

Belgium-Brussels: Preparation, promotion and support of the implementation process of the 'European Development Days' event for the Directorate-General for Development and Cooperation — EuropeAid

OJ S 70/2014 09/04/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate-General for Development and Cooperation — EuropeAid

Postal address: rue de la Loi 41, Office 03/030

Town: Brussels

Postal code: 1049

Country: Belgium

Contact person: Unit R.5 — Finance, Contracts, Audit

For the attention of: Jean-Herve Ramat

E-mail: europaaid-r5-call-for-tenders@ec.europa.eu

Internet address(es):

General address of the contracting authority: http://ec.europa.eu/europaaid/index_en.htm

Address of the buyer profile: <http://eudevdays.eu>

Electronic access to information: <https://webgate.ec.europa.eu/europaaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=135718>

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

Other: Development and cooperation.

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

Preparation, promotion and support of the implementation process of the 'European Development Days' event for the Directorate-General for Development and Cooperation — EuropeAid.

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.

NUTS code

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)

Following the Commission Communication entitled 'EU Aid: Delivering more, better and faster' (COM(2006)0087), and the Conclusions of the General Affairs and External Relations Council dated 11.4.2006, the European Commission launched the first edition of the 'European Development Days' in November 2006. 'European Development Days' became an annual event enhancing public awareness on development and cooperation issues and a landmark event of the European Commission.

'European Development Days' event:

- facilitates meetings and networking among stakeholders and VIPs,
- takes stock of on-going research in the development field,
- facilitates multi-stakeholder debates,
- encourages media interest in the key role played by the European Commission on development issues.

DG EuropeAid wishes to draw on the services of an external contractor in order to prepare, promote and support the implementing process of the European Development Days (EDD) event. The objectives of the present contract are:

- to design the scenario of the 2-day forum and to assist the European Commission in the planning, programming, organisation and implementation of the high-level panels, meetings, and other side-events,
- to design and implement a promotion campaign around the event for which the contractor will propose a communication strategy, including logistical aspects before, during and after the event,
- to rent and coordinate the set-up of the venue,
- to operate the technical and logistical aspects of the venue,
- to prepare and manage the invitations and logistics (travel arrangements included) for the VVIPs.

The contractor will be expected to work in close coordination with the EDD team of the European Commission — DG EuropeAid.

II.1.6. CPV code(s)

79952000 Event services, 79416000 Public relations services, 79340000 Advertising and marketing 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

Service contract of an expected value of 3 000 000 EUR per year. The contracting authority may, within the framework of Article 134(1)(f) of Commission Delegated Regulation (EU) No 1268/2012, extend the contract in duration and subject to the availability of funding. That procedure may be used only during the execution of the original contract and at the latest during the 3 years following its signing.

Details: the initial contract will have a duration of 12 months. It may be renewed 3 times within the 36 months following the signature of the initial contract, each time for a duration of 12 months.

Estimated value excluding VAT:

Range: between 3 000 000 and 12 000 000 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: Range: between 1 and 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 36 (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

As specified in the tender file which will be sent only to the shortlisted candidates.

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

As specified in the tender file which will be sent only to the shortlisted candidates.

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

Participation is open to all legal and natural persons (participating either individually or in a grouping (consortium) of candidates) which are eligible under point VI.3 of this contract notice. However, the applicant entity or, in the case of a consortium, the leader of the applicant consortium must be established in a Member State of the European Union.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the contracting authority.

No more than 1 application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). In the event that a natural or legal person submits more than 1 application, all applications in which that person has participated will be excluded.

III.1.4. Contract performance conditions

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: 1. Candidates shall be excluded from participation in procurement procedures if:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of 'res judicata';
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision-making or control over them have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- f) they are subject to an administrative penalty referred to in Article 109(1) of Regulation No 966/2012 of the European Parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the Union.

Points b) and e) shall not apply where the candidates can demonstrate that adequate measures have been adopted against the persons having powers of representation, decision-making or control over them, who are subject to a judgement as referred to in point b) or e).

2. A contract shall not be awarded to candidates who, during the procurement procedure for that contract:

- i) are subject to a conflict of interests;
- ii) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information;
- iii) find themselves in one of the situations of exclusion, referred to in Article 106(1) of Regulation No 966/2012, for the procurement procedure.

3. Candidates must complete the standard application form, referred to, in this document, as the 'Application form', available at the following address: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=135718>

4. In order to certify their situation of non-exclusion, each legal entity forming the candidate must:

- complete the declaration referred to in point 5 of the 'Application form', and
- attach as part of the application the evidence proving that the exclusion cases mentioned under points a), b), d) and e) of the paragraph 1 do not apply in its case.

5. As satisfactory evidence that the candidate, tenderer or applicant is not in one of the situations described in:

- a), b) or e) of the paragraph 1, the contracting authority will accept a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or

administrative authority in the country of origin showing that the requirements are satisfied, — for d) of the paragraph 1, the contracting authority will accept a recent certificate issued by the competent authority of the State concerned. Where no such document or certificate is issued in the country concerned, it may be replaced by a sworn/solemn statement made before a judicial or administrative authority, a notary or a qualified professional body in the country of origin.

Whenever a candidate, due to its nature (for instance public administrations), cannot fall into some of the categories above and/or cannot provide the documents indicated above, a simple signed declaration explaining their situation will suffice.

The documents may be originals or copies; however, originals must be made available to the contracting authority upon request. The date of issuing of the documents provided must be no earlier than 1 year before the date of submission of the application.

If the supporting documents are not written in one of the official languages of the European Union, a translation into English or French must be attached. Where the documents are in an official language of the European Union other than English or French, they have to be accepted. It is, however, strongly recommended that a translation into the language of the procedure be provided, in order to facilitate the swift evaluation of the application.

III.2.2. Economic and financial ability

List and brief description of conditions: Same criteria for legal and natural persons. The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole.

Candidates must provide:

- a) financial statements for the last 3 years for which accounts have been closed;
- b) a statement of overall turnover of the candidate for the last 3 financial years.

In the case of the applicant being a public body, equivalent information should be provided.

Candidates must provide documentary evidence showing that they reach the sums required in point b). The figures of the financial statements allowing the reconciliation of the figures mentioned in the statement of overall turnover must be clearly shown.

Minimum level(s) of standards possibly required: The average annual turnover of the candidate must exceed 6 000 000 EUR (twice the annual contract amount) over the period of the 3 last financial years (2011, 2012, 2013).

And, in the case of a consortium, 25 % of this minimum turnover must be from the lead company.

III.2.3. Technical and professional ability

List and brief description of conditions:

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole. The candidates must demonstrate their experience in organising and implementing high level international events.

Furthermore, the candidates must demonstrate their capacity to recruit experienced staff for the preparation and the running of major events.

Experience should be attested through submission of description of projects recently implemented. To this end, candidates must fill the standard application form with a maximum of 15 eligible projects ('eligible event'). The description of each project must not exceed 2 pages.

Moreover, the candidates shall submit the provisional CV of a project manager.

Minimum level(s) of standards possibly required:

To be selected the candidate:

1) must have organised and implemented during the past 3 years (2011, 2012, 2013) at least 1 eligible event, which must be finalised on the date of the application.

The term 'eligible event' means:

- event at a very high level: participation of head(s) of state(s) and ministers,
- with a large participation of a minimum of 3 000 participants,
- with an international dimension: more than 5 countries represented at high level,
- with English or French as the event language.

The terms 'organised and implemented' mean that the entity, or in the case of a consortium, the leader of the consortium, has assumed the responsibility of the delivery of all the following services:

- logistical and technical management: including setting up of rooms, accreditation and registration process, interpretation, audio-visual and editorial coverage facilities and resources, stakeholder database management and catering,
- VVIP management (head(s) of state(s) and ministers level): including security, protocol, transport, liaison officers,
- designing event programme, communication strategy and implementation of communication campaigns: including the Web, press and social media with proven editorial capacity.

For each project reference, candidates should provide evidence of their performance with a certification by the client organisation (signature and stamp) on the project fiche included in the standard application form clearly mentioning the references (name, position, address, phone and email address) of the signatory.

2) must present the CV of the project manager:

- having a minimum of 3 years of experience in organising/managing major events, among which, being a project manager for at least 1 'eligible event',
- capable to work fluently in English and French,
- having expressly accepted his/her CV to be included in this application exclusively (should the same CV appear in 2 or more applications, both will be disqualified). This doesn't prejudge the final composition of the team which will be included in the tender at the second stage of the procedure.

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: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Restricted

IV.1.2. Information about the limits on the number of candidates to be invited

Objective criteria for choosing the limited number of candidates: On the basis of the applications received, at least 5 and a maximum of 10 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 5, the contracting authority may invite the candidates who satisfy the criteria to submit a tender. If more than 10 eligible candidates meet the selection criteria, the relative strengths and weaknesses of the applications of these candidates will be re-examined to identify the 10 best applications for the tender procedure. The only factors which will be taken into consideration during this re-examination are in the following order:

- 1) the highest number of 'eligible event(s)' carried out by the candidates during the last 3 years; and, if there are still more than 10 applications;
- 2) the highest total value of the contracts of the 'eligible event(s)' carried out by the candidates.

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

EuropeAid/135718/DH/SER/BE.

IV.3.2. Previous publication concerning this procedure

no

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

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

15.5.2014 - 23:59

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

23.6.2014

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

IV.3.8. Conditions for opening of tenders

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: DG EuropeAid work programme relating to information, communication and awareness-raising activities in the area of EU development policy.

Budget line 21.080200 — 'Coordination and promotion of awareness on development issues'.

VI.3. Additional information

1. In accordance with point IV.1.1 of this contract notice, the contracting authority draws the attention of the candidates that this procurement procedure is a restricted procedure with 2 successive and distinct phases:

— first, a selection phase within which the eligible candidates are selected on the basis of the criteria mentioned under Section III of this contract notice,

— second, an award phase: only the selected candidates receive an invitation to tender with the tender documents attached (e.g. terms of references, draft contract, other documents).

Then the tenders received are assessed by the Commission on the basis of the award criteria, which will be defined in the tender documents.

2. Only legal entities which are registered in the following eligible countries can take part in the present procedure: an EU Member State or one of the following countries: Albania, Chile, Colombia, former Yugoslav Republic of Macedonia, Honduras, Iceland, Iraq, Liechtenstein, Mexico, Montenegro, Nicaragua, Norway, Panama, Peru, and Serbia (in the case of a consortium, this applies to all the legal entities of the consortium). Should an ineligible legal entity take part, this will result in the application concerned (or the consortium as a whole, should said party belong to a consortium) being disqualified immediately. Subcontracting is allowed as far as subcontractors are not under an exclusion situation.

3. Candidates may submit questions only in writing to the e-mail address specified in point I.

1 of this contract notice. The deadline for information requests is 10 working days before the time limit for receipt of requests to participate (please see point IV.3.4). Information requests received after this deadline will not be processed. Clarifications, as well as information requests, will be published, at the latest, 5 working days before the time limit for receipt of requests to participate (please see point IV.3.4) on the EuropeAid website under the following address: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=135718>

[welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=135718](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=135718)

4. Candidates must complete the standard application form available at the following address: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=135718>

[welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=135718](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=135718)

The application form is only published in English.

5. Any request to participate received after the deadline specified in Section IV.3.4 will not be considered. For point IV.3.4, the time limit for receipt of requests to participate is the day indicated under this point at midnight, Brussels (Belgium) time.

Applications must be submitted to the contracting authority:

a) by recorded delivery by official postal service (date of stamp) or courier services (date of dispatch) to: European Commission, Directorate-General for Development and Cooperation — EuropeAid, attention: Jean-Hervé Ramat, Unit R.5, L-41 3/30, 1049 Brussels, BELGIUM; or

b) hand-delivered directly to the contracting authority in return for a signed and dated receipt to: European Commission, Directorate-General for Development and Cooperation — EuropeAid, attention: Jean-Hervé Ramat, Unit R.5, L-41 3/30, avenue du Bourget 1, 1141 Evere, BELGIUM. This department is open from 8:00 to 17:00 from Monday to Thursday and from 8:00 to 16:00 on Friday; it is closed on Saturdays, Sundays and Commission holidays.

6. The contract title and the publication reference must be clearly marked on the envelope

containing the application. The indication 'Not to be opened before the opening session' must also be indicated on the envelope. Each application must be submitted in 1 original and 6 copies marked as such.

7. In accordance to point 2 'Contact person' of the application form, the contracting authority reminds that it is the responsibility of the candidates to provide a valid e-mail address and to check it regularly, as the contact person may be contacted in the course of this procurement procedure.

8. If processing your reply to this contract notice involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, replies to the questions and any personal data requested are required to evaluate your application in accordance with the contract notice and will be processed solely for that purpose by the contracting authority mentioned in heading I.1. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

Your personal data may be registered in the early warning system (EWS) only or both in the EWS and central exclusion database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the early warning system (for more information see the privacy statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm), or
- the Commission Regulation 1302/2008 of 17.12.2008 on the central exclusion database (for more information see the privacy statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE).

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court
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 of the plaintiff. 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

28.3.2014