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**France-Paris: Outsourcing logistics services  
2014/S 033-052649**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

**I.1) Name, addresses and contact point(s)**

European Securities and Markets Authority (ESMA)  
CS 60747, 103 rue de Grenelle  
For the attention of: Procurement  
75345 Paris Cedex 07  
FRANCE

E-mail: [procurement@esma.europa.eu](mailto:procurement@esma.europa.eu)

**Internet address(es):**

General address of the contracting authority: <http://www.esma.europa.eu>

Electronic access to information: <http://www.esma.europa.eu>

**Further information can be obtained from:** The above mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:** The above mentioned contact point(s)

**Tenders or requests to participate must be sent to:** The above mentioned contact point(s)

**I.2) Type of the contracting authority**

European institution/agency or international organisation

**I.3) Main activity**

Economic and financial affairs

**I.4) Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

**II.1) Description**

**II.1.1) Title attributed to the contract by the contracting authority:**

Outsourcing logistics services.

**II.1.2) Type of contract and location of works, place of delivery or of performance**

Services

Service category No 22: Personnel placement and supply services

Main site or location of works, place of delivery or of performance: ESMA Headquarters, 103 rue de Grenelle, 75007 Paris, FRANCE.

NUTS code FR101

**II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves the establishment of a framework agreement

**II.1.4) Information on framework agreement**

Framework agreement with several operators  
maximum number of participants to the framework agreement envisaged: 3

**Duration of the framework agreement**

Duration in years: 4

**Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 1 800 000 EUR

II.1.5) **Short description of the contract or purchase(s)**

The purpose of this tender is to contract for the provision of full services around soft FM services: reception, management of inventory and assets, post office, facility management support and helpdesk, handyman, travel arrangements and event planning for ESMA's office and staff in Paris. The services provided shall be highly professional services appropriate for the international environment of ESMA.

II.1.6) **Common procurement vocabulary (CPV)**

79610000, 79612000, 79500000, 75131100

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

Estimated value excluding VAT: 1 800 000 EUR

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

This contract is subject to renewal: no

II.3) **Duration of the contract or time limit for completion**

**Section III: Legal, economic, financial and technical information**

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

Not applicable.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

Not applicable.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Not applicable.

III.1.4) **Other particular conditions**

The performance of the contract is subject to particular conditions: no

III.2) **Conditions for participation**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers**

Information and formalities necessary for evaluating if the requirements are met: As in tender specifications — available at <http://www.esma.europa.eu/page/procurement>

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: As in tender specifications — available at <http://www.esma.europa.eu/page/procurement>

Minimum level(s) of standards possibly required: As in tender specifications — available at <http://www.esma.europa.eu/page/procurement>

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

As in tender specifications — available at <http://www.esma.europa.eu/page/procurement>

Minimum level(s) of standards possibly required:

As in tender specifications — available at <http://www.esma.europa.eu/page/procurement>

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

**Section IV: Procedure**

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

PROC/2014/002.

IV.3.2) **Previous publication(s) concerning the same contract**

no

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 1.4.2014

Payable documents: no

IV.3.4) **Time limit for receipt of tenders or requests to participate**

1.4.2014 - 16:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**

Any EU official language

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8) **Conditions for opening of tenders**

Date: 8.4.2014 - 10:00

Place:

ESMA Headquarters, Paris.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: Tenderers may send a representative to the opening session, however this must be notified to ESMA at least 2 days in advance of the opening session. During the opening session only the physical integrity and timeliness of the tenders is checked.

**Section VI: Complementary information**

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) **Additional information**

Tenderers should be aware that there is a site visit associated with this tender, which shall take place on 11.3.2014 (14:00–15:30). Tenderers shall register for attendance at least 2 days in advance to [procurement@esma.europa.eu](mailto:procurement@esma.europa.eu)

Additionally, tenderers should be aware that it is their responsibility to monitor the ESMA website for updates regarding this tender procedure, including publication of questions and answers, documents and deadline extensions.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures**

General Court

rue du Fort Niedergrünwald

Luxembourg

LUXEMBOURG

Internet address: <http://www.curia.europa.eu>

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of notification to the plaintiff, or, in the absence thereof, of the day on which it came to their knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

VI.5) **Date of dispatch of this notice:**

5.2.2014