

**Finland-Helsinki: Provision of assistance services for the information centre of the European Commission Representation in Finland: PO/2016-10/HEL**

OJ S 119/2016 22/06/2016

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 Commission, Directorate-General for Communication, Representation in Finland

Postal address: Malminkatu 16

Town: Helsinki

NUTS code: FI Suomi / Finland

Postal code: 00100

Country: Finland

Contact person: Head of Administration

E-mail: [comm-rep-fi-tender@ec.europa.eu](mailto:comm-rep-fi-tender@ec.europa.eu)

**Internet address(es):**

Main address: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1597>

**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=1597>

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**

General public services

**Section II: Object**

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

Provision of assistance services for the information centre of the European Commission Representation in Finland: PO/2016-10/HEL.

Reference number: PO/2016-10/HEL.

**II.1.2. Main CPV code**

79621000 Supply services of office personnel

**II.1.3. Type of contract**

Services

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

The information and communication assistant mainly concentrates on the advisory tasks, both external and internal requests, and has the overall responsibility of the management of the information centre. The tasks of the Info Point assistant are advising the general public in getting EU-related information, coordinating group visits to the Representation, participating in special events arranged mainly at the Representation and replying to external and internal requests.

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

Value excluding VAT: 246 000,00 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: FI Suomi / Finland

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

The information and communication assistant mainly concentrates on the advisory tasks, both external and internal requests, and has the overall responsibility of the management of the information centre. The tasks of the Info Point assistant are advising the general public in getting EU-related information, coordinating group visits to the Representation, participating in special events arranged mainly at the Representation and replying to external and internal requests.

#### **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**

#### **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:

Max. 3 times, for a period of 12 months.

#### **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**

The tenderers are advised to check regularly the URL: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1597> as new information about the procedure might be presented.

### **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**

#### **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: 11/08/2016

#### **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: 18/08/2016 Local time: 10:00

Place:

In the premises of Representation of European Commission, Malminkatu 16, Helsinki, FINLAND.

Information about authorised persons and opening procedure: Representatives of tenderers and contracting authority.

## **Section VI: Complementary information**

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

This is a recurrent procurement: 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](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

Fax: +352 4303-2100

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

#### **VI.4.2. Body responsible for mediation procedures**

Official name: European Ombudsman

Town: Brussels

Country: Belgium

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

#### **VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

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

10/06/2016