

Belgium-Brussels: Conference assistant services to be delivered in the context of conferences and other events in Belgium

OJ S 66/2018 05/04/2018

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate General for Interpretation

Postal address: street Van Maerlant 18

Town: Brussels

NUTS code: BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

Postal code: 1040

Country: Belgium

E-mail: scic-call-fwc-ca-2018@ec.europa.eu**Internet address(es):**Main address: https://ec.europa.eu/info/departments/interpretation_en**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3289>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the following address:

Official name: European Commission, Directorate General for Interpretation

Postal address: avenue du Bourget 1

Town: Brussels

Postal code: 1140

Country: Belgium

Contact person: Patricia Lambert

E-mail: scic-call-fwc-ca-2018@ec.europa.eu

NUTS code: BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

Internet address(es):Main address: https://ec.europa.eu/info/departments/interpretation_en**I.4. Type of the contracting authority**

European institution/agency or international organisation

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

Conference assistant services to be delivered in the context of conferences and other events in Belgium

Reference number: SCIC/C1/2018/FWC/01

II.1.2. Main CPV code

79952000 Event services

II.1.3. Type of contract

Services

II.1.4. Short description

The European Commission represented by the Directorate General for Interpretation wishes to conclude multiple framework contracts in cascade for the provision of conference assistant services, to be delivered in the context of conferences and other events organised in Belgium.

II.1.5. Estimated total value

Value excluding VAT: 600 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

55120000 Hotel meeting and conference services, 79950000 Exhibition, fair and congress organisation services

II.2.3. Place of performance

NUTS code: BE Belgique / België

Main site or place of performance: Mainly Brussels, but not exclusively.

II.2.4. Description of the procurement

The European Commission represented by the Directorate General for Interpretation wishes to conclude multiple framework contracts in cascade for the provision of conference assistant services, to be delivered in the context of conferences and other events organised in Belgium. Services provided as a result of this call for tenders may be delivered to any Directorate General of the Commission as well as to bodies and agencies established under the EU Treaties or on their basis.

Over the last 3 years, the European Commission and other EU bodies and agencies have made use of a similar contract for conference assistant services for approximately 150 events organised in Brussels and Belgium.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

Value excluding VAT: 600 000,00 EUR

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The contracts will be concluded for an initial duration of one year from the date of their signature. The contracts can be renewed in writing up to three times under the same conditions, unless written notification to the contrary is sent by one of the contracting parties in accordance with the provisions set out in the draft framework contract.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
no

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. 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, points 2.1 Eligibility of the tenderers and 2.2 Legal form of the tenderer.

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 08/05/2018

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English, Bulgarian, Danish, German, Greek, Estonian, Finnish, French, Irish, Croatian,

Hungarian, Italian, Latvian, Lithuanian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish, Czech

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 08/11/2018

IV.2.7. Conditions for opening of tenders

Date: 17/05/2018 Local time: 15:00

Place:

European Commission, Directorate General for Interpretation — Van Maerlant 18 street, 1040 Brussels, Belgium.

Information about authorised persons and opening procedure: A maximum of 2 representatives per tender can attend the opening of tenders. For organisational and security reasons, the tenderer must provide the full name and ID or passport number of the representatives at least 3 working days in advance to: scic-call-fwc-ca-2018@ec.europa.eu
Failing that, the contracting authority reserves the right to refuse access to its premises.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

Requests for additional information must be submitted exclusively via the TED eTendering system at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3289>

The contracting authority is not bound to reply to requests for additional information received less than six working days before the date of receipt of tenders.

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 43031

Internet address: <https://curia.europa.eu/>

VI.4.2. Body responsible for mediation procedures

Official name: European Ombudsman

Postal address: 1 avenue du Président Robert Schuman, PO Box 403

Town: Strasbourg

Postal code: 67001

Country: France

E-mail: eo@ombudsman.europa.eu

Telephone: +33 388172313

Internet address: <http://ombudsman.europa.eu>

VI.5. Date of dispatch of this notice

29/03/2018

