

Sweden-Stockholm: Provision of information and assistance services to the European Public Space in Stockholm, Sweden — PO/2014-9/STO

OJ S 65/2014 02/04/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission Representation in Sweden

Postal address: Regeringsgatan 65, Box 7323

Town: Stockholm

Postal code: SE-103 90

Country: Sweden

For the attention of: Linda Bendelin

E-mail: comm-rep-sto-upphandling@ec.europa.eu

Telephone: +46 856244411

Fax: +46 856244412

Internet address(es):General address of the contracting authority: http://ec.europa.eu/sweden/index_sv.htmElectronic access to information: http://ec.europa.eu/sweden/business-funding/tenders/20140402_sv.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

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Provision of information and assistance services to the European Public Space in Stockholm, Sweden — PO/2014-9/STO.

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

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: Sweden.
NUTS code SE11 Stockholm

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 European Public Space (EPS) welcomes ad hoc visitors, visiting groups from schools and organisations. It holds general presentations on the EU and EU-related issues, distributes brochures, answers questions from the general public and assists in finding information on the Internet. It also organises seminars, breakfast meetings and conferences on specific EU topics. The EC Representation and the EP Office are seeking a qualified service provider to mainly support the information activities and service desk in the EPS.

II.1.6. CPV code(s)

79951000 Seminar organisation services, 79952000 Event services, 79992000 Reception 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: 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

Max. 360 000 EUR over 4 years.

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)

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

Please refer to the tender documents.

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: Please refer to the tender specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: Please refer to the tender specifications.

III.2.3. Technical and professional ability

List and brief description of conditions:
Please refer to 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

PO/2014-9/STO.

IV.3.2. Previous publication concerning this procedure

Other previous publications

Notice number in the OJ S: [2013/S 233-403570](#) of 30.11.2013

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: 7.5.2014

Payable documents: no

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

12.5.2014 - 17:30

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: 19.5.2014 - 10:00

Place:

Regeringsgatan 65, 6th floor, Stockholm, SWEDEN.

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

Information about authorised persons and opening procedure: Representatives of the tenderers and the contracting authority.

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 documentation of this call for tender, including any additional information during the procedure is published at the following Internet address:

http://ec.europa.eu/sweden/business-funding/tenders/20140402_sv.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@curia.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 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

21.3.2014