

**France-Valenciennes: European Railway Agency (ERA): reception and hospitality services for the Valenciennes and Lille offices**

OJ S 98/2016 24/05/2016

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Railway Agency

Postal address: 120 rue Marc Lefrancq

Town: Valenciennes

NUTS code: FR301 Nord

Postal code: 59300

Country: France

Contact person: M. Thomas Borriello

E-mail: [Procurement@era.europa.eu](mailto:Procurement@era.europa.eu)

Telephone: +33 327096501

Fax: +33 327096650

**Internet address(es):**Main address: <http://www.era.europa.eu/>**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=1495>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

European institution/agency or international organisation

**I.5. Main activity**

Other activity: railways.

**Section II: Object**

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

European Railway Agency (ERA): reception and hospitality services for the Valenciennes and Lille offices.

Reference number: ERA 2016 08 OP

**II.1.2. Main CPV code**

79992000 Reception services

**II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

The Agency wishes to have a professional reception and hospitality service. Hospitality services are understood to be all tasks aiming to guarantee an optimal, efficient, bilingual (French/English) and professional hospitality service provided by receptionists giving a positive and welcoming image of the ERA, as well as ensuring a minimum level of security during the Agency's working hours.

#### **II.1.5. Estimated total value**

Value excluding VAT: 400 000,00 EUR

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

#### **II.2.3. Place of performance**

NUTS code: FR301 Nord

#### **II.2.4. Description of the procurement**

The ERA requires permanent receptionists in order to ensure that the reception of its Valenciennes office is staffed during all Agency working hours: 7:00–21:00, Monday to Friday (1 person to be present at reception).

The daily services must be able to be carried out during ERA working days. For example, while 8 May and 11 November are public holidays in France, they are working days for the Agency. The Agency's offices are also closed between Christmas and New Year. The tenderer will be provided with an annual schedule of the Agency's holidays before the beginning of each calendar year and, in any event, before the start of the contract for the calendar year in question.

#### **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: 400 000,00 EUR

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

Duration in months: 48

This contract is subject to renewal: no

#### **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**

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### **III.1. Conditions for participation**

#### **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

### **III.2. Conditions related to the contract**

#### **III.2.3. 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

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Open procedure

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

The procurement involves the establishment of a framework agreement  
Framework agreement with a single operator

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

The procurement is covered by the Government Procurement Agreement: no

### **IV.2. Administrative information**

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

Date: 30/06/2016

#### **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**

Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

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

Duration in months: 6 (from the date stated for receipt of tender)

#### **IV.2.7. Conditions for opening of tenders**

Date: 07/07/2016 Local time: 10:00

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: General Court

Town: Luxembourg

Country: Luxembourg

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

12/05/2016