

Belgium-Brussels: Multiple framework contract in cascade for the provision of conference assistant services related to the organisation of conferences and other events

OJ S 51/2014 13/03/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate-General for Interpretation

Postal address: VM18 — 1/19

Town: Brussels

Postal code: 1049

Country: Belgium

For the attention of: J.M. Bastos

E-mail: scic-call-confassist@ec.europa.eu

Telephone: +32 22968111

Internet address(es):General address of the contracting authority: http://ec.europa.eu/dgs/scic/procurement/procurement_en.htm**Additional information can be obtained from:**

Official name: European Commission, Directorate-General for Interpretation

Postal address: B100 02/030

Town: Brussels

Postal code: 1049

Country: Belgium

Contact person: Budget and Financial Unit SCIC S.2

For the attention of: V. De Leeuw

E-mail: valerie.de-leeuw@ec.europa.eu**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

Other: Conference organisation 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

II.1. Description**II.1.1.**

Title attributed to the contract by the contracting authority

Multiple framework contract in cascade for the provision of conference assistant services related to the organisation of conferences and other events.

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: Belgium and especially Brussels.

NUTS code

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with several operators

Maximum number Envisaged maximum number of participants to the framework agreement
: 3

Duration of the framework agreement

Duration in years: 1

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT:

Range: between 125 000 and 150 000 EUR

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

Typical tasks which conference assistants will need to perform before, during and after the events include: compilation of conference folders and preparation of badges in alphabetical order, preparation and management of registration desk, 'on-site' management of registrations, providing information to participants, general assistance in meeting rooms, assistance to speakers with IT presentations, photocopying and distributing documents to interpreters.

II.1.6. CPV code(s)

79950000 Exhibition, fair and congress organisation 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: 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 SCIC houses a unit dedicated to the organisation of conferences and events for all Commission services. The unit organises 40 to 50 events per year which are attended by up to thousands of participants. For each event, the SCIC needs a team that varies usually from 2 to 10 CAs (25 to 40 CAs for large events).

In addition to these events, other Commission services, EU bodies and agencies may also make use of the services described above.

Estimated value excluding VAT:

Range: between 125 000 and 150 000 EUR

II.2.2. Information about options

Options: yes

Description of options: The contracts will be concluded for an initial duration of 1 year from the date of their signature. The contracts shall be renewed in writing a maximum of 3 times under the same conditions, unless written notification to the contrary is sent by one of the contracting parties in accordance with the provisions set out in the draft framework contract.

Provisional timetable for recourse to these options:

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

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

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Not applicable.

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

Article I.4 of the draft framework contract.

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

Section II.2 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: Sections III.2.1 and IV.1.3 of the tender specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: Section IV.2.1 of the tender specifications.

III.2.3. Technical and professional ability

List and brief description of conditions:

Section IV.2.2 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

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

SCIC/S6/2014/FWC/01.

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

5.5.2014 - 16:00

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: 12.5.2014 - 10:00

Place:

rue Van Maerlant, 1049 Brussels, BELGIUM.

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

Information about authorised persons and opening procedure: Tenderers who would like to be present at the opening must register at least 2 working days before by sending an e-mail to scic-call-confassist@ec.europa.eu

1 representative per tender will be authorised to participate at the opening. The president of the opening committee will announce the names of the tenderers and the decision concerning the acceptability of each tender. Prices indicated in the tenders received will not be communicated.

Section VI: Complementary information

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 documents for participating in the call for tender may be downloaded from the website of DG Interpretation mentioned in point I.1 of this contract notice.

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

Telephone: +352 4303-1

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

3.3.2014