

**UK-London: Assembly monitoring services for the offices of the Representation of the European Commission in the United Kingdom — lot 1 (Belfast), lot 2 (Cardiff) and lot 3 (Edinburgh)**

OJ S 32/2013 14/02/2013

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 the United Kingdom

Postal address: Europe House, 32 Smith Square

Town: London

Postal code: SW1P 3EU

Country: United Kingdom

Contact person: European Commission Representation in the United Kingdom

For the attention of: Mrs Anne Jung

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

Telephone: +44 2079731957

Fax: +44 2079731895

**Internet address(es):**

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

Address of the buyer profile: [http://ec.europa.eu/unitedkingdom/work\\_with\\_eu/index\\_en.htm](http://ec.europa.eu/unitedkingdom/work_with_eu/index_en.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**

Assembly monitoring services for the offices of the Representation of the European Commission in the United Kingdom — lot 1 (Belfast), lot 2 (Cardiff) and lot 3 (Edinburgh).

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

Services

Service category No 27: Other services

Main site or place of performance: Contractor's premises.

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 purpose of the contract is assembly monitoring services for the offices of the Representation of the European Commission in Belfast, Cardiff and Edinburgh.

The contract is divided into 3 lots.

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

79410000 Business and management consultancy services, 79400000 Business and management consultancy and related services

**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: yes

Tenders may be submitted for one or more lots

**II.1.9. Information about variants**

Variants will be accepted: no

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

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

Lot 1 — Belfast between 13 000 EUR and 19 000 EUR per year; and for the maximum of 4 years (between 52 000 EUR and 76 000 EUR) VAT excluded.

Lot 2 — Cardiff between 13 000 EUR and 19 000 EUR per year; and for the maximum of 4 years (between 52 000 EUR and 76 000 EUR) VAT excluded.

Lot 3 — Edinburgh between 13 000 EUR and 19 000 EUR per year; and for the maximum of 4 years (between 52 000 EUR and 76 000 EUR) 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

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

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

Information about lots

Lot No: 1

Lot title: Assembly monitoring services for the office of the European Commission in Belfast

**1) Short description**

Tailored monitoring service of the Northern Ireland Assembly and Government.

**2) CPV code(s)**

79410000 Business and management consultancy services, 79416200 Public relations consultancy services, 79400000 Business and management consultancy and related services

**3) Quantity or scope**

Between 13 000 EUR and 19 000 EUR per year; and between 52 000 EUR and 76 000 EUR for the maximum of 4 years, VAT excluded.

**4) Indication about different time frame or duration**

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

**5) Additional information about lots**

Lot No: 2

Lot title: Assembly monitoring services for the office of the European Commission in Cardiff

**1) Short description**

Assembly monitoring service covering the work of the Welsh Government and the National Assembly for Wales.

**2) CPV code(s)**

79410000 Business and management consultancy services, 79416000 Public relations services, 79400000 Business and management consultancy and related services

**3) Quantity or scope**

Between 13 000 EUR and 19 000 EUR per year; and between 52 000 EUR and 76 000 EUR for the maximum of 4 years, VAT excluded.

**4) Indication about different time frame or duration**

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

**5) Additional information about lots**

Lot No: 3

Lot title: Assembly monitoring services for the office of the European Commission in Edinburgh

**1) Short description**

Monitoring services of the Scottish Parliament in Holyrood.

**2) CPV code(s)**

79410000 Business and management consultancy services, 79400000 Business and management consultancy and related services, 79416200 Public relations consultancy services

**3) Quantity or scope**

Between 13 000 EUR and 19 000 EUR per year; and between 52 000 EUR and 76 000 EUR for the maximum of 4 years, VAT excluded.

**4) Indication about different time frame or duration**

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

**5) Additional information about lots**

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

**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 see the respective points of the draft contract.

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

Please see the respective points of the tender specifications.

### **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 see the respective points of the tender specifications.

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

List and brief description of conditions: Please see the respective points of the tender specifications.

Minimum level(s) of standards possibly required: Please see the respective points of the tender specifications.

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

List and brief description of conditions:

Please see the respective points of the tender specifications.

Minimum level(s) of standards possibly required:

Please see the respective points of 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/2013-2/LON.

### **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**

28.3.2013

### **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: 9 (from the date stated for receipt of tender)

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

Date: 8.4.2013 - 14:30

Place:

European Commission Representation in the United Kingdom, Europe House, 32 Smith Square, London, SW1P 3EU, UNITED KINGDOM.

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

Information about authorised persons and opening procedure: Representatives of the tenderers and of the European 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 documentation of this call for tenders, including any additional information during the procedure is published at the following Internet address:

[http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/representations/ongoing/index\\_en.htm](http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/representations/ongoing/index_en.htm)

or

[http://ec.europa.eu/unitedkingdom/work\\_with\\_eu/index\\_en.htm](http://ec.europa.eu/unitedkingdom/work_with_eu/index_en.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@ec.europa.eu](mailto:generalcourt.registry@ec.europa.eu)

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://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 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**

4.2.2013