

**Netherlands-Rotterdam: Environmental services**  
**OJ S 79/2023 21/04/2023**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Global Center on Adaptation

National registration number: 76050475

Postal address: Antoine Platekade 1006

Town: Rotterdam

NUTS code: NL4 Zuid-Nederland

Postal code: 3072 ME

Country: Netherlands

Contact person: GCA Procurement

E-mail: [procurement@gca.org](mailto:procurement@gca.org)

Telephone: +31 880886800

**Internet address(es):**

Main address: [www.gca.org](http://www.gca.org)

Address of the buyer profile: [www.gca.org/about-us/procurement/](http://www.gca.org/about-us/procurement/)

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: [www.gca.org/about-us/procurement/](http://www.gca.org/about-us/procurement/)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.gca.org/about-us/procurement/](http://www.gca.org/about-us/procurement/)

Tenders or requests to participate must be submitted to the abovementioned address

**I.4. Type of the contracting authority**

Other type: International Non-Governmental Organisation

**I.5. Main activity**

Other activity: Adaptation to Climate Change

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**Section II: Object**

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

**II.1.1. Title**

Event Management Company to Deliver Flagship Events for GCA in 2023 and 2024

Reference number: GCA-PR-23-264

**II.1.2. Main CPV code**

90700000 Environmental services - QA11

**II.1.3.**

## **Type of contract**

Services

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

The Global Center on Adaptation (GCA) is seeking an event management service provider/s (up to five) to plan, produce, execute and manage GCA's various physical and virtual events. GCA hosts multiple events including high-level events around the world as well as in the Netherlands, including in GCA's floating office headquarters in Rotterdam.

Previous high-profile international events convened by GCA bringing together heads of state and governments, heads of international organizations, and other high-profile leaders in the fields of politics, economics and, climate include:

- Leaders' Dialogue on the Africa Covid-Climate Emergency
- Hybrid Youth Dialogue on Adaptation Action
- Africa Adaptation Summit
- COP26 Ministerial Dialogue on Adaptation Action

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

Value excluding VAT: 995 000,00 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: NL Nederland

Main site or place of performance: Europe, Africa, Asia

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

Overview of GCA Event Types:

1. Hybrid Event from a GCA office location
2. Hybrid Event from a location other than a GCA office
3. In-person event with onsite production
4. Fully Virtual Event

Indicative list of GCA Service Events for 2023 and 2024:

- GCA Africa Adaptation Summit, September 2023. In-person, Nairobi, Kenya. - GCA's flagship event featuring 30-50 high-level participants in person (and accompanying staff) and a select number of virtual participants.
- GCA Ministerial event in Bangladesh, 2023. In-person or hybrid, Bangladesh.
- GCA Africa Partnership Forum 2023, hybrid – A hybrid event, likely from an African country featuring some in-person participants (approx. 20) and mostly virtual participants.
- GCA Africa Partnership Forum 2023, hybrid – A hybrid event from Bangladesh featuring some in-person participants (approx. 10) and mostly virtual participants from across South Asia.
- STA23 launch, 2023. Hybrid - A flagship knowledge event for GCA, usually hosted at GCA's HQ with a select number of high-profile guests joining virtually.
- GCA CEO Annual Lecture, 2023. In-person or hybrid - A flagship knowledge event for GCA, hosted at a university (likely in Africa) with a select number of high-profile guests joining virtually.

- GCA-convened high-level event at COP28, December 2023. In-person or hybrid, Dubai, UAE. - likely a high-profile side-event, featuring about 30-40 high-level participants (Heads of State and Governments, Ministers, and Special Representatives), and broadcast online to a mass audience.
- International Panel for Deltas and Coastal (IPDC) areas event, March 2024. Hybrid, from the Netherlands – either or hybrid or entirely virtual. A panel discussion, with some virtual participants, broadcast to a mass audience.
- GCA High-level launch event for the South Asia flagship program, 2024. In-person or hybrid, Bangladesh.
- GCA Annual Meetings, September 2024. In-person or hybrid, Rotterdam, The Netherlands. - GCA's flagship event featuring 30-50 high-level participants in person (and accompanying staff) and a select number of virtual participants.
- GCA CEO Annual Lecture, 2024. In-person or hybrid - A flagship knowledge event for GCA, hosted at a university (likely in Africa) with a select number of high-profile guests joining virtually.
- GCA-convened high-level event at COP29, November-December 2024. In-person or hybrid. - likely a high-profile side-event, featuring about 30-40 high-level participants (Heads of State and Governments, Ministers, and Special Representatives), and broadcast online to a mass audience.
- Three Youth forums, 2023. 1 virtual and 2 in-person. – participants from different geographic locations, broadcast online to a mass audience.
- Seven Youth forums, 2024. 5 virtual and 2 in-person. – participants from different geographic locations, broadcast online to a mass audience.
- 16 Water Adaptation Community/IPDC technical knowledge exchanges. 12 virtual and 4 in-person. – speakers and participants from different geographic locations, broadcast online to a mass audience.

#### **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: 995 000,00 EUR

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

Duration in months: 18

This contract is subject to renewal: yes

Description of renewals:

Possible renewal for an additional period of two (2) Years (based on the satisfactory performance of the supplier) and on mutual agreement of both the GCA and the supplier.

#### **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

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### III.1. Conditions for participation

#### III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

- International contractors/firms must be a registered entity in their home country regulatory agency as and where applicable.
- All Bidders must have a current staff of least 10 staff members.
- Must be fully insured.
- Provide a copy of the statutes/registration of the legal entity and evidence concerning the appointment of the persons authorised to represent the Bidder in dealings with third parties and in legal proceedings.
- Provide organizational organogram and demonstrate expertise to address the requirements identified in Annex 3 with description of team members and key personnel roles.
- Provide evidence of the employers' liability, public liability insurance [and professional liability or indemnity if appropriate] held by the Bidder. The evidence should include the name of the insurers, policy numbers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.

#### 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

The procurement involves the establishment of a framework agreement

Framework agreement with several operators Envisaged maximum number of participants to the framework agreement: 5 In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A - Not exceeding 4 years.

#### IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

### IV.2. Administrative information

#### IV.2.2.

**Time limit for receipt of tenders or requests to participate**

Date: 05/06/2023 Local time: 16:00

**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: 4 (from the date stated for receipt of tender)

**IV.2.7. Conditions for opening of tenders**

Date: 06/06/2023 Local time: 10:00

**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: Dutch Civil Courts

Town: Rotterdam

Country: Netherlands

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

Official name: International Chamber of Commerce

Town: Rotterdam

Country: Netherlands

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

17/04/2023