

**B-Brussels: Provision of training rooms and related services in Brussels and Luxembourg**

OJ S 83/2013 27/04/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European School of Administration (EUSA)

Postal address: rue Demot 24

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

Fax: +32 22991924

**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: yes

Official name: Education, Audiovisual and Culture Executive Agency (EACEA)

Postal address: rue Colonel Bourg/Kolonel Bourgstraat 135-139

Town: Brussels

Postal code: 1140

Country: Belgium

Official name: Executive Agency for Competitiveness and Innovation (EACI)

Postal address: place Charles Rogier/Charles Rogierplein 16

Town: Brussels

Postal code: 1210

Country: Belgium

Official name: Research Executive Agency (REA)

Postal address: place Charles Rogier/Charles Rogierplein 16

Town: Brussels

Postal code: 1210

Country: Belgium

Official name: European Parliament

Postal address: rue Wiertz/Wiertzstraat 60

Town: Brussels  
Postal code: 1047  
Country: Belgium  
Official name: European Research Council Executive Agency (ERCEA)  
Postal address: place Charles Rogier/Charles Rogierplein 16  
Town: Brussels  
Postal code: 1210  
Country: Belgium  
Official name: European External Action Service  
Town: Brussels  
Postal code: 1046  
Country: Belgium

## **Section II: Object of the contract**

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### **II.1. Description**

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

Provision of training rooms and related services in Brussels and Luxembourg.

#### **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: Brussels or Luxembourg (depending on the lot).

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 months: 48

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

The framework contracts covered by this invitation to tender involve the provision of training rooms and related services in Brussels and Luxembourg.

The rooms and related services will be mainly used by the European School of Administration (hereinafter 'the School') and, to a lesser extent, by the other European institutions and agencies involved.

The invitation to tender is divided into 4 lots:

— lot 1: training rooms and related services for the 'Certification in Brussels' training programme,

— lot 2: training rooms and related services for training courses in Brussels,

— lot 3: training rooms and related services for training courses in Luxembourg,

— lot 4: training rooms with a capacity of 100 to 130 people and related services in Brussels.

For all lots, the contractor must ensure that the rooms that he makes available comply with all standards and obligations relating to such an activity, particularly regarding safety, insurance and accessibility for people with reduced mobility.

#### **II.1.6. CPV code(s)**

55120000 Hotel meeting and conference services, 80520000 Training facilities

### **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**

Current estimate of the average annual volume:

main elements of lot 1 (Brussels, 1 location):

- training rooms for up to 15 people (up to 10 rooms simultaneously): 2 000 days/person,
- training room for up to 60 people: 180 days/person,
- rooms for group meetings (up to 8 rooms simultaneously, as well as training rooms): 130 days/room,
- 3-course lunches with drinks: 560 meals,
- related services: projectors, flip charts, cocktail receptions, parking spaces, Internet access, photocopies, public address systems, desktop computers or laptops, televisions, video players, video cameras, printers and Metaplan equipment.

In addition, in the communal areas, the participants must have free access to a minimum of 10 computers with an Internet connection.

Main elements of lot 2 (Brussels, 1 location):

- training rooms for up to 20 people (up to 6 rooms simultaneously): 10 120 days/person,
- training room for up to 60 people: 17 840 days/person,
- rooms for group meetings (up to 2 rooms simultaneously, as well as training rooms): 250 days/room,
- 3-course lunches with drinks: 1 800 meals,
- related services: projectors, flip charts, cocktail receptions, parking spaces, Internet access, photocopies, public address systems, desktop computers or laptops, televisions, video players, video cameras, printers and Metaplan equipment.

In addition, in the communal areas, the participants must have free access to a minimum of 10 computers with an Internet connection.

Main elements of lot 3 (Luxembourg, 1 location):

- training rooms for up to 20 people (up to 3 rooms simultaneously): 5 240 days/person,
- rooms for group meetings (up to 2 rooms simultaneously, as well as training rooms): 100 days/room,
- training room for up to 40 people: 2 520 days/person,
- 3-course lunches with drinks: 2 550 meals,
- related services: projectors, flip charts, cocktail receptions, parking spaces, Internet access, photocopies, public address systems, desktop computers or laptops, televisions, video players, video cameras, printers and Metaplan equipment.

Main elements of lot 4 (Brussels, 1 location):

- 1 training room for 100 to 130 people: 4 680 days/person,
- 3-course lunches with drinks: 1 450 meals,
- related services: projectors, flip charts, cocktail receptions, parking spaces, Internet access, photocopies, public address systems, desktop computers or laptops, televisions, video players, video cameras, printers and Metaplan equipment.

These figures are given as a guideline only and with no obligation. They are likely to vary. Pursuant to Article 134(1)(f) and (3) of the Commission Delegated Regulation (EU) No 1268 /2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, the contracting authority may use the negotiated procedure for the award of new services consisting in the repetition of services similar to those entrusted to the party awarded the initial contract. The negotiated procedure can only be applied during a period of 3 years following conclusion of the initial contract.

## **II.2.2. Information about options**

Options: no

## **II.2.3. Information about renewals**

This contract is subject to renewal: no

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

Information about lots

Lot No: 1

Lot title: Training rooms and related services for the 'Certification in Brussels' training programme

### **1) Short description**

The certification programme currently consists of 28 days of training. The training programme is divided into 2 parts. Part 1 lasts 4 weeks during the period from late May to late June. Part 2 lasts 3 weeks during the period from mid-September to mid-October. The training is normally conducted 4 or 5 days per week from 9:00 to 17:00.

For practical and logistical reasons, these services must be provided at a single site/building in Brussels. To ensure that participants can easily reach the training location, this site/building must be located on the territory of the 19 communes of Brussels.

Each training group will have a maximum of 15 participants with 1 or 2 trainer(s). The training courses will take place in parallel. Thus, in Brussels, 10 training rooms must be available simultaneously as well as up to 8 small breakout rooms for 7 or 8 people to carry out exercises or related activities.

### **2) CPV code(s)**

55120000 Hotel meeting and conference services, 80520000 Training facilities

### **3) Quantity or scope**

Current estimate of the average annual volume:

main elements of lot 1 (Brussels, 1 location):

— training rooms for up to 15 people (up to 10 rooms simultaneously): 2 000 days/person,

— training room for up to 60 people: 180 days/person,

— rooms for group meetings (up to 8 rooms simultaneously, as well as training rooms): 130 days/room,

— 3-course lunches with drinks: 560 meals,

— related services: projectors, flip charts, cocktail receptions, parking spaces, Internet access, photocopies, public address systems, desktop computers or laptops, televisions, video players, video cameras, printers and Metaplan equipment.

In addition, in the communal areas, the participants must have free access to a minimum of 10 computers with an Internet connection.

These figures are given as a guideline only and with no obligation. They are likely to vary.

Pursuant to Article 134(1)(f) and (3) of the Commission Delegated Regulation (EU) No 1268 /2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of

the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, the contracting authority may use the negotiated procedure for the award of new services consisting in the repetition of services similar to those entrusted to the party awarded the initial contract. The negotiated procedure can only be applied during a period of 3 years following conclusion of the initial contract.

**4) Indication about different time frame or duration**

**5) Additional information about lots**

The European School of Administration (EUSA) will be the only contracting authority for this lot.

Lot No: 2

Lot title: Training rooms and related services for training courses in Brussels

**1) Short description**

This lot involves the general provision of training rooms for the contracting authorities. These training courses may vary over time. It is not possible at this stage to provide accurate information on the specific services to be provided. However, in general, the training courses will be held in small groups of approximately 20 people. Events and training seminars will also be organised for larger groups, the size of which may reach 60 people. The courses may last between 1 and 5 days which may or may not be consecutive.

For practical and logistical reasons, these services must be provided at a single site/building in Brussels. To ensure that participants can easily reach the training location, this site/building must be located on the territory of the 19 communes of Brussels.

**2) CPV code(s)**

55120000 Hotel meeting and conference services, 80520000 Training facilities

**3) Quantity or scope**

Current estimate of the average annual volume:

main elements of lot 2 (Brussels, 1 location):

- training rooms for up to 20 people (up to 6 rooms simultaneously): 10 120 days/person,
- training room for up to 60 people: 17 840 days/person,
- rooms for group meetings (up to 2 rooms simultaneously, as well as training rooms): 250 days/room,
- 3-course lunches with drinks: 1 800 meals,
- related services: projectors, flip charts, cocktail receptions, parking spaces, Internet access, photocopies, public address systems, desktop computers or laptops, televisions, video players, video cameras, printers and Metaplan equipment.

These figures are given as a guideline only and with no obligation. They are likely to vary.

In addition, in the communal areas, the participants must have free access to a minimum of 10 computers with an Internet connection.

Pursuant to Article 134(1)(f) and (3) of the Commission Delegated Regulation (EU) No 1268 /2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, the contracting authority may use the negotiated procedure for the award of new services consisting in the repetition of services similar to those entrusted to the party awarded the initial contract. The negotiated procedure can only be applied during a period of 3 years following conclusion of the initial contract.

**4) Indication about different time frame or duration**

**5)**

### **Additional information about lots**

The following are taking part in this lot:

- European School of Administration,
- European Parliament (EP),
- Education, Audiovisual and Culture Executive Agency (EACEA),
- European Research Council Executive Agency (ERCEA),
- Executive Agency for Competitiveness and Innovation (EACI),
- Research Executive Agency (REA),
- European External Action Service (EEAS).

Lot No: 3

Lot title: Training rooms and related services for training courses in Luxembourg

#### **1) Short description**

This lot covers the provision of both training rooms and rooms intended for training related to the 'Certification in Luxembourg' programme. The certification programme currently consists of 28 days of training. The training programme is divided into 2 parts. Part 1 lasts 4 weeks during the period from late May to late June. Part 2 lasts 3 weeks during the period from mid-September to mid-October. The training is normally conducted 4 or 5 days per week from 9:00 to 17:00.

For this programme, it is necessary to provide simultaneously 3 training rooms and at least 1 (ideally 2) breakout room(s) for the duration of the programme.

As regards the other training courses, they will in general be held for groups of approximately 20 people. In addition, events and training seminars may be organised for larger groups, the size of which may reach at least 40 people. The courses may last between 1 and 5 days which may or may not be consecutive.

For practical and logistical reasons, these services must be provided at a single site/building in Luxembourg (to be specified).

#### **2) CPV code(s)**

55120000 Hotel meeting and conference services, 80520000 Training facilities

#### **3) Quantity or scope**

Current estimate of the average annual volume:

main elements of lot 3 (Luxembourg, 1 location):

- training rooms for up to 20 people (up to 3 rooms simultaneously): 5 240 days/person,
- rooms for group meetings (up to 2 rooms simultaneously, as well as training rooms): 100 days/room,
- training room for up to 40 people: 2 520 days/person,
- 3-course lunches with drinks: 2 550 meals,
- related services: projectors, flip charts, cocktail receptions, parking spaces, Internet access, photocopies, public address systems, desktop computers or laptops, televisions, video players, video cameras, printers and Metaplan equipment.

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

The following are taking part in this lot:

- European School of Administration,
- European Parliament (EP).

Lot No: 4

Lot title: Training rooms with a capacity of 100 to 130 people and related services in Brussels

### **1) Short description**

This lot concerns the supply of at least 1 training room with a capacity of between 100 and 130 people. Due to the specific nature of this room and nature of the training courses/events which may take place there, it is not possible at this stage to provide accurate information on the specific services to be provided. The courses/events may last between 1 and 5 days which may or may not be consecutive.

For practical and logistical reasons, this room must be located close to the 'European District' in Brussels and easily accessible either on foot or by public transport.

### **2) CPV code(s)**

55120000 Hotel meeting and conference services, 80520000 Training facilities

### **3) Quantity or scope**

Current estimate of the average annual volume:

main elements of lot 4 (Brussels, 1 location):

- 1 training room for 100 to 130 people: 4 680 days/person,
- 3-course lunches with drinks: 1 450 meals,
- related services: projectors, flip charts, cocktail receptions, parking spaces, Internet access, photocopies, public address systems, desktop computers or laptops, televisions, video players, video cameras, printers and Metaplan equipment.

These figures are given as a guideline only and with no obligation. They are likely to vary.

Pursuant to Article 134(1)(f) and (3) of the Commission Delegated Regulation (EU) No 1268 /2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, the contracting authority may use the negotiated procedure for the award of new services consisting in the repetition of services similar to those entrusted to the party awarded the initial contract. The negotiated procedure can only be applied during a period of 3 years following conclusion of the initial contract.

### **4) Indication about different time frame or duration**

### **5) Additional information about lots**

The following are taking part in this lot:

- European School of Administration,
- European Research Council Executive Agency (ERCEA),
- Executive Agency for Competitiveness and Innovation (EACI),
- Research Executive Agency (REA),
- European External Action Service (EEAS),
- Education, Audiovisual and Culture Executive Agency (EACEA),
- European Parliament.

## **Section III: Legal, economic, financial and technical information**

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### **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**

Payment within 30 days of the requests for payment being approved by EPSO/EUSA.

#### **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: requests to participate must be sent by post before the final date or the deadline indicated in point IV.3.4 of this notice, in accordance with 1 of the following procedures:

- registered post, as evidenced by the postmark, to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR R.3, Office SC-11 6/28, 1049 Brussels, BELGIUM,
- delivery (in person, or by a representative of the candidate or a courier service) to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR R.3, Office SC-11 6/28, avenue du Bourget 1, 1140 Brussels (Evere), BELGIUM.

This department is open from 8:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays. It is closed at weekends and on Commission holidays. If delivery is made via a courier service, the valid date of dispatch will be the date on the courier's delivery receipt. If delivery is by the candidate himself, or by a representative of his, a delivery receipt will be issued, dated and signed by the official from the Commission's Central Mail Department who takes delivery of the documents.

The candidate must:

- quote reference 'EPSO/EUSA/PR/2013/008' in his request to participate,
- enclose all documents and information required under points III.2.1 to III.2.3,
- enclose a detailed identity sheet specifying: name, legal status, nationality, address, telephone and fax numbers, name and e-mail address of contact person, VAT number, official registration number (where applicable) and precise bank details.

Legal position:

- means of proof: name of the country where the candidate has his head office or is domiciled, as well as the corresponding supporting documents, in accordance with the legislation of his country of residence.

The candidate's request to participate must include a solemn declaration, duly signed and dated, stating that he is not in any of the situations which would disqualify him from participating in the contract. This document is available at the following address: [http://ec.europa.eu/dgs/human-resources/markets\\_en.htm](http://ec.europa.eu/dgs/human-resources/markets_en.htm)

In the case of a grouping, the detailed identity sheet and the solemn declaration described above must be provided separately for each member.

Applications submitted by consortia, groupings or associations of companies must include:

- (a) a document detailing the composition and constitution of the entity or the legal form of this cooperation in the event of contract award;
- (b) a letter signed by each grouping member, stating that they undertake to carry out the work, and specifying their role, qualifications and experience.

Candidates who fail to provide this document may be automatically excluded.

For consortia or groupings, 1 member of the grouping must be designated lead company. The framework contract will be signed by the European Commission and the successful tenderer's lead company.

To prove that he has the requisite capacities specified in points III.2.2 and III.2.3, the candidate may rely on the capacities of other entities, regardless of the nature of the links which he has with them. He must in this case prove to the contracting authority that he will have the resources necessary for performance of the contract, for example by producing a written commitment by said entities to make such resources available.

### **III.2.2. Economic and financial ability**

List and brief description of conditions: candidates must provide proof that they have sufficient economic and financial resources to perform the tasks detailed in this contract notice.

Candidates who fail to provide the documents indicated or who, based on the documents provided, are deemed as not satisfying the criteria mentioned below, may be excluded.

The following documents must also be provided as proof of economic and financial capacity:

- balance sheets or extracts therefrom and profit and loss accounts for the past 3 financial years for which accounts have been closed, where publication of balance sheets is required under company law in the country in which the economic operator is resident,
- statement as to overall annual turnover during the past 3 financial years for which accounts have been closed. The average annual turnover for the 3 financial years must be a minimum of 200 000 EUR.

If the application is submitted by a grouping, the aforementioned information must be submitted to the contracting authority in the form of a separate document for each grouping member and a document summarising and regrouping this information for the grouping as a whole.

If, for some exceptional reason which the contracting authority considers to be justified, the tenderer or candidate is unable to produce the references required, he is permitted to provide evidence of his economic and financial capacity by any other means which the contracting authority deems suitable.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

all candidates must fulfil the following criteria and provide the documents necessary to prove the compliance of their request to participate with the criteria for technical and professional capacity.

Lot 1:

- the candidate must be able to make 10 training rooms for 15 people available simultaneously,
- as well as the 10 abovementioned training rooms, the candidate must also be able to provide 1 training room for up to 60 people,
- the candidate must also be able to propose simultaneously at least 8 breakout rooms for 8 people,
- the candidate must be able to provide the participants, in the communal areas, with free access to a minimum of 10 computers with an Internet connection.

The candidate must state the number of people each proposed room can hold as well as each room's floor dimensions.

— For practical and logistical reasons, the rooms must all be on a single site/building in Brussels (on the territory of the 19 communes of Brussels).

Lot 2:

- the candidate must be able to make at least 6 training rooms for 20 people available simultaneously,
- as well as the 6 abovementioned training rooms, the candidate must also be able to provide 1 training room for up to 60 people,

- the candidate must also be able to propose simultaneously at least 2 breakout rooms for 8 people,
- the candidate must be able to provide the participants, in the communal areas, with free access to a minimum of 10 computers with an Internet connection.

The candidate must state the number of people each proposed room can hold as well as each room's floor dimensions.

- For practical and logistical reasons, the rooms must all be on a single site/building in Brussels (on the territory of the 19 communes of Brussels).

Lot 3:

- the candidate must be able to make 3 training rooms for 20 people available simultaneously,
- as well as the 3 abovementioned training rooms, the candidate must also be able to propose at least 1 breakout room for 8 people,
- the candidate must also be able to provide 1 training room for up to 40 people.

The candidate must state the number of people each proposed room can hold as well as each room's floor dimensions.

- For practical and logistical reasons, these services must be provided at a single site /building in Luxembourg. To ensure that participants can easily reach the training location, this site/building must be located within the perimeter shown in red on the map displayed at the following address: [http://europa.eu/eas/calls\\_fr.htm](http://europa.eu/eas/calls_fr.htm)

Lot 4:

- the candidate must be able to provide 1 training room for up to 130 people.

The candidate must state the number of people the proposed room can hold as well as its floor dimensions.

- For practical and logistical reasons, this site/building must be located in a geographical area corresponding to a maximum travel time of roughly 15 minutes (in normal traffic conditions) from the 'European District'.

Should requests to participate come from groupings, the selection criteria apply to the entity made up of different partners. However, the main contractor, whose responsibilities will include the signing of the framework contract, must be clearly designated, and a written declaration by each member of the grouping must be enclosed with the request to participate, confirming that each member is ready and willing to participate in the works and briefly describing his role.

For all lots, candidates must provide proof that the rooms made available comply with all standards and obligations relating to such an activity, particularly regarding safety, insurance, and accessibility for people with reduced mobility.

### **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**

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### **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**

**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**

EPSO/EUSA/PR/2013/008.

**IV.3.2. Previous publication concerning this procedure**

no

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

Payable documents: no

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

31.5.2013

**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**

**IV.3.8. Conditions for opening of tenders**

**Section VI: Complementary information**

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**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**

1) The attention of interested parties is drawn to the aim of this notice, i.e. to select candidates who will receive the specifications and be invited to tender.

2) Note: interested parties are requested to strictly observe the conditions listed in point III.2 when submitting their requests to participate, namely:

— to send their application by post prior to the date given in point IV.3.4,

— to enclose all documents and information required under points III.2.1 to III.2.3. Incomplete

applications may be rejected.

3) Interested parties should refrain from requesting further information at this stage of the procedure.

4) Data protection: the technical and organisational measures taken to guarantee an appropriate level of personal data security must be agreed upon by the selected candidate (each individual member in the case of a consortium and each subcontractor) and EPSO /EUSA in writing or in another equivalent form.

5) A site visit will be organised by EPSO/EUSA only for those candidates who have been selected to submit a tender. The organisational arrangements for these visits shall be determined with the selected candidates at a later date.

6) If the processing of applications for this invitation to tender notice requires the registration and processing of personal data (name, address, CV), this data will be processed in accordance with 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 otherwise specified, the answers to questions asked and all the personal data requested are necessary for the evaluation of applications in accordance with the contract notice, and will be used for this purpose only by the contracting authority designated in point I.1.

Detailed information concerning processing of personal data is available in the privacy policy statement: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

Candidates are informed that their personal data may be registered by the Commission's accounts officer in the Early Warning System (EWS) only or in both the EWS and the central exclusion database (CED), if they are in any of the situations referred to in:

- Commission Decision 2008/969/EC, Euratom of 16.12.2008 on the Early Warning System (for further information, see the privacy policy statement at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or
- Commission Regulation (EC, Euratom) No 1302/2008 of 17.12.2008 on the central exclusion database (for further information, see the privacy policy statement at: [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](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 of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [cfi.registry@curia.europa.eu](mailto: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 petitioner being notified or, failing this, of the date on which it became known to them. Lodging a complaint with the European Ombudsman neither suspends this deadline nor creates a new deadline for appeals.

##### **VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

17.4.2013