

**Poland-Warsaw: Information and Communication Services of the 'Info-Point' for the Regional Representation of the European Commission in Wroclaw, Poland**

OJ S 82/2023 26/04/2023

**Contract notice  
Services****Legal Basis:**

Regulation (EU, Euratom) No 2018/1046

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Communication (COMM),  
Representation in Poland – Warsaw, COMM.DGA1.C.VA

Postal address: ul. Jasna 14/16a

Town: Warsaw

NUTS code: PL911 Miasto Warszawa

Postal code: 00-041

Country: Poland

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

**Internet address(es):**

Main address: [https://poland.representation.ec.europa.eu/index\\_pl](https://poland.representation.ec.europa.eu/index_pl)

**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=14157>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=14157>

**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**

Information and Communication Services of the 'Info-Point' for the Regional Representation of the European Commission in Wroclaw, Poland

Reference number: COMM/WAW/2023/OP/0101

**II.1.2. Main CPV code**

79621000 Supply services of office personnel

**II.1.3. Type of contract**

Services

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

European Commission Representation in Poland launches an open procedure for the provision of information and communication services of the 'Information Point' located in Wrocław. We are seeking a qualified service provider to carry out services such as running a walk-in center, answering citizens' inquiries, organizing European lessons and webinars. The Info-Point will also communicate on political priorities of the Commission and organize events for key national, regional and local interest groups and multipliers.

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

Value excluding VAT: 760 000,00 EUR

#### **II.1.6. Information about lots**

This contract is divided into lots: no

### **II.2. Description**

#### **II.2.2. Additional CPV code(s)**

79621000 Supply services of office personnel, 79342200 Promotional services, 79920000 Packaging and related services, 79952000 Event services

#### **II.2.3. Place of performance**

NUTS code: PL911 Miasto Warszawa

Main site or place of performance: Please consult the procurement documents available at the address indicated in Section I.3).

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

Information and communication services of the 'Info-Point' for the Regional Representation of the European Commission in Wrocław, Poland.

#### **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: 760 000,00 EUR

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

Duration in months: 48

This contract is subject to renewal: no

#### **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: yes

Identification of the project: Please consult the procurement documents available at the address indicated in Section I.3).

#### **II.2.14. Additional information**

Please consult the procurement documents available at the address indicated in Section I.3).

## 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:

Please consult the procurement documents available at the address indicated in Section I.3).

#### 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.2.2. Contract performance conditions

Please consult the procurement documents available at the address indicated in Section I.3).

## 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 a single operator

#### 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: 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

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

Place:

Tenders will be opened electronically on the date and time indicated in the contract notice. It is possible to attend the opening by videoconference.

Information about authorised persons and opening procedure: Please consult the procurement documents available at the address indicated in Section I.3).

## **Section VI: Complementary information**

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

This is a recurrent procurement: yes

### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

Please consult the procurement documents available at the address indicated in Section I.3). In case of unavailability or disruptions in the functioning of the electronic means of communication provided in Section I.3) in the last 5 calendar days before the time limit for receipt indicated in Section IV.2.2), the contracting authority reserves the right to extend this time limit and publish the extension at the internet address provided in Section I.3), without a preceding publication of a corrigendum to this notice. Economic operators interested in this procurement are invited to subscribe to the call for tenders at the address in Section I.3) in order to get notified when new information or documents are published.

### **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: L-2925

Country: Luxembourg

Telephone: +352 4303-1

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

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

Precise information on deadline(s) for review procedures:

Please consult the procurement documents available at the address indicated in Section I.3).

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

19/04/2023