



Heraklion, 19 May 2010  
ENISA/ADM/DC/dc/2010/275

## **CALL FOR EXPRESSIONS OF INTEREST (PRE-SELECTION)**

ENISA P/10/10/TCD

### **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. Attribution procedure**

The attribution of the market will be made by using a 'Restricted' tender procedure. Only the companies pre-selected among those having answered this Call for Expressions of Interest will be invited to submit an offer.

#### **3. Subject of the tender**

The objective of the tender is to conclude a framework service contract with a company specialised in the security of persons and of premises which will be entrusted with the surveillance of the premises of the Agency for its two locations in:

- a) **Heraklion, Crete:** the main offices of the Agency are located here. Guarding services are required to be supplied 24/7 - 365 days per year.
- b) **Markopoulou, Attiki:** (vicinity of Eleftherios Venizelos airport): the Agency has additional office space which is used for meetings and events. Guarding services will only be required to be supplied whenever meetings or events are scheduled.

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 surveillance and patrolling of premises considered useful by the Agency, upon request by the Agency
- the immediate intervention on-the-spot in the event of an incident
- the physical safety of the personnel of the Agency and visitors within the Agency premises
- the regular submission of reports to the Agency covering these operations and any incidents

#### **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. 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, presently 12 March 2012, in line with Regulation 460/2004.

#### **5. 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 **24 June 2010** at 17:00 CET+1 (Athens 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 **24 June 2010** at the latest to the address shown below (please, be informed that only delivery during working hours 09:00-17:00 hrs, is accepted). In the case of hand-delivery, in order to establish proof of the date of deposit, the depositor 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.

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 delivery 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 in two envelopes, 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:

CALL FOR EXPRESSIONS OF INTEREST N<sup>o</sup>. **ENISA P/10/10/TCD**

**“ Provision of Security Guard Services ”**

**NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE**

NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE **2<sup>nd</sup> July 2010**  
 SUBMITTED BY THE FIRM: <PLEASE INSERT NAME OF THE TENDERER/COMPANY>

The **inner envelope** should be marked:

CALL FOR EXPRESSIONS OF INTEREST N<sup>o</sup>. ENISA P/10/10/TCD

“ **Provision of Security Guard Services** ”

NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE **2<sup>nd</sup> July 2010**

SUBMITTED BY THE FIRM: <PLEASE INSERT NAME OF THE TENDERER/COMPANY>

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

**Email address:** [procurement@enisa.europa.eu](mailto:procurement@enisa.europa.eu)

**Fax:** +30 2810 39 1410

**6. 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 7 below.

**7. 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 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.

## **8. Subcontracting**

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

## **9. 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.

## **10. Award criteria**

The technical specifications will be sent to the pre selected companies in July 2010. 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) Lowest price;
- b) Experience in the field of security services during the past three years;
- c) Quality of the work references;
- d) Training given to personnel in conformity with the objectives of the contract;
- e) Technical experience.

Annex I: Declaration on Exclusion Criteria