

Portugal-Lisbon: Provision of information and communication services for the 'European Public Space' of the European Commission Representation and the European Parliament Information Office in Lisbon, Portugal — PO/2015-19/LIS

OJ S 146/2015 31/07/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission Representation in Portugal

Postal address: Largo Jean Monnet 1–10°

Town: Lisbon

Postal code: 1269-068

Country: Portugal

For the attention of: Ms Maria De Aires Soares

E-mail: comm-rep-pt-concurso-eps-2015@ec.europa.eu

Telephone: +351 213509835

Internet address(es):

General address of the contracting authority: <http://ec.europa.eu/portugal/>

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 Information and communication services for the 'European Public Space' of the European Commission Representation and the European Parliament Information Office in Lisbon, Portugal — PO/2015-19/LIS.

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: Lisbon.

NUTS code PT1 Continente

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

The notice involves a public contract

II.1.4. Information about framework agreement

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

The subject of the contract is the provision of Information and communication services for the 'European Public Space' of the European Commission Representation and the European Parliament Information Office in Lisbon. The requested services include: info-desk service; create, update and perform general EU presentations; plan, promote and implement EPS events and actions; management and administrative support; information and communication support related to the Commission's 10 priority policy areas; manage publications and promotional material of the Representation; operation of technical installations; assistance outside the EPS.

II.1.6. CPV code(s)

79992000 Reception services, 79500000 Office-support services, 79951000 Seminar organisation services

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

The contract will be concluded for an initial period of 1 year, renewable up to 3 times. The total length of the contract cannot exceed 4 years.

The indicative budget for this tender is between 32 000 EUR and 38 000 EUR for 1 year, and 128 000 EUR and 152 000 EUR for 4 years, VAT excluded.

Estimated value excluding VAT:

Range: between 32 000 and 38 000 EUR

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Please refer to the tender documents.

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

Please refer to the tender documents.

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

Please refer to the tender documents.

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 refer to the tender specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: Please refer to the tender specifications.

III.2.3. Technical and professional ability

List and brief description of conditions:
Please refer to 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/2015-19/LIS.

IV.3.2. Previous publication concerning this procedure

Other previous publications

Notice number in the OJ S: [2014/S 134-239687](#) of 16.7.2014

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 8.9.2015

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

15.9.2015 - 16:30

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

IV.3.8. Conditions for opening of tenders

Date: 22.9.2015 - 15:00

Place:

Largo Jean Monnet 1–10^o, 1269-068 Lisbon, PORTUGAL.

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

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

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/dgs/communication/contracts-and-grants/contracts/representations/index_fr.htm or <http://ec.europa.eu/portugal/index/pt.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@curia.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 this period 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

20.7.2015