

Netherlands-The Hague: Provision of project coordinator services for Europe House in The Hague, Netherlands

OJ S 133/2013 11/07/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate-General for Communication, Representation in the Netherlands

Postal address: Korte Vijverberg 5–6

Town: The Hague

Postal code: 2513 AB

Country: Netherlands

For the attention of: Head of Administration

E-mail: comm-nl-administratie@ec.europa.eu

Telephone: +31 703135300

Internet address(es):

General address of the contracting authority: http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/representations/ongoing/index_en.htm

Electronic submission of tenders and requests to participate: http://ec.europa.eu/nederland/about_us/aanbestedingen/lopende/index_nl.htm

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

European institution/agency or international organisation

I.3. Main activity

General public services

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

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Provision of project coordinator services for Europe House in The Hague, Netherlands.

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

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: EU House in The Hague, Netherlands.
NUTS code NL332 Agglomeratie 's-Gravenhage

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in months: 12

II.1.5. Short description of the contract or purchase(s)

The European Commission Representation in the Netherlands is looking for a contractor to provide project coordinator services for Europe House. The project coordinator is to coordinate different events/activities organised by European Commission and European Parliament Information Office; and also execute and develop other related activities.

II.1.6. CPV code(s)

79620000 Supply services of personnel including temporary staff, 79612000 Placement services of office-support personnel

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

42 000–60 000 per year; 3 times renewable; total scope possible 168 000 EUR–240 000 EUR.

Estimated value excluding VAT:

Range: between 42 000 and 60 000 EUR

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: 36 (from the award of the contract)

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

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Not applicable.

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

Please see the respective points 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

Please see the respective points of the tender 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: Please see the respective points of the tender specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: Please see the respective points of the tender specifications.

Minimum level(s) of standards possibly required: Please see the respective points of the tender specifications.

III.2.3. Technical and professional ability

List and brief description of conditions:

Please see the respective points of the tender specifications.

Minimum level(s) of standards possibly required:

Please see the respective points of the tender specifications.

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

PO/2013-11/LAH.

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

22.8.2013 - 17:30

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

IV.3.8. Conditions for opening of tenders

Date: 29.8.2013 - 11:00

Place:

Commission Representation in the Netherlands, Korte Vijverberg 5, 2513 AB The Hague, NETHERLANDS.

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

Information about authorised persons and opening procedure: Representatives of the tenderers and of the European Commission.

Section VI: Complementary information

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: no

VI.3. Additional information

All documentation of this call for tenders, including any additional information during the procedure is published at the following Internet address:

http://ec.europa.eu/nederland/about_us/aanbestedingen/lopende/index_nl.htm

Tenderers should consult this site regularly, as additional information may be published at any time during the procedure.

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

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

Telephone: +352 4303-1

Fax: +352 4303-2100

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

VI.4.2. 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 or to open a new period for lodging appeals.

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

VI.5. Date of dispatch of this notice

1.7.2013