

Call for Tenders n° PR/2018-16-INF/MAD

1st PHASE OF THE RESTRICTED PROCEDURE – APPLICATION PHASE

REQUEST TO PARTICIPATE

IDENTIFICATION, EXCLUSION AND SELECTION CRITERIA

Unless otherwise specified, each box in the right-hand column must be filled in with the reference number of the document provided with the request to participate.

PART A – DOCUMENTS TO BE PROVIDED WITH THE REQUEST TO PARTICIPATE		
IDENTITY OF THE CANDIDATE		
A.1	Name or business name of the tenderer Official address of the tenderer: Telephone: Fax: E-mail:	Provide information in the box to the left
A.2	Normal administrative address (if different from official address) of the tenderer.	
A.3	Contact person for this call for tenders: Surname: First Name: Position: Telephone: Fax: E-mail: Address:	
A.4	Organisation Chart	See doc. n°
A.5	Contact details of the legal representative designated to sign the contract and the related certificate issued by the signing company or extract from the articles of association or extract from the commercial register.	See doc. n°
DECLARATION OF HONOUR ON EXCLUSION AND SELECTION CRITERIA		
A.6	Declaration of Honour on Exclusion criteria and Selection criteria duly filled in, dated and signed and including the supporting documents for sections 1 to 5 when applicable. In the case of joint tender, one declaration per entity.	See Annex 2 to the invitation to submit a request to participate

PART B – DOCUMENTS TO BE SUBMITTED UPON REQUEST				
EXCLUSION CRITERIA		Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
The ways of proving compliance with Exclusion Criteria in each Member State are provided on e-Certis: http://ec.europa.eu/markt/ecertis/login.do				
B.1	Production of a recent extract from the judicial record: For situations described in (a), (c), (d) or (f) of the Declaration(s) of Honour on Exclusion criteria and Selection criteria.	X	Where applicable	X if >20%
B.2	Production of recent certificates issued by the competent authorities of the State concerned. For the situation described in point (a) or (b) of the Declaration(s) of Honour on Exclusion criteria and Selection criteria.	X	Where applicable	X if >20%
B.3	If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation. Please indicate clearly the procedure number..	X	Where applicable	X if >20%
SELECTION CRITERIA – LEGAL AND REGULATORY CAPACITY		Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.4	Legal Entity File (LEF) duly completed and signed by the tender, with the necessary annexes. The form to be used is available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm	X	Where applicable	N/A
B.5	Bank Account File (BAF) duly completed and signed by the tenderer, with the necessary annexes. The form to be used is available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm	X	N/A	N/A
SELECTION CRITERIA – FINANCIAL AND ECONOMIC CAPACITY		Main Contractor group leader in joint tender	All partners in joint tender	Sub-contractor
B.6	A statement of overall turnover during the last two financial years, with a minimum of 250.000 € per year ¹ for Lot 1 (Madrid) 60.000 € per year for Lot 2 (Barcelona)	Combined annual turnover of the grouping in case of a joint tender or tender with subcontracting		
B.7	A copy of the professional risk indemnity insurance or other insurance document confirming that the tenderer is insured for civil liability in respect of its business activities for the duration of the execution of the contract, to a value not lower than 250.000 EUR for Lot 1 (Madrid) and 60.000 EUR for Lot 2 (Barcelona) . In the case of an insurance contract being of a shorter duration, the tenderer shall submit an appropriate declaration with an undertaking to extend the validity of the insurance policy.	X	X	X if >20%

Annex III to the invitation letter to submit a request to participate

SELECTION CRITERIA – TECHNICAL CAPACITY		Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.8	<p><u>Criterion 1:</u> Professional experience in similar services.</p> <p>Minimum Requirements:</p> <p>The tenderer must prove his experience in the field of regular office cleaning services, with a minimum value for each project of:</p> <p>For Lot 1, Madrid: 125.000 € <i>and proving his experience in cleaning total surface areas of minimum 3.796,4 m².</i></p> <p>For Lot 2, Barcelona: 30.000 € <i>and proving his experience in cleaning total surface areas of minimum 805,60 m².</i></p> <p><u>Evidence:</u></p> <p>The tenderer must provide a list of at least 3 contracts for the provision of similar services carried out in the past three years, with the sums, total surface areas covered (in m²), dates and recipients, together with project reference letters from the contracting authority if permitted by the national legislation. If national legislation does not permit this, please provide a reference to the relevant provisions.</p>	X	Where applicable	If >20%
B.9	<p><u>Criterion 2:</u> Workforce and organisation commons for both lots.</p> <p>Manager and substitute:</p> <ul style="list-style-type: none"> Minimum 5 years' experience in providing similar services in the specific sector Thorough knowledge (minimum level C1 of the European Common Reference Levels) of the Spanish language and knowledge of the English language <p>Supervisor(s) and substitute:</p> <ul style="list-style-type: none"> Minimum 5 years' experience as supervisor in the field of regular office cleaning services Followed minimum 2 appropriate professional trainings related to cleaning services during the last two years. Examples of appropriate trainings could be training on monitoring and solving customer service problems, maintenance of a sustainable cleaning environment, etc. Thorough knowledge (minimum level C1 of the European Common Reference Levels) of the Spanish language and knowledge of the English language <p>Cleaning staff:</p> <ul style="list-style-type: none"> Minimum 2 years' work related experience Followed minimum 2 appropriate professional trainings related to cleaning services during the last two years. Examples of appropriate trainings could be training on basic health, safety and hygiene skills, dealing with recyclables, choosing the right cleaning method for a surface, etc. Knowledge (minimum level C1 of the European Common Reference Levels) of Spanish language. <p><u>Evidence:</u></p> <ul style="list-style-type: none"> Description of on-going training programme Internal code of good conduct for staff involved in the execution of the contract Average workforce of the firm during the last three years or, failing that, since the firm was found in the case of new firms. Minimum 2 CVs of senior management responsible for the follow-up of the contract to be awarded Minimum 2 CVs of persons proposed to execute the tasks of supervisor 	X	Where applicable	If >20%

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	<ul style="list-style-type: none"> 5 CVs of staff responsible for cleaning in Madrid (lot 1) and 2 for Barcelona (Lot 2) 			
SELECTION CRITERIA – TECHNICAL CAPACITY (CONTINUED)		Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.10	<p><u>Criterion 3:</u> Health and safety measures commons for both lots.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> detail health and safety measures at the workplace for protecting staff in accordance with local legal provisions concerning working conditions demonstrate capacity to carry out the services in an environmentally sound manner, including regular training of staff on health, safety and environmental aspects of cleaning activities and evidence of compliance with environmental obligations <p><u>Evidence:</u></p> <ul style="list-style-type: none"> Provide document to be up to date with occupational health and safety measures in accordance with national legislation and/or those of the Community of Madrid and/or the Generalitat of Catalonia Certificate of environmental capacities (such as EMAS or ISO 14001). Other evidence of equivalent environmental management measures will also be recognized as evidence of compliance Prove that cleaning staff followed at least one training on environmental-friendly cleaning methods 	X	Where applicable	If >20%
B.11	<p><u>Criterion 4:</u> Necessary technical equipment to perform the contract commons for boths lots.</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> Demonstration of disposal of necessary equipment to perform office cleaning services. Description of technical equipment used for at least one of the contracts referred to in Criteria B.8. <p><u>Evidence:</u></p> <ul style="list-style-type: none"> Technical description of the relevant equipment, cleaning products and systems (e.g. standardized cleaning methods or approaches) the tender is using or disposes of. 	X	Where applicable	If >20%

IN ADDITION, AND UPON REQUEST ONLY,

IN THE CASE OF JOINT TENDERS AND TENDERS WITH SUBCONTRACTING:

B.12	<p><u>For Joint tenders:</u> A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), and the legal form the cooperation will take, should they be awarded the contract and if this change is necessary for proper performance of the contract or if required by national legislation.</p> <p>Contact details of the leader of the group and the legal representative designated to represent the grouping and sign the contract in the name of the group members (if applicable). The related power of attorney signed by the legal representative of each group member should also be provided, including a commitment to execute the services in the tender, clearly indicating their role, qualifications and experience.</p>
B.13	<p><u>Subcontracting:</u> A document duly dated and signed by the tenderer stating clearly the identity, roles, activities and responsibilities of each subcontractor, and specifying the proportion (in % of the value of the contract) of the tasks of each subcontractor.</p> <p>A letter of intent by each subcontractor identified in the tender stating their unambiguous undertaking to collaborate with the tenderer if they win the contract and the extent of the resources that they will put at the tenderer's disposal for the performance of the contract</p> <p><u>If the tenderer does not intend to subcontract:</u></p>

Annex III to the invitation letter to submit a request to participate

	A document should be provided stating that the tenderer does not intend to subcontract and that they will inform the Commission of any change in this situation. The Commission reserves the right to judge if such a change is acceptable.
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For statistical purposes only, please kindly declare whether your company is an SME:

SMEs are defined in Commission Recommendation 2003/361/EC as companies

- with fewer than 250 staff
- and a turnover not exceeding 50 million euros.

	YES	NO
Single tenderer	<input type="checkbox"/>	<input type="checkbox"/>
For joint tenders, please confirm the status for each economic operator.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ...	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ...