

PL-Warsaw: provision of assistance services to the Information Point of the European Commission's Regional Representation in Wrocław

OJ S 79/2012 24/04/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate-General for Communication, Representation in Poland

Postal address: Jasna Street 14/16a

Town: Warsaw

Postal code: 00-041

Country: Poland

For the attention of: Ms Ewa Synowiec

E-mail: comm-rep-waw-rejestracja@ec.europa.eu

Telephone: +48 225568989

Fax: +48 225568998

Internet address(es):

General address of the contracting authority: http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/representations/ongoing/index_en.htm

Address of the buyer profile: http://ec.europa.eu/polska/possibilities_for_funding/tenders/index_pl.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 assistance services to the Information Point of the European Commission's Regional Representation in Wrocław.

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: Regional Representation of the European Commission in Wrocław, Widok Street 10, 50-052 Wrocław, POLAND.

NUTS code PL514 Miasto Wrocław

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 Representation is seeking a qualified service provider to support its information activities by ensuring a permanent presence of assistants in its Information Point to provide information, distribute brochures and information material, and provide assistance to people who visit the European Union Information Point in Wrocław or contact it by telephone, e-mail, etc.

II.1.6. CPV code(s)

79621000 Supply services of office personnel

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

Estimated value of the contract excluding VAT: range: between 200 000 EUR and 300 000 EUR for the period of 5 years and between 40 000 EUR and 60 000 EUR per year.

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: 4

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: 60 (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

III.1.2.

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

Payments shall be made within 30 days of receipt of the invoice by the Commission, after prior verification that the invoice has been issued in accordance with Polish accounting regulations, the service has been provided as stipulated in the contract, and the monthly report attached to the invoice has been approved.

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: See tender specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: See tender specifications.

III.2.3. Technical and professional ability

List and brief description of conditions:
See 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/2012-2/WRO.

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

11.6.2012 - 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: 10 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 18.6.2012 - 11:00

Place:

European Commission Representation in Poland, Jasna Street 14/16a, 00-041 Warsaw, POLAND.

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

Information about authorised persons and opening procedure: Representatives of tenderers may be present at the opening of tenders. The credentials of the representatives of the tenderers who will be present at the opening of tenders will be checked by the opening committee.

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 tenders (invitation to tender, tender specifications with all annexes as well as draft contract), including any additional information during the procedure is published at the following Internet address:

http://ec.europa.eu/polska/possibilities_for_funding/tenders/index_pl.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 Court of Justice of the European Union

Postal address: boulevard Konrad Adenauer

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: cfi.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**

10.4.2012