

DK-Copenhagen: Hotel meeting and conference services

OJ S 120/2013 22/06/2013

Contract notice

Services

Directive 2004/18/EC

## Section I: Contracting authority

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### I.1. Name and addresses

Official name: Styrelsen for Forskning og Innovation

Postal address: Bredgade 40

Town: København K

Postal code: 1260

Country: Denmark

Contact person: ESOF2014-sekretariatet

For the attention of: Simon Iversen

E-mail: [sii@fi.dk](mailto:sii@fi.dk)

Telephone: +45 72318332

#### Internet address(es):

General address of the contracting authority: <http://fivu.dk>

#### 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

Ministry or any other national or federal authority, including their regional or local subdivisions

### I.3. Main activity

Education

Other: Forskning, Innovation

### 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

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### II.1. Description

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

Projektledelse, planlægning og afvikling af konference- og eventaktiviteter under EuroScience Open Forum (ESOF) 2014

#### 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: Hovedstaden

NUTS code DK01 Hovedstaden

### **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)**

Kontrakten tildeles til en tilbudsgiver der efterfølgende vil fungere som Professional Conference Organizer (PCO) og Eventbureau for EuroScience Open Forum (ESOF) 2014, i Carlsberg Byen i København.

Opgaver under kontrakten er koncentreret om følgende hovedelementer:

- Koordinerende rolle, projektledelse og rådgivning.
- Konferenceydelse.
- Digitale platforme og IT-system.
- Venues, logistik, teknik og produktion.
- Eventaktiviteter.

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

55120000 Hotel meeting and conference services, 79952000 Event 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**

Hovedydelsen kan maksimalt udgøre 4.250.000 DKK.

Optioner kan maksimalt udgøre 1.250.000 DKK.

Estimated value excluding VAT:

Range: between 3 000 000 and 4 250 000 DKK

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

Options: yes

Description of options: Optioner består af ydelser i form af projektledelse, planlægning og afvikling af Sociale events.

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

This contract is subject to renewal: no

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

Start 1.9.2013. Completion 1.8.2014

## **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**

### **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: Beskrivelse af tilbudsgivers juridiske enhed. Hvis flere juridiske enheder har afgivet tilbud i fællesskab, skal der vedlægges en beskrivelse af forholdet mellem tilbudsgiver og eventuelle underleverandører, herunder eventuelle samarbejdskonstruktioner.

Tro- og loveerklæring om ubetalt forfalden gæld til det offentlige m.v. for tilbudsgiver og eventuelle underleverandører, skal udfyldes og underskrives af hver enkelt juridiske enhed.

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

List and brief description of conditions: Redegørelse for tilbudsgivers, herunder evt. underleverandørers finansielle styrke.

Årsregnskaber for de seneste 3 år - hvis muligt, samt budget for det indeværende år.

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

List and brief description of conditions:

Redegørelse for tilbudsgivers erfaringer med opgaver af lignende karakter samt for evt. underleverandørers erfaringer.

Redegørelse for tilbudsgivers nuværende medarbejdersammensætning samt for evt. underleverandørers medarbejdersammensætning.

### **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**

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**

13/008502

##### **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**

15.8.2013 - 12:00

##### **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**

Danish.

##### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 4 (from the date stated for receipt of tender)

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

Date: 15.8.2013

Place:

Styrelsen for Forskning og Innovation

Persons authorised to be present at the opening of tenders: no

### **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: yes

Identification of the project: Der er ansøgt om midler under FP7-rammeprogrammet hos EU-kommisionen.

#### **VI.3. Additional information**

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: Klagenævnet for Udbud

Postal address: Dahlerups Pakhus – Langelinie Allé 17

Town: København Ø  
Postal code: 2100  
Country: Denmark  
E-mail: [klfu@erst.dk](mailto:klfu@erst.dk)  
Telephone: +45 35291000  
Internet address: <http://www.klfu.dk>

**VI.4.2. Review procedure**

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

Official name: Konkurrence- og Forbrugerstyrelsen  
Postal address: Carl Jacobsens Vej 35  
Town: Valby  
Postal code: 2500  
Country: Denmark  
E-mail: [kfst@kfst.dk](mailto:kfst@kfst.dk)  
Telephone: +45 41715000  
Internet address: <http://www.kfst.dk>

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

18.6.2013