

### Duration of the contract

Initial duration 4 years, with the possibility of extension for 1 one-year period.

### Division into lots

The contract consists of 3 lots, the object of each of the lots being described in point 2 above.

Tenderers may submit a tender for one or several lots and must indicate the relevant lot(s) clearly. Lots may be awarded to different tenderers.

A separate tender must be submitted for each lot and the relevant lot must be indicated clearly. Each lot is indivisible. Partial tenders shall be considered inadmissible and shall be eliminated.

### Variants

Variants shall not be permitted. Variants proposed by tenderers shall not be considered.

# Participation in the contract – geographical eligibility

Tenderers must indicate in which State they have their headquarters or domicile and must present the supporting evidence normally acceptable under their own law. Tenderers not having their headquarters in an EU member state, but having offices or decentralised structures in these member states, may indicate the required information for these offices or structures. In order to be mentioned, these structures must be legal entities.

# Contract award arrangements

## Award arrangements

The contract shall be awarded lot by lot under the automatic award procedure from among those tenders which are in order and which satisfy the conditions laid down.

## Evaluation of tenders

Only those envelopes submitted within the deadlines set for submission of tenders and compliant with the submission requirements (see Invitation to tender) shall be opened. Non-compliant tenders shall be rejected. Tenders shall then be evaluated for compliance with the mandatory requirements. Failure to meet all mandatory requirements shall result in automatic rejection of the tender without further consideration.

The contract shall be awarded to the tender which, while being in order and satisfying the conditions laid down, quotes the lowest price.

### **Financial** evaluation of the tender

For each lot, the amount considered for the financial evaluation shall be the amount resulting from the financial tender form (Prices and financial conditions — Annex 3 to the tender specifications), which defines how the amount of the tender for the respective lot is calculated.

**Elements used in the evaluation:**

* A completed and signed price and financial conditions schedule (Annex 3 to the tendering specifications).

The **financial tender form** refers to the financial data that should enable the amount of the tender to be calculated. The quantities are given purely for information and solely for the purposes of comparing financial offers. They shall not under any circumstances constitute an undertaking on the part of the GSC. For tenders deemed to be technically compliant, the financial data set out in them shall be checked for any errors. Where there is a discrepancy between a unit price and the total amount obtained by multiplying that unit price by the quantity, the stipulated unit price shall prevail. Obvious clerical errors shall be corrected by the evaluation committee with the tenderer's agreement.

# Annexes

- Annex 1 to the tendering specifications: Detailed information on the tendering entity

- Annex 2 to the tendering specifications: Functional and technical specifications

- Annex 3 to the tendering specifications: Financial tender forms