

**Poland-Warsaw: Provision of assistance services to the Information Point of the European Commission Representation in Poland — PO/2014-1/WAR**

OJ S 20/2014 29/01/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Communication, Representation in Poland

Postal address: ul. Jasna 14/16a

Town: Warsaw

Postal code: 00-041

Country: Poland

For the attention of: Magdalena Walasek

E-mail: [comm-rep-waw-procurement@ec.europa.eu](mailto:comm-rep-waw-procurement@ec.europa.eu)

Telephone: +48 225568989

**Internet address(es):**

General address of the contracting authority: [http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/representations/index\\_en.htm](http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/representations/index_en.htm)

Address of the buyer profile: <http://ec.europa.eu/polska/>

Electronic access to information: [http://ec.europa.eu/polska/possibilities\\_for\\_funding/tenders/index\\_pl.htm](http://ec.europa.eu/polska/possibilities_for_funding/tenders/index_pl.htm)

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

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

European institution/agency or international organisation

**I.3. Main activity**

General public services

**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**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Provision of assistance services to the Information Point of the European Commission Representation in Poland — PO/2014-1/WAR.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: At the premises of the European Commission Representation in Poland.

NUTS code

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

The notice involves a public contract

**II.1.4. Information about framework agreement**

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

The subject of the contract consists in providing services in the form of answers to questions from visitors to the Information Point and to telephone and e-mail inquiries addressed to it by individuals and institutions. Over the course of a month an Information Point receives around 500–700 face-to-face, telephone and e-mail inquiries.

The subject of the contract also consists in ensuring that the appropriate number of publications and information material is available on the spot and dispatching them at the request of individuals and institutions.

The contractor has to ensure qualified assistants to be present throughout the Information Point's opening hours who will provide information, guidance and assistance tailored to individual needs.

**II.1.6. CPV code(s)**

79621000 Supply services of office personnel

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

The procurement is covered by the Government Procurement Agreement: yes

**II.1.8. Lots**

This contract is divided into lots: no

**II.1.9. Information about variants**

Variants will be accepted: no

**II.2. Scope of the procurement**

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

The indicative budget for this tender is between 75 000 EUR and 80 000 EUR per year, and between 300 000 EUR and 320 000 EUR over 4 years, VAT excluded.

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

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

Duration in months: 12 (from the award of the contract)

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

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### III.1. Conditions related to the contract

#### III.1.1. Deposits and guarantees required

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

Please refer to the tender specifications.

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

#### III.1.4. Contract performance conditions

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

### III.2. Conditions for participation

#### III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions: Please refer to the tender specifications.

#### III.2.2. Economic and financial ability

List and brief description of conditions: Please refer to the tender specifications.

Minimum level(s) of standards possibly required: Please refer to the tender specifications.

#### III.2.3. Technical and professional ability

List and brief description of conditions:

Please refer to the tender specifications.

Minimum level(s) of standards possibly required:

Please refer to the tender specifications.

#### 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. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: yes

## Section IV: Procedure

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### IV.1. Type of procedure

#### IV.1.1. Type of procedure

Open

#### IV.1.2. Information about the limits on the number of candidates to be invited

#### IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

### IV.2. Award criteria

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **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**

PO/2014-1/WAR.

##### **IV.3.2. Previous publication concerning this procedure**

no

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

Payable documents: no

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

10.3.2014 - 17:30

##### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

##### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

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: 14.3.2014 - 11:00

Place:

ul. Jasna 14/16a, 00-041 Warsaw, POLAND, meeting room 10.

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

Information about authorised persons and opening procedure: Representatives of the tenderers and the Commission.

#### **Section VI: Complementary information**

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##### **VI.1. Information about recurrence**

This is a recurrent procurement: no

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

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

##### **VI.3. Additional information**

All the documentation of this call for tenders, including any additional information during the procedure, is published at the following Internet address:

[http://ec.europa.eu/polska/possibilities\\_for\\_funding/tenders/index\\_pl.htm](http://ec.europa.eu/polska/possibilities_for_funding/tenders/index_pl.htm)

Tenderers should consult this site regularly, as additional information may be published at any time during the procedure.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

Fax: +352 4303-2100

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

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the 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 review procedure may be obtained**

##### **VI.5. Date of dispatch of this notice**

17.1.2014