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**Germany-Frankfurt am Main: ECB - Group Business Travel Insurance
2018/S 198-446812**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

European Central Bank
Sonnemannstrasse 22
Frankfurt am Main
60314
Germany
Contact person: Central Procurement Office
E-mail: procurement@ecb.europa.eu
Fax: +49 69/13447110
NUTS code: DE712

Internet address(es):

Main address: <http://www.ecb.europa.eu>

I.2) Information about joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted electronically via: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>
Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Group Business Travel Insurance
Reference number: PRO-003934

II.1.2) Main CPV code

66510000

II.1.3) Type of contract

Services

II.1.4) **Short description:**

The procurement aims at providing staff and other persons (e.g. trainees, agency staff, secondees, etc.) sent by the ECB on business travel with worldwide insurance coverage against expenditure incurred as a consequence of insured risks during business travel. The business travel insurance shall enter into force on 27.7.2019 and shall end on 31.12.2021 with the possibility for an extension of up to 1 year. International SOS provides for business travelers of the ECB travel assistance services, which includes – amongst others – the operation of a call center and the handling of any type of incidents during business travel. The successful tenderer is expected to fully cooperate with International SOS in the delivery of emergency response services for all insured risks. Assistance services are not within the scope of this procurement. Furthermore, insurance coverage for medical expenses is provided in the ECB Health Insurance and excluded from the scope of the procurement.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

II.2.3) **Place of performance**

NUTS code: DE712

II.2.4) **Description of the procurement:**

The procurement aims at providing staff and other persons (e.g. trainees, agency staff, secondees, etc.) sent by the ECB on business travel with worldwide insurance coverage against expenditure incurred as a consequence of insured risks during business travel. The business travel insurance shall enter into force on 27.7.2019 and shall end on 31.12.2021 with the possibility for an extension of up to 1 year. International SOS provides for business travelers of the ECB travel assistance services, which includes – amongst others – the operation of a call center and the handling of any type of incidents during business travel. The successful tenderer is expected to fully cooperate with International SOS in the delivery of emergency response services for all insured risks. Assistance services are not within the scope of this procurement. Furthermore, insurance coverage for medical expenses is provided in the ECB Health Insurance and excluded from the scope of the procurement.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 29

This contract is subject to renewal: yes

Description of renewals:

The business travel insurance shall enter into force on 27.7.2019 and shall end on 31.12.2021, with the possibility for an extension of up to 1 year.

II.2.9) **Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

The ECB intends to invite up to 5 Candidates to submit a tender provided that a sufficient number of Candidates meeting the selection criteria is available.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

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

II.2.14) **Additional information**

Section III: Legal, economic, financial and technical information

III.1) **Conditions for participation**

III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

As stated in the procurement documents.

III.1.2) **Economic and financial standing**

Selection criteria as stated in the procurement documents

III.1.3) **Technical and professional ability**

Selection criteria as stated in the procurement documents

III.1.5) **Information about reserved contracts**

III.2) **Conditions related to the contract**

III.2.1) **Information about a particular profession**

III.2.2) **Contract performance conditions:**

In line with the terms and conditions of the draft contract. See details in the procurement documents.

III.2.3) **Information about staff responsible for the performance of the contract**

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Competitive procedure with negotiation

IV.1.3) **Information about a framework agreement or a dynamic purchasing system**

IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

IV.1.5) **Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

IV.1.6) **Information about electronic auction**

IV.1.8) **Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

IV.2) **Administrative information**

IV.2.1) **Previous publication concerning this procedure**

IV.2.2) **Time limit for receipt of tenders or requests to participate**

Date: 15/11/2018
Local time: 12:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 02/01/2019

IV.2.4) **Languages in which tenders or requests to participate may be submitted:**

English

IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**

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

IV.2.7) **Conditions for opening of tenders**

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about electronic workflows**

Electronic invoicing will be accepted

VI.3) **Additional information:**

This tender procedure is conducted via the ECB's electronic tendering system (e-tendering) which can be accessed via the following internet address: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>. If you have not used the ECB's new electronic tendering system before, you need to register via the above link (click on "Register"). Subsequently to the registration, you will receive an automated notification with your user credentials to log in (click on "Login") and to access the tender documentation. Please note that:

— a registration to the above system is only required once and you can reuse your user credentials in all future procedures of the ECB which are conducted via the above system. Therefore, please keep your user credentials after registration for the future,

— in case you should have participated in previous ECB tender procedure(s) in the past (which were conducted via the ECB's prior online system), you still need to register once to the above address,

— your mere registration does not constitute an application/tender. You must submit your application/tender via the ECB's electronic tendering system as further instructed in the application/tender documentation.

The system reference number for the above procurement is: RFX-PT-2018-000017: PRO-003934-R1 Business Travel Insurance

To download the tender documents, log on to the ECB's electronic tendering system with your login and password. Expand the field "Public Tenders – Upcoming Events". Click on "Click to request an invitation to this event" for the above procedure and close the new window which opens. Once the request is completed (this can take a few minutes), the status of the participation request will change to "Invited" and the RFX documentation will be accessible via the RFX tab.

Under the above link you also find user guides for detailed information on how to use the system and contact details for technical support.

Should you require technical help when using the system, please contact the ECB's technical support team at sourcing.support@ecb.europa.eu by quoting the reference number and the problem experienced.

Any other queries relating to this procurement procedure and the content of the procurement documentation shall be submitted as message via the ECB's e-tendering system (under the tab "Discussion").

The ECB endeavours to answer all queries as quickly as possible but cannot guarantee a minimum time response. The ECB shall not be bound to reply to queries received less than seven calendar days before the time-limit for the submission of tenders.

The tender procedure shall be open on equal terms to all natural or legal persons resident or located in the European Union and to all natural and legal persons resident or located in a country which has ratified the World Trade Organisation Agreement on Government Procurement or has concluded with the European Union a bilateral agreement on procurement under the conditions laid down in the said agreements.

The tender procedure is conducted in accordance with ECB Decision 2016/2 laying down the Rules on Procurement (as amended), available on the ECB website at <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Procurement Review Body of the European Central Bank, c/o Legal Advice Team
Sonnemannstrasse 22
Frankfurt am Main
60314
Germany
Telephone: +49 6913440
Fax: +49 6913446886
Internet address: <http://www.ecb.europa.eu>

VI.4.2) **Body responsible for mediation procedures**

The European Ombudsman
1 avenue du Président Robert Schuman, CS 30403
Strasbourg Cedex
67001
France

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:
15 days from the receipt of the information specified in Article 34(3) of ECB Decision 2016/2 laying down the Rules on Procurement or, if no information is requested, 15 days from the receipt of the notification to unsuccessful tenderers. Further requirements are outlined in Article 39 of this Decision. A complaint to the European Ombudsman does not affect the deadline for lodging appeals.

VI.4.4) **Service from which information about the review procedure may be obtained**

Central Procurement Office of the European Central Bank
Sonnemannstrasse 22
Frankfurt am Main
60314
Germany
Telephone: +49 6913440
E-mail: procurement@ecb.europa.eu
Fax: +49 6913447110
Internet address: <http://www.ecb.europa.eu>

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

01/10/2018