

Belgium-Brussels: Framework contract for a conference and event organiser

OJ S 60/2015 26/03/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, European Anti-Fraud Office (OLAF)

Postal address: rue de la Loi 200

Town: Brussels

Postal code: 1049

Country: Belgium

For the attention of: Johan Dedrie, Budget Officer

E-mail: olaf-fmb-tenders@ec.europa.eu

Telephone: +32 22956318

Internet address(es):General address of the contracting authority: http://ec.europa.eu/anti_fraud/about-us/calls-for-tender/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

Other: Fight against fraud.

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**

Framework contract for a conference and event organiser.

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: The majority of events organised will take place within the European Union but some will take place in third countries.

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 a single operator

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 1 and 20 000 000 EUR

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

The European Commission, represented by the European Anti-Fraud Office (OLAF) as its contracting authority, is launching an invitation to tender for services to conclude a framework contract for the organisation of events. The selected contractor will assist the contracting authority in organising events.

Depending on the events' purpose, size, duration and location, 1 or more of the following services will be requested:

1. venue booking and management;
2. booking of participants' accommodation;
3. organisation of participants' travel arrangements;
4. catering;
5. invitation and registration of participants;
6. development of programmes and documents related to the event;
7. event website design, content management and maintenance;
8. interpretation services and translation;
9. provision of technical equipment and assistance;
10. event evaluation and follow-up.

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

Estimated value excluding VAT:

Range: between 1 and 20 000 000 EUR

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

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Refer to tender specifications and model framework contract.

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

Refer to tender specifications and model framework contract.

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

Refer to tender specifications and model framework contract.

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: Refer to tender specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: Refer to tender specifications.

Minimum level(s) of standards possibly required: Refer to tender specifications.

III.2.3. Technical and professional ability

List and brief description of conditions:

Refer to tender specifications.

Minimum level(s) of standards possibly required:

Refer to 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

OLAF/D1/64/2014.

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2014/S 243-427195](#) of 17.12.2014

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: 30.4.2015 - 16:00
Payable documents: no

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

8.5.2015 - 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: 9 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 2.6.2015 - 10:00

Place:

Frontdesk, rue Joseph II 30, 1000 Brussels, BELGIUM.

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

Information about authorised persons and opening procedure: Not more than 1 representative per tender. The name of the representative must be communicated to the contact point by e-mail no later than 7 working days before the opening session.

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: yes

Identification of the project: Mainly, but not exclusively, funds of the Hercule III programme will be allocated (legal basis: Regulation (EU) No 250/2014 of the European Parliament and of the Council of 26.2.2014).

VI.3. Additional information

Tender documents may be downloaded from the following address: http://ec.europa.eu/anti_fraud/about-us/calls-for-tender/index_en.htm

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

Internet address: http://curia.europa.eu/jcms/jcms/Jo1_6308/

Body responsible for mediation procedures

Official name: The European Ombudsman

Town: Strasbourg

Postal code: 67001

Country: France

Internet address: <http://ombudsman.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

Official name: European Commission, OLAF, Directorate D, General Affairs

Postal address: rue de la Loi 200

Town: Brussels

Postal code: 1049

Country: Belgium

Internet address: http://ec.europa.eu/anti_fraud/index_en.html

VI.5. Date of dispatch of this notice

16.3.2015