

L-Luxembourg: Selection of a travel agency with the view to supply travel, accommodation and related services for the European Parliament, the European Court of Justice, the European Court of Auditors, the European Economic and Social Committee and the European Ombudsman EP /FINS 2012-201

OJ S 106/2013 04/06/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Parliament, Directorate-General for Finance

Postal address: plateau de Kirchberg, PO Box 1601

Town: Luxembourg

Postal code: 2929

Country: Luxembourg

For the attention of: Mr Roger Vanhaeren

E-mail: roger.vanhaeren@europarl.europa.eu

Telephone: +352 4300-22653

Fax: +352 4300-20102

Internet address(es):

General address of the contracting authority: <http://www.europarl.europa.eu>

Electronic access to information: <http://www.europarl.europa.eu/tenders/invitations.htm>

Additional information can be obtained from:

Official name: European Parliament, Directorate-General for Finance

Postal address: plateau de Kirchberg, PO Box 1601

Town: Luxembourg

Postal code: 2929

Country: Luxembourg

For the attention of: José Luis Acedo

E-mail: ao.agence_voyages@europarl.europa.eu

Fax: +352 4300-20102

Internet address: <http://www.europarl.europa.eu/tenders/invitations.htm>

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

Official name: European Parliament, Directorate-General for Finance

Postal address: plateau de Kirchberg, PO Box 1601

Town: Luxembourg

Postal code: 2929

Country: Luxembourg

For the attention of: José Luis Acedo

E-mail: ao.agence_voyages@europarl.europa.eu

Fax: +352 4300-20102

Internet address: <http://www.europarl.europa.eu/tenders/invitations.htm>

Tenders or requests to participate must be submitted: Official name: European Parliament — Official Mail Service

Postal address: Konrad Adenauer Building, Office 00D001

Town: Luxembourg
Postal code: 2929
Country: Luxembourg
Contact person: European Parliament, Directorate-General for Finance
For the attention of: Mr Roger Vanhaeren

I.2. Type of the contracting authority

European institution/agency or international organisation

I.3. Main activity

Economic and financial affairs

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: European Economic and Social Committee

Postal address: rue Belliard 99

Town: Brussels

Postal code: 1040

Country: Belgium

Official name: European Ombudsman

Postal address: 1 avenue du Président Robert Schuman

Town: Strasbourg

Postal code: 67001

Country: France

Official name: Court of Justice of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

Official name: European Court of Auditors

Postal address: 12, rue Alcide de Gasperi

Town: Luxembourg

Postal code: 1615

Country: Luxembourg

Section II: Object of the contract

II.1. Description

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

Selection of a travel agency with the view to supply travel, accommodation and related services for the European Parliament, the European Court of Justice, the European Court of Auditors, the European Economic and Social Committee and the European Ombudsman EP /FINS 2012-201.

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

Services

Service category No 3: `Air transport services of passengers and freight, except transport of mail

Main site or place of performance: Luxembourg, Brussels, Strasbourg.

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 services to be provided are confined to transport tickets, accommodation, and related services chargeable to the institutions concerned in the exercise of their official business including technical assistance in the definition and implementation of their travel policies. The services shall be provided in accordance with the internal rules of each institution concerned.

According to the needs of each institution, the agency can be called to deliver services in the premises of the institution ('implant'), mainly Brussels, Luxembourg and/or Strasbourg, or from a distance ('explant').

The contract is divided into 2 lots: lot I includes the following institutions: European Parliament, European Economic and Social Committee and European Ombudsman. Lot II concerns: Court of Justice of the European Union and European Court of Auditors.

The agency may assign staff, working on premises set aside for that purpose, to provide leisure travel services on a commercial basis to members and staff of the institutions. The official service will take priority at all times over any 'leisure' service. The accounts relating to services rendered for private purposes would have to be kept separately from those relating to services rendered in an official capacity.

II.1.6. CPV code(s)

63510000 Travel agency and similar services, 63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

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

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: 3

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)

Information about lots

Lot No: 1

1) Short description

Lot I includes the following institutions: European Parliament, European Economic and Social Committee and European Ombudsman.

2) CPV code(s)

63510000 Travel agency and similar services, 63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

1) Short description

Lot II concerns: Court of Justice of the European Union and European Court of Auditors.

2) CPV code(s)

63510000 Travel agency and similar services, 63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

An irrevocable, unconditional guarantee, payable at first call, in the amount of 300 000 EUR, certified by a letter of guarantee furnished by a bank, a financial institution or a third party approved by the European Parliament's Accounting Officer, shall be established before the first payment request is submitted. Payment requests issued by the contractor shall be admissible only if proof of the establishment of the bank guarantee has been forwarded to the European Parliament. The guarantee shall be released at the contractor's request 60 calendar days after final acceptance of the services by the European Parliament in accordance with the conditions laid down in the specifications. The final acceptance is conditioned by the payment of all sums due, as set out under Article I.4.1, second paragraph, of the contract. Any charges relating to the guarantee shall be payable by the contractor.

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

See Article I.4 of the draft contract.

III.1.3.

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

See point 3 of the specifications.

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 point 12 of the specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: See point 12.1 of the specifications.

Minimum level(s) of standards possibly required: Tenderers must have sufficient economic and financial capacity to enable them to perform the contract in compliance with the contractual provisions, taking into account its value and scale.

In respect of the contract which is the subject of this invitation to tender, the institutions furthermore require tenderers to have a minimum financial and economic capacity, which will be assessed on the basis of the following criteria:

- average annual turnover over the last 3 years, covering the services of this call for tender, of minimum 180 000 000 EUR for lot I and of minimum 10 000 000 EUR for lot II,
- overall operating profit over the last 3 financial years,
- overall positive cash flow from operating activities over the last 3 financial years.

III.2.3. Technical and professional ability

List and brief description of conditions:

See point 12.2 of the specifications.

Minimum level(s) of standards possibly required:

Tenderers must have sufficient technical and professional capacities to enable them to perform the contract in compliance with the contractual provisions, taking into account its value and scale.

Taking into account the nature and value of the contract, the institutions will require the following minimum capacity:

- the necessary licences and certificates to execute the services, set out in this call for tender,
- the necessary authorisations to issue transport tickets,
- the professional capacity to handle the estimated number of transactions (booking and invoicing) (see above) in the most effective way,
- the necessary experience in the field of 'business travel'.

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

EP/FINS 2012-201.

IV.3.2. Previous publication concerning this procedure

no

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

Time limit for receipt of requests for documents or for accessing documents: 2.7.2013 - 17:00
Payable documents: no

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

9.7.2013 - 17:00

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: 9 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 15.7.2013 - 14:30

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

Information about authorised persons and opening procedure: Limited to 2 representatives per tender.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: April 2018.

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 Court of Justice of the European Union

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

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

Telephone: +352 4303-1

Fax: +352 433766

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

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Interested parties should contact the body responsible for appeal procedures to obtain information on deadline(s) for lodging appeals, at <http://curia.europa.eu>

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

Official name: General Court of the Court of Justice of the European Union

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

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

Telephone: +352 4303-1

Fax: +352 433766

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

VI.5. Date of dispatch of this notice

23.5.2013