

D-Frankfurt-on-Main: Rental of meeting and conference rooms

OJ S 59/2013 23/03/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: EIOPA

Postal address: Westhafen Tower, Westhafenplatz 1

Town: Frankfurt-on-Main

Postal code: 60327

Country: Germany

For the attention of: Procurement

E-mail: procurement@eiopa.europa.eu**Internet address(es):**General address of the contracting authority: <https://eiopa.europa.eu/about-eiopa/procurement/index.html>**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

Economic and financial affairs

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**

Rental of meeting and conference rooms.

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

Services

Service category No 27: Other services

NUTS code DE712 Frankfurt am Main, Kreisfreie Stadt

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
: 5

Duration of the framework agreement

Duration in years: 4

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

Estimated value excluding VAT: 620 000 EUR

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

Rental of meeting and seminar/conference rooms.

II.1.6. CPV code(s)

55120000 Hotel meeting and conference 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

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

Information about lots

Lot No: 1

Lot title: Rental of meeting rooms (for up to 60 participants)

1) Short description

Rental of meeting rooms for up to 60 participants.

2) CPV code(s)

55120000 Hotel meeting and conference services

3) Quantity or scope

360 000 EUR.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Rental of seminar/conference rooms (for up to 160 participants)

1)

Short description

Rental of seminar/conference rooms for up to 160 participants.

2) CPV code(s)

55120000 Hotel meeting and conference services

3) Quantity or scope

260 000 EUR.

4) Indication about different time frame or duration**5) Additional information about lots****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**

Following signature of the order form by the last party and its receipt by the contracting authority, a pre-financing payment of maximum 30 % of the total price of the order form shall be made within 30 days of the receipt of an invoice. The contracting authority may refuse to make payments where the award procedure or performance of the order form proves to have been subject to substantial errors, irregularities or fraud attributable to the contractor.

The contractor shall submit an invoice after each event/conference for the payment of the balance.

The contracting authority shall make the payment within 30 days from receipt of the invoice.

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: A certificate of professional or commercial registration imposed by the country in which the tenderer is established. If the tenderer is not required or permitted to enrol in such a register for reasons of his statute or legal status, an explanation should be provided.

III.2.2. Economic and financial ability

List and brief description of conditions: — Balance sheets, or summaries thereof, and profit and loss accounts for the past 3 financial years for which accounts have been closed, where publication of balance sheets is prescribed under company law in the country in which the economic operator is residing. Where the company has been trading for less than 3 years the following documents shall be provided:

a. balance sheets, or summaries and profit and loss accounts for the period for which the company has been trading;

b. a statement of the company's cash flow forecast for the current year and a bank letter

outlining the current cash and credit facility position shall be provided.

— Statement of the total turnover, and turnover relating to the provision of similar services, realised over a period of the past 3 years, or for the period the company has been trading (if less than 3 years). Total average turnover should equal to at least:

Lot 1: 180 000 EUR per annum;

Lot 2: 130 000 EUR per annum.

Tenderers may submit proposals for both lots. In such a case their capacity will be analysed for each individual lot, but also globally for the whole lots for which they tender. This means that if a tenderer submits offers for both lots, the assessment of its capacity will be based on the sums of the turnover thresholds required for each lot.

III.2.3. Technical and professional ability

List and brief description of conditions:

1. A short overview on the company portfolio confirming the tenderer's professional experience with regard to the lot(s) applied;
2. At least 3 letters of reference and a reference list of international private/public organisations and/or local public bodies (if any) for which the respective services were conducted during the last 3 years;
3. CV of a coordinator to be assigned to EIOPA. The CV must contain information on the years of relevant professional experience and on the language skills. In case there is a change in the contractor's staff members working with EIOPA, then the replacement must have the same ranking/type of position and language skills.

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

Lowest price

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

EIOPA/OP/6/2013.

IV.3.2. Previous publication concerning this procedure

no

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

Time limit for receipt of requests for documents or for accessing documents: 8.5.2013

Payable documents: no

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

8.5.2013 - 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: 3 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 16.5.2013 - 10:00

Place:

Westhafen Tower, Westhafenplatz 1, 60327 Frankfurt-on-Main, GERMANY.

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

Information about authorised persons and opening procedure: Tender representatives.

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

VI.4. Procedures for review

VI.4.1. Review body

Body responsible for mediation procedures

Official name: General Court

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: cfi.registry@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

13.3.2013