## ECB - maintenance of mailing-list database and publications mailing services (D-Frankfurt-on-Main)

(99/S 134-101905/EN)

## Open tender process (services)

1. The name, address, telephone and facsimile numbers of the contracting authority: The European Central Bank, Kaiserstraße 29, D-60311 Frankfurt am Main.

Tel. (49-69) 13 44-0. Facsimile (49-69) 13 44 60 00.

- 2. a) The award procedure chosen: Open tender procedure.
- b) Form of the contract for which tenders are being requested: Mailing list database maintenance and publications mailing services. CPV Nos 74832000 and 74832100.
- 3. a) Place of delivery: Mailings to all destinations.
- b) The nature of the services to be supplied: Updating and maintenance of the ECB's database of publications subscribers addresses, preparation of address labels and execution of initial distribution of new publications in conjunction with the ECB's Frankfurt printer, storage of prior publications and mailing of these upon request.
- c) Indication of whether the supplier can tender for a part of the goods required: The tender must be for the entire contract.
- 4. Time limit for delivery, if any: The expected starting date for contract is 1. 10. 1999.
- 5. a) Name and address of the service from which the contract documents and additional documents may be requested: The ECB Mailing Tender, for the attention of Mr Humphrey Rudgard, the European Central Bank, Kaiserstraße 29, D-60311 Frankfurt am Main, tel. (49-69) 13 44 75 03, facsimile (49-69) 13 44 75 31.
- b) The final date for making such requests: 14 calendar days before closure of tender.
- c) The amount and terms of payment of the sum to be paid to obtain such documents: None.
- 6. a) The final date for receipt of tenders: 31. 8. 1999 (12.00).
- b) The address to which they must be sent: As in 5. a).
- c) The language or languages in which they must be drawn up: English.
- 7. a) The persons authorized to be present at the opening of tenders: Authorized staff of the ECB only. A report on the opening of the tender will be available for tenderers on request.
- b) **The date, hour and place of such opening:** The day of closing the tender 31. 8. 1999 (12.00), at the ECB.
- 8. Any deposits and guarantees required: No deposits will be required.
- 9. The main terms concerning financing and payment and/or reference to the provisions in which they are contained: Payment terms to be specified in the tender documents.
- 10. The legal form to be taken by the grouping of suppliers to whom the contract is awarded: Not applicable, no subcontracting of the services is permitted.
- 11. Information concerning the suppliers own position, and the information and formalities necessary for an appraisal of the minimum economic and technical standards required of the supplier: As detailed in the tender documents. Companies must be able to demonstrate that they have appropriate experience, sufficient resources and the requisite systems to execute this contract.
- 12. **Period during which the tenderer is bound to keep open his tender:** 90 days following the date in 7. b).
- 13. **The criteria for the award of the contract:** Economically most advantageous tender in terms of quality of systems and service, reliability, resources, compliance to standards, costs and functionality. These criteria are not necessarily in order of importance.
- 14. *Other information:* The ECB reserves the right to visit any tenderer to whom it is considering awarding the contract in order to satisfy itself of the technical and management capabilities of the tenderer with respect to the execution of this contract.

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16. Date of publication of the prior information notice in the Official Journal of the European Communities or references to its non-publication: Not previously published.

- 17. Date of dispatch of the notice: 8. 7. 1999.
- 18. Date of receipt by the Office for Official Publications of the European Communities: 8. 7. 1999.