

B-Brussels: service contract for the provision of catering services for 'ICT Proposers' Day 2012'

Warsaw, 26–27.9.2012

OJ S 97/2012 23/05/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate-General for Interpretation

Postal address: CHAR 1/65

Town: Brussels

Postal code: 1049

Country: Belgium

Contact person: Conference Organisation (SCIC S6)

For the attention of: J.M. Bastos

E-mail: scic-conf-ictpd-2012@ec.europa.eu

Telephone: +32 22968111

Internet address(es):

General address of the contracting authority: <http://ec.europa.eu/dgs/scic/index.htm>

Additional information can be obtained from:

Official name: European Commission, Directorate-General for Interpretation

Postal address: C107 — 05/32

Town: Brussels

Postal code: 1049

Country: Belgium

Contact person: Budget and Finance Unit SCIC.S.2

For the attention of: V. De Leeuw

E-mail: valerie.de-leeuw@ec.europa.eu

Telephone: +32 22987446

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: Conference organisation 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

Service contract for the provision of catering services for 'ICT Proposers' Day 2012' Warsaw, 26–27.9.2012.

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

Services

Service category No 17: Hotel and restaurant services

Main site or place of performance: Warszawskie Centrum Expo XXI, ul. Prądzyńskiego 12/14, 01-222 Warsaw, POLAND.

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)

The European Commission's Directorate-General for the Information Society and Media (DG INFSO) organises a 2-day event (26.9.2012 and 27.9.2012) called the 'ICT Proposers' Day 2012' with approximately 2 000 participants.

The event will start on 26.9.2012 (10:00), with the opening of an exhibition in the halls 1, 2, 3 of EXPO XXI. 2 buffet lunches and coffee breaks will be offered to the participants during 2 days of the event and a gala dinner or cocktail reception is foreseen for the evening of the first day.

More information will be found in the 'Guide to applicants'.

II.1.6. CPV code(s)

55000000 Hotel, restaurant and retail trade services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

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 excluding VAT: 140 000 EUR

II.2.2. Information about options

Options: yes

Description of options: For the evening of the first day 2 options are foreseen for 2 000 participants:

option 1: cocktail reception from 18:00 to 20:00;

option 2: dinner reception offered in a buffet style from 18:00 to 20:00.

More information will be found in the 'Guide to applicants'.

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

In application of Article 102 of the Financial Regulation, should the contractor wish to receive an advance payment, he will have to lodge a bank guarantee. In any case, an advance payment may never exceed 30 % of the total value of the contract.

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

Within 60 days of completion of the services, the contractor shall submit an admissible invoice indicating the reference number of the contract for payment of the balance. Payment shall be made within 30 days of the receipt of the invoice by the Commission.

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

Explained in the 'Guide to applicants'.

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: Explained in the 'Guide to applicants'.

III.2.2. Economic and financial ability

List and brief description of conditions: Explained in the 'Guide to applicants'.

Minimum level(s) of standards possibly required: Minimum turnover of 400 000 EUR.

III.2.3. Technical and professional ability

List and brief description of conditions:

Explained in the 'Guide to applicants'.

Minimum level(s) of standards possibly required:

- experience with large-scale events in the past 3 years (min. 350 persons),
- provide written evidence that the quality of the catering services is recognised by key customers,
- provide food hygiene certificate delivered by the relevant local authority in the field.

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

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) no

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

Envisaged minimum number 3: and Maximum number 5

Objective criteria for choosing the limited number of candidates: — volume (in euro) of the services provided in the last 3 years for events involving over 350 participants,
— number of events organised at the same venue (Centrum Expo Warsaw) for which the applicant provided catering services.

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

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

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

18.6.2012

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

2.7.2012

IV.3.6. Languages in which tenders or requests to participate may be submitted

Any EU official language

Other: Preferably EN, FR, DE or PL

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:
no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünewald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

VI.4.2. Review procedure

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

VI.5. Date of dispatch of this notice

11.5.2012