

Belgium-Brussels: Framework contract in cascade to organise events, conferences, seminars and meetings in the European Union, mainly in the context of trade policy activities

OJ S 123/2016 29/06/2016

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate-General for Trade, Directorate A —
Resources, Information and Policy Coordination

Postal address: CHAR 7/173

Town: Brussels

NUTS code: BE Belgique / België

Postal code: 1049

Country: Belgium

Contact person: Sofia Muñoz

E-mail: trade-contracts@ec.europa.eu

Telephone: +32 22969575

Internet address(es):Main address: <http://ec.europa.eu/trade/trade-policy-and-you/calls-for-tender/>Address of the buyer profile: <http://ec.europa.eu/trade/trade-policy-and-you/calls-for-tender/>**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=1548>

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

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

Framework contract in cascade to organise events, conferences, seminars and meetings in the European Union, mainly in the context of trade policy activities.

Reference number: TRADE/2016/A1/28.

II.1.2. Main CPV code

55120000 Hotel meeting and conference services - QA11

II.1.3.

Type of contract

Services

II.1.4. Short description

In the context of its activities, European Commission DG Trade organises negotiation rounds, events, seminars, conferences and meetings in countries of the European Union. For this reason it needs different services. Such services will consist of providing full logistical support to organise these events and meetings, mainly in the context of trade policy activities. These services will be provided in the European Union. Because of the nature of some meetings, in particular those concerning trade negotiations rounds organised by the Commission, the contractor should be able to book meeting rooms for several events at short notice. In general, an event has a length of between 3 to 5 working days, exceptionally going up to 10 with an average number of around 60 invited participants and a main focus on Brussels for the organisation of trade negotiating rounds.

II.1.5. Estimated total value

Value excluding VAT: 6 000 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

55300000 Restaurant and food-serving services - QA11

II.2.3. Place of performance

NUTS code: BE Belgique / België

NUTS code: AT Österreich

NUTS code: CZ Česko

NUTS code: DE Deutschland

NUTS code: ES España

NUTS code: FR France

NUTS code: HU Magyarország

NUTS code: IT Italia

NUTS code: PL Polska

NUTS code: PT Portugal

NUTS code: SK Slovensko

NUTS code: UK United Kingdom

NUTS code: SI Slovenija

NUTS code: SE Sverige

NUTS code: NL Nederland

NUTS code: IE Éire / Ireland

NUTS code: GR ELLADA

NUTS code: DK Danmark

NUTS code: BG България / Bulgaria

NUTS code: EE Eesti

Main site or place of performance: European Union in general but mostly in Brussels, Belgium.

II.2.4. Description of the procurement

In the context of its activities, European Commission DG Trade organises negotiation rounds, events, seminars, conferences and meetings in countries of the European Union. For this

reason it needs different services. Such services will consist of providing full logistical support to organise these events and meetings, mainly in the context of trade policy activities. These services will be provided in the European Union. Because of the nature of some meetings, in particular those concerning trade negotiations rounds organised by the Commission, the contractor should be able to book meeting rooms for several events at short notice. In general, an event has a length of between 3 to 5 working days, exceptionally going up to 10 with an average number of around 60 invited participants and a main focus on Brussels for the organisation of trade negotiating rounds.

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: 6 000 000,00 EUR

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

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

Contract concluded for 2 years, possibility of 2 renewals of 12 months each.

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

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

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 several operators Envisaged maximum number of participants to the framework agreement: 2

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: 31/08/2016 Local time: 17:00

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

English

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: 14/09/2016 Local time: 10:00

Place:

Charlemagne building, rue de la Loi 170, 1040 Brussels, BELGIUM.

Information about authorised persons and opening procedure: Representatives of the tenderers can attend the opening session. Those wishing to be present should send an e-mail to trade-contracts@ec.europa.eu before 9.9.2016.

Section VI: Complementary information

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

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: GeneralCourt.Registry@curia.europa.eu

Fax: +352 43032100

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

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

See Internet address provided in Section I.3.

VI.5. Date of dispatch of this notice

17/06/2016