

**Luxembourg-Luxembourg: Selection of a Travel Management Company (TMC) with a view to supplying travel-related services for the European Parliament, the European Court of Auditors, the European Economic and Social Committee, the European Committee of the Regions and the European Ombudsman**

**OJ S 29/2018 10/02/2018**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Parliament — Directorate-General for Finance

Postal address: BP 1601

Town: Luxembourg

Postal code: 2929

Country: Luxembourg

For the attention of: Didier KLETHI

E-mail: [dgfins.Marches@ep.europa.eu](mailto:dgfins.Marches@ep.europa.eu)

**Internet address(es):**

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

Electronic access to information: <http://www.europarl.europa.eu/tenders/invitations.htm>

**Additional information can be obtained from:**

Official name: European Parliament — DG Finance

Postal address: Plateau de Kirchberg, BP 1601

Town: Luxembourg

Postal code: L-2929

Country: Luxembourg

For the attention of: José Luis ACEDO CASTRO

E-mail: [dgfins.Marches@ep.europa.eu](mailto:dgfins.Marches@ep.europa.eu)

Internet address: <http://www.europarl.europa.eu/tenders/invitations.htm>

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

Official name: European Parliament — DG Finance

Postal address: Plateau de Kirchberg, BP 1601

Town: Luxembourg

Postal code: L-2929

Country: Luxembourg

For the attention of: José Luis ACEDO CASTRO

E-mail: [dgfins.Marches@ep.europa.eu](mailto:dgfins.Marches@ep.europa.eu)

Internet address: <http://www.europarl.europa.eu/tenders/invitations.htm>

**Tenders or requests to participate must be submitted:** Official name: European Parliament — Official Mail Service

Postal address: Konrad Adenauer Building, Office 00D001

Town: Luxembourg

Postal code: L-2929

Country: Luxembourg  
Contact person: Direction General for Finance  
For the attention of: Didier KLETHI

**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: yes

Official name: European Court of Auditors

Postal address: 12 rue Alcide de Gasperi

Town: Luxembourg

Postal code: L-1615

Country: Luxembourg

Official name: European Economic and Social Committee

Postal address: rue Belliard 99

Town: Brussels

Postal code: B-1040

Country: Belgium

Official name: European Committee of the Regions

Postal address: rue Belliard 101

Town: Brussels

Postal code: B-1040 Brussels

Country: Belgium

Official name: European Ombudsman

Postal address: 1 avenue du Président Robert Schuman

Town: Strasbourg

Postal code: F-67001

Country: France

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**Section II: Object of the contract**

**II.1. Description**

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

Selection of a Travel Management Company (TMC) with a view to supplying travel-related services for the European Parliament, the European Court of Auditors, the European Economic and Social Committee, the European Committee of the Regions and the European Ombudsman

**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: Brussels, Luxembourg, Strasbourg.

NUTS code LU Luxembourg,FR France,BE Belgique / België

**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 services to be provided are: arranging transport tickets, accommodation, and travel-related services for the travellers of the Institutions concerned, in the exercise of their official business. These services shall include operational and technical assistance for the Institutions to develop and implement their respective travel management strategies and travel policies.

The services shall be provided in accordance with the internal rules and travel policies applicable to the different categories of travellers of each Institution concerned.

According to the needs of each Institution, the TMC may be called on to deliver services on the premises of the Institution ("implant"), mainly in Brussels, Luxembourg and/or Strasbourg, as well as from a distance ("explant"). Further information is detailed in the Technical Terms and Conditions of each lot.

The institutions reserve the right to use other travel management companies, transport companies, hotel organisations or any other organisations or any service provider, as an alternative to the contract for which this procedure is launched, with a view to obtaining a more compliant (better value-for-money) travel offer.

Annexes 1-5 of the specifications provide a detailed description of the services per lot and Institution.

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

63510000 Travel agency and similar services, 63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

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

The procurement is covered by the Government Procurement Agreement: no

#### **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**

#### **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: 60 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Selection of a Travel Management Company (TMC) with a view to supplying travel-related services for the European Parliament and the European Ombudsman — Lot I

**1) Short description**

Provision of travel related services as the Travel Management Company (TMC) for the European Parliament and the European Ombudsman

**2) CPV code(s)**

63510000 Travel agency and similar services, 63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

**3) Quantity or scope**

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

Duration in months: 60 (from the award of the contract)

**5) Additional information about lots**

The European Ombudsman reserves the right to withdraw from the contract with a period of notice of 1 month.

Lot No: 2

Lot title: Selection of a Travel Management Company (TMC) with a view to supplying travel-related services for the European Court of Auditors — Lot II

**1) Short description**

Provision of travel related services as the Travel Management Company (TMC) for the European Court of Auditors

**2) CPV code(s)**

63510000 Travel agency and similar services, 63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

**3) Quantity or scope**

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

Duration in months: 60 (from the award of the contract)

**5) Additional information about lots**

Lot No: 3

Lot title: Selection of a Travel Management Company (TMC) with a view to supplying travel-related services for the European Economic and Social Committee — Lot III

**1) Short description**

Provision of travel related services as the Travel Management Company (TMC) for the European Economic and Social Committee

**2) CPV code(s)**

63510000 Travel agency and similar services, 63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

**3) Quantity or scope**

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

Duration in months: 60 (from the award of the contract)

## 5) Additional information about lots

Lot No: 4

Lot title: Selection of a Travel Management Company (TMC) with a view to supplying travel-related services for the European Committee of the Regions — Lot IV

### 1) Short description

Provision of travel related services as the Travel Management Company (TMC) for the European Committee of the Regions

### 2) CPV code(s)

63510000 Travel agency and similar services, 63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

### 3) Quantity or scope

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

Duration in months: 60 (from the award of the contract)

## 5) Additional information about lots

## 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

A performance guarantee will be requested only for Lot I.

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

Financing and payment conditions appear in Article I.3 and I.4 for Lot II and in Articles I.4 and I.5 for Lots I, III and IV of the respective draft contracts.

#### 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: Point 14.1 of specifications:

The tenderer is required to hold a particular authorisation proving that he is authorised to perform the contract in his country of establishment or be a member of a specific professional organisation. In the case of groups of economic operators, each member will furnish proof of authorisation to perform the contract, as specified in Point 5 of the specifications.

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

List and brief description of conditions: Point 14.2 of specifications:

The European Parliament furthermore requires tenderers to have a minimum financial and economic capacity to implement this contract, which will be assessed on the basis of the following information:

- a professional risk indemnity insurance to cover all risks and liabilities mentioned in the tender documents,
- an average annual turnover over the last 3 years, covering the services of this call for tender, of minimum EUR 83 300 000 for Lot I, of minimum EUR 2 340 000 for Lot II, of minimum EUR 14 000 000 for Lot III and of minimum EUR 9 400 000 for Lot IV,
- overall positive cash flow from operating activities over the last 3 financial years.

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

List and brief description of conditions:

Point 14.3 of specifications:

The European Parliament requires tenderers to have the following technical and professional capacities:

- the authorisation to provide the services set out in this call for tender,
- the authorisation to issue transport tickets,
- at least 5 years of experience in supplying travel-related services (transport, accommodation, etc.) to companies for their work-related travel. A minimum of one of the contracts performed by the tenderer for a company/organisation in the course of these years must have involved a number of transactions equivalent to at least 70 % of the number of transactions indicated under Point 3.4.1 of the specifications for each lot the tenderer bids for.

### **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: yes

Reference to the relevant law, regulation or administrative provision: Travel agencies

##### **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**

EP/FINS 2017-103

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

**Prior information notice**

Notice number in the OJ S: [2017/S 096-188213](#) of 19.5.2017

**Other previous publications**

Notice number in the OJ S: [2017/S 144-296337](#) of 29.7.2017

**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**

28.3.2018 - 17:00

**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: 10.4.2018 - 10:30

Place:

Luxembourg

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

Information about authorised persons and opening procedure: Limited to 2 persons per tenderer

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 1.2023

**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**

The European Parliament reserves the right to use a negotiated procedure under Article 134.1. e) of the rules of application of the Financial Regulation, for new services consisting in the repetition of similar services entrusted to the economic operator to which the same Contracting Authority awarded an original contract, provided that these services or works are in conformity with a basic project.

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: General Court of the Court of Justice of the European Union  
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 433766  
Internet address: <http://curia.europa.eu>

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

Official name: General Court of the Court of Justice of the European Union  
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 433766  
Internet address: <http://curia.europa.eu>

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

30.1.2018