



CALL FOR EXPRESSIONS OF INTEREST (PRE-SELECTION)

ENISA F-TCI-13-T12

PROVISION OF SECURITY GUARD SERVICES

1. Contracting authority

The EUROPEAN NETWORK AND INFORMATION SECURITY AGENCY (ENISA) established by Regulation (EC) No 460/2004, with registered address; Science and Technology Park of Crete (ITE); Vassilika Vouton 70013 Heraklion, Greece and postal address at PO Box 1309 71001, Heraklion Greece.

2. Type of procedure

The awarding of this contract will be made by using a two stage 'Restricted' tender procedure. Only the companies pre-selected among those having answered this Call for Expressions of Interest in the first stage, will be invited to submit an offer in the second stage of this procedure.

3. Subject of the tender

The objective of the tender is to conclude a framework service contract for 'security guard services' for the Agencies' premises in two locations situated at:

- a) **Vassilika Vouton, Heraklion, Crete, Greece:**
- b) **Vasilissis Sofias 1, Marousi, Attiki, Greece.**

The successful company shall commit itself, by means of the personnel employed, to ensuring:

- the control of visitors' access to the premises
- the surveillance and patrolling of premises in order to prevent any intrusion, damage to property or attack on persons or property
- the immediate intervention on-the-spot in the event of an incident
- the provision of Reception Desk services.
- the regular submission of reports to the Agency covering these operations and any incidents which occur.

English language:

For all personnel, the ability to speak English conversationally and a basic ability to read English are minimum requirements. Additionally, for the local team leader/supervisor, a basic level of written English is required.

4. Description of the Guard Posts:

1. Heraklion premises: one security guard post based at main entrance reception desk 14 hours per day Monday to Friday (from 06:00hrs to 20:00hrs); one additional security guard post during office hours (from 09.00hrs to 17.00hrs).
2. Marousi premises: one security guard post based at main entrance reception desk 14 hours per day Monday to Friday (from 06:00hrs to 20:00hrs); one additional security guard post 8 hours per day during office hours (from 09.00hrs to 17.00hrs).

5. Contract

The tender following this call for expressions of interest will conclude with the awarding of an initial one year contract and thereafter will be tacitly renewable on a yearly basis for a maximum of four years, not exceeding, in any case, the legal duration of the Agency.

6. Time schedule and procedure

Interested companies shall submit all documents mentioned under Point 7 of this document to the address mentioned below no later than **17 July 2013** at 17:00 CET+1 (Greek time zone) either by:

- a) **Registered post or Express courier**. In this case the courier company's printed delivery slip and stamp will constitute proof of compliance with the deadline given above:

or

- b) **Hand-delivery** (direct or through any authorised representative of the Tenderer) by 17.00 hours on **17 July 2013** at the latest to the address shown below (please, be informed that delivery is accepted only during working hours 09:00-17:00 hrs). In the case of hand-delivery, in order to establish proof of the date of submission, the submitter will receive a receipt which will be signed by both parties, dated and time stamped, from an official at the below-mentioned address.

Please note that in this case it is the date and time actually received at the ENISA premises that will count.

Please Note: Due to frequent delays encountered with the postal services in Europe, we would ***strongly suggest that you use a courier service***. It is important to avoid delays to the programmed Opening and Evaluation dates as this will in turn delay the contract award, thereby affecting project completion dates.

The submission must be sent to one of the following addresses:

Postal Address		<u>Express Courier or Hand Delivery</u>
European Network and Information Security Agency (ENISA) For the attention of The Procurement Officer PO Box 1309 71001 Heraklion Greece	or	European Network and Information Security Agency (ENISA) For the attention of The Procurement Officer Science and Technology Park of Crete (ITE) Vassilika Vouton 700 13 Heraklion Greece

Please note that late despatch will lead to exclusion from the pre-selection procedure for this Call for Expressions of Interest.

The submission (**consisting of one original and one copy**) should be enclosed within two envelopes (inner and outer envelope), both of which should be sealed. If self-adhesive envelopes are used, they should be further sealed with adhesive tape, upon which the applicant's signature must appear.

The **outer envelope**, in addition to the above-mentioned ENISA address, should be marked as follows:

<p>CALL FOR EXPRESSIONS OF INTEREST N^o. ENISA F-TCI-13-T12</p> <p>“Provision of Security Guard Services”</p> <p>NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE</p> <p>NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 17th July 2013</p> <p><NAME OF COMPANY></p>

The **inner envelope** should be marked:

<p>CALL FOR EXPRESSIONS OF INTEREST N^o. ENISA F-TCI-13-T12</p> <p>“Provision of Security Guard Services”</p> <p>NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 17th July 2013</p> <p><NAME OF COMPANY></p>

PLEASE NOTE: Each applicant must also send an email to the Procurement Section, attention to the Procurement Officer, to confirm the despatch of their documentation.

Email address: procurement@enisa.europa.eu

7. The applicant must include in the inner envelope:

All necessary information and documents enabling ENISA to analyse the submissions on the basis of the selection criteria described in Point 8 below.

8. Selection criteria

The interested companies must submit the following documents for the evaluation of the minimum economic and technical standards required of them. These documents will be treated as confidential by ENISA:

- a) References of the applicant: name, legal status, address, phone, fax, names and responsibilities of members of the managerial bodies or of the person(s) who is authorised to represent the company;
- b) Experience and qualifications of the members of the managerial bodies and of the technical managers and their seniority in the company;
- c) A recent document from a bank stating that the applicant is not bankrupt or being wound up, having their affairs administered by the courts, entered into an arrangement with creditors, suspended business activities, are not the subject of proceedings concerning those matters;
- d) Certificates of enrolment in the Trade Register, in the appropriate professional register or proof of legal constitution of the company as a security company for persons and of premises in the country(s) where the services will be delivered. In the event of a grouping, at least one of the members of the grouping must provide these documents;
- e) A certificate issued by the competent authority or solemn declarations attesting that taxes, duties and social security contributions have been paid;
- f) Copy of documents showing the applicant's financial capability: statement of overall turnover and annual turnover concerning the services covered by the contract over the **past three financial years**;
- g) Copy of the current insurance certificate covering the risks of its activities;
- h) A list of the principal services provided in the past three years, with the values, recipients, public or private, especially those services provided to international or foreign companies, diplomatic missions or representations of international organisations;
- i) A description of the measures employed to ensure the quality of services;
- j) Training provided to its personnel;
- k) Indication of the permanent number of employees of the company and of the average number of the employees over the past three years.

Please note that applicants must include in their submission all the documents listed above, or face the risk of being ruled ineligible to participate.

Applicants shall be **excluded** from participation in a procurement procedure if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Applicants must certify that they are not in one of the situations listed above, by signing the form in *Annex I (Declaration on Exclusion Criteria)*, which must be submitted together with the required documents.

After the opening of the submissions, a committee will check the conformity of the submitted documents as well as the exclusion criteria mentioned above.

The committee will proceed to the selection of the tender candidates by checking their economic, technical and professional financial standing on the basis of the documents and references required above. The *selection criteria*, established to guarantee the quality of performance of the required services, are the following:

- i. annual turnover that guarantees the continuity of the service subject of the tender;
- ii. proven experience of the company in the field of security services during the last three years;
- iii. quality of the work references submitted;
- iv. training given to the personnel in conformity with the objectives of the contract;

- v. availability of human resources, sufficient in competence, quantity and professional experience, to guarantee the quality and the continuity of the security service requested;
- vi. experience and qualifications of the members of the managerial bodies and of the technical managers guaranteeing the quality and the continuity of the services requested.

9. Subcontracting

No subcontracting will be allowed for the provision of these services.

10. Dispatch of invitations to tender

Following the opening and evaluation of all submissions to this Call for Expressions of Interest, invitations to take part in the restricted tender together with the technical specifications will only be sent to the pre-selected companies.

11. Award criteria

The technical specifications are expected to be sent to the pre-selected companies in August 2013.

The contract will be awarded to the tender offering the best value for money, based on the following criteria (not in order of priority).

- a) Experience in the field of security services during the past three years;
- b) Quality of the work references;
- c) Training given to personnel in conformity with the objectives of the contract;
- d) Technical experience.
- e) Price

Annex I: Declaration on Exclusion Criteria