

Services of building maintenance for the office of the European Parliament and European Commission in Copenhagen

OPEN PROCEDURE N° 06A40-2018-M046 – LOT 3

- Information meeting and visit to the premises-

Kamil BERNACKI

UGIBL

February 2019

Contents

- I. General remarks: Building, Language, Tender integrity
- II. Objectives and Services
- III. Tender documents
- IV. Tender submission

I. General remarks

1. Building

- The European Parliament Liaison Office
and the Representation of the European Commission in Denmark
- Offices, conferences, information / exposition point and events
- High level of security - in charge of the EC
- Maintenance contracts managed by the EP

I. General remarks

2. Language

- Contractual reference is English version of tender documents.

Translation is delivered for information purposes only.

- Tender submission can be made in any of official languages of EU.
- Working language for this contract will be English.

I. General remarks

3. Tender integrity

- This is an open procedure.
- The content of the tender cannot be altered by the tenderer.
- The submitted tender file shall be complete.
- All the questions shall be submitted by e-Tendering platform.
- The questions and answers will be made accessible for all the tenderers.

II. Objectives and services

1. Objectives

- Optimal performance of installations and equipment,
incl. optimal energetic and environmental performance
- Continuity of service
- Durability of building elements.
- Security, health, safety and comfort of the users of the building.
- Aesthetics

II. Objectives and services

2. Services

(1/3)

Preventive maintenance

- Planned on beginning of the contract
- Services detailed in the MAINTENANCE SCHEDULES are included
(with the materials up to 250€/replacement part)
- List of TECHNICAL INSTALLATIONS
 - non-exhaustive overview of facilities

(See in particular TECHNICAL SPECIFICATIONS: point 2., Annexe I, Annexe III)

ANNEX 1
 Global Health Institute, Division of Health Economics, Management and Innovation is proud to be co-ordinating

- ## Maintenance Schedules
- CONTENTS
- | | |
|-----------------------------------------------------------------------|-------|
| INSTALLATION: HVAC | |
| Split unit | HV001 |
| Multi-split (VRF-VRV) | HV002 |
| Air-handling unit (AHU) | HV003 |
| Direct expansion air-handling unit | HV004 |
| Fan housing | HV005 |
| Axial duct fan | HV006 |
| Roof fan | HV007 |
| Air curtains | HV008 |
| Air circuits (ductwork, diffusers and accessories) | HV009 |
| Control panel (HVAC) | HV010 |
| Chiller/heat pump | HV011 |
| Boilers/burners | HV012 |
| Radiators and convectors | HV013 |
| Electric circulator pumps | HV014 |
| Cold-water and hot-water hydraulic circuit, and accessories | |
| Water treatment | HV015 |
| Water-water heat exchangers | HV017 |
| HVAC switchboard | HV018 |
| INSTALLATION: ELECTRICS | |
| Switchboard | E001 |
| Normal and emergency lighting | E002 |
| LV and MV cable trays and cablelats, sockets and equipment | |
| Power supplies | E003 |
| Transformer substation | E004 |
| Power factor controllers | E005 |
| Distribution substation, disconnectors and protection gear | |
| Uninterruptible power supply (UPS) | E006 |
| INSTALLATION: WATER NETWORK | |
| Water supply network | WA001 |

[illegible]

II. Objectives and services

2. Services

(2/3)

Corrective maintenance

Based on the Corrective maintenance fund

(See in particular TECHNICAL SPECIFICATIONS point 2.8.)

- Covers the components on the end of their lifetime and parts over 250€
- The EP will transfer, quarterly, an amount equivalent to 3/12 of the annual maintenance fund (10.000€ per year)
- If the total amount is not used, the Contractor shall return the excess amount
- If the total amount is not used, any additional tasks will be subject to a separate purchase order

II. Objectives and services

2. Services

(3/3)

- Operating of an online incident reporting tool
for the computer aided facility management (CAFM)
- to be delivered and managed by the contractor
- Inspections, reports, regulatory oversight and other works

III. Tender documents

(1/2)

1. LETTER OF INVITATION TO TENDER

Contains the formal invitation

See e-Tendering file *LAS_en.docx* (Danish translation - Lot 3 - *LAS_OPFORDRING TIL AT AFGIVE BUD_300100_DA.docx*)

2. CONDITIONS FOR SUBMITTING A TENDER

Contains the summary of the formal conditions for the submission,
complementary to the LETTER OF INVITATION TO TENDER

See e-Tendering file *Conditions.docx* (Danish translation - Lot 3 - *COND_BETINGELSER_700100_DA.docx*)

3. SPECIFICATIONS

Contains administrative conditions of tender, including the description of exclusion, selection and award criteria.

See e-Tendering file *CdC2.docx* (Danish translation - Lot 3 - *CDC_UDBUDSBETINGELSER_400100_DA.docx*)

This file contains also 7 out of 8 Annexes to the SPECIFICATIONS (except Annex I - see TECHNICAL SPECIFICATIONS), including forms to be filled and the label to be affixed on the envelopes.

4. Non-disclosure and restricted use Declaration

Form to be filled

See e-Tendering file *Acknowledgement of receipt of plans.docx*

Danish translation - Lot 3 - *AR_Erklæring om hemmeligholdelse og begrænset anvendelse_DA.docx*)

5. DIRECT SERVICE CONTRACT

The draft of contract which will be signed with the successful tenderer

See e-Tendering file *Direct Contract_Lot 3-en.docx* (Danish translation - Lot 3 - *CNT_DIREKTE KONTRAKT_120100_DA.docx*)

III. Tender documents

(1/2)

6. TECHNICAL SPECIFICATIONS

See e-Tendering file *1169002_Technical_specifications_Generic_EN.docx*

(Danish translation - Lot 3 - *1169002_TEKNISKE SPECIFIKATIONER_Generic_DA.docx*)

Formally Annex I to the SPECIFICATIONS, this document contains the technical conditions and is followed by 4 own annexes. Annexes applicable for Copenhagen are the following:

- Annex I. Maintenance Schedules

See e-Tendering file *1169003_Annex I Maintenance Schedules_EN.docx*

(Danish translation - Lot 3 - *1169003_Bilag I Vedligeholdelsesplaner_DA.docx*)

- Annex II. Application under maintenance fund

See e-Tendering file *1169007_Annex II. Application under corrective maintenance fund_EN.docx*

(Danish translation - Lot 3 - *1169007_Bilag II. Ansøgning om anvendelse af midler til korrigerende vedligeholdelse_DA.docx*)

- Annex III.c Technical installations LOT 3 Copenhagen

See e-Tendering file *1169014_Annex III.c Technical installations LOT 3 Copenhagen_EN.docx*

(Danish translation - Lot 3 - *1169014_Bilag III.c Tekniske faciliteter LOT 3 Copenhagen_DA.docx*)

- Annex IV.c Annual Price Schedule Lot 3 Copenhagen

See e-Tendering file *1169021_Annexe IV.c - Annual Price Schedule LOT 3 Copenhagen_EN.docx*

(Danish translation - Lot 3 - *1169021_Bilag IV.c - Årlig prisoversigt 3 Copenhagen_DA.docx*)

IV. Tender submission

1. Important to remember

- To sign the paper original
- To submit the prices in EUR net of VAT
- To add 2 electronic copies identical to the signed paper original
- To follow the structure defined in the CONDITIONS... point 6
- To use the forms

(See Annexes to the SPECIFICATIONS and TECHNICAL SPECIFICATIONS)

- To put the file in 2 envelopes (inner and outer one)
and to affix the address label on both of them

(See Annex VIII to the SPECIFICATIONS)

- To send the original to the EP Official Mail Unit in STRASBOURG

(See CONDITIONS... point 7)

IV. Tender submission

2. Documents

- For exclusion and selection criteria:

(See SPECIFICATIONS, in particular points 13 and 14)

- Declaration on honour

(Form in Annex III)

- Proof of legal and regulatory capacity/authorisation to perform the contract

- Financial statements or their extracts for last 3 years

- Statements turnover for last 3 years

(Form in Annex VII)

- Evidence of professional risk indemnity insurance

- List of the principal services and supplies

for last 5 years with the sums, dates and clients

- If applicable: Declaration of subcontractors

(Forms in Annexes VI)

- Other documents, if applicable

- Annual price schedule

(See also TECHNICAL SPECIFICATIONS - Annex V)

- Memorandum and articles of association - Consortiums

(See also SPECIFICATIONS - Annex V)

- The Non-disclosure and restricted use Declaration

(See the form in separate file)

- Financial identification form

(Form in Annex IV to the SPECIFICATIONS);

- All other documents requested in the TECHNICAL SPECIFICATIONS on this stage

(For the complete instructions please refer to the tender documents)

IV. Tender submission

3. Deadlines

(See CONDITIONS... points 3 and 8 in particular)

- Questions: 15/02/2019 (Copenhagen)
- Tender submission: 05/03/2019
- Opening of tenders: 12/03/2019
- Probable date of award of the contract: May 2019

Thank you for your attention!