

**Belgium-Brussels: Seminar organisation services**

OJ S 92/2023 12/05/2023

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

Regulation (EU, Euratom) No 2018/1046

Procurement award procedure applying to European Union external actions financed from the general budget of the European Union and the European Development Fund (EDF)

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Union, represented by the European Commission

Town: Brussels

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Postal code: B-1049

Country: Belgium

E-mail: [NEAR-ENI-SOUTH-TENDERS@ec.europa.eu](mailto:NEAR-ENI-SOUTH-TENDERS@ec.europa.eu)**Internet address(es):**Main address: [https://ec.europa.eu/neighbourhood-enlargement/node\\_en](https://ec.europa.eu/neighbourhood-enlargement/node_en)**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=14264>

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=14264>**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**

Conference Facility Neighborhood South

Reference number: NEAR/2023/EA-RP/0101

**II.1.2. Main CPV code**

79951000 Seminar organisation services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The overall objective of this contract is to establish a facility to support the dialogue in the context of the EU Neighbourhood policy with particular reference to meetings in the context of the Union for the Mediterranean.

To this end, the contractor will ensure the organisation and conduit of conferences, meetings etc. that take place in person or online. The contractor may be asked to organise the logistics of the meeting, including distributing invitations, set-up the venue of the event that may be the UfM Secretariat, a hotel or any other facility, located in the EU or in a neighbouring country, organise a hostess/steward service and interpretation. For sponsored participants, the contractor will facilitate the visa request, book transport and hotel for them and manage the per-diems.

For online meetings, the contractor will provide the meeting platform and interpretation.

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

Value excluding VAT: 2 000 000,00 EUR

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

This contract is divided into lots: no

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

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

79951000 Seminar organisation services, 79952000 Event services, 98000000 Other community, social and personal services

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

NUTS code: AL Shqipëria

NUTS code: BA Bosnia And Herzegovina

NUTS code: DZ Algeria

NUTS code: EG Egypt

NUTS code: IL Israel

NUTS code: JO Jordan

NUTS code: LB Lebanon

NUTS code: LY Libya

NUTS code: MA Morocco

NUTS code: ME Црна Гора / Crna Gora

NUTS code: MK Северна Македонија / Severna Makedonija

NUTS code: MR Mauritania

NUTS code: PS Palestinian Territory

NUTS code: SY Syria

NUTS code: TN Tunisia

NUTS code: TR Türkiye

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

Conference Facility Neighborhood South

#### **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: 2 000 000,00 EUR

#### **II.2.7.**

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

Duration in months: 36

This contract is subject to renewal: no

### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged minimum number: 4Maximum number: 8Objective criteria for choosing the limited number of candidates:

The number of candidates is not limited. Please consult the procurement documents available at the address indicated in Section I.3.

### **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: Neighbourhood UfM

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

Provided they are in conformity with the basic project, new services or works consisting in the repetition of similar services or works, may be entrusted up to 0 % of the initial contract to the initial contractor by negotiated procedure without prior publication of a contract notice.

## **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**

List and brief description of selection criteria:

The economic and financial capacity required from the candidate or tenderer to perform the contract is detailed in the document A5f "Additional information about the Contract Notice".

#### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

The professional and technical capacity required from the candidate or tenderer to perform the contract is detailed in the document A5f "Additional information about the Contract Notice".

### **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**

Restricted procedure

**IV.1.3. Information about a framework agreement or a dynamic purchasing system****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: 15/06/2023 Local time: 12:00

**IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 30/06/2023

**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)

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**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.  
For any additional information, please refer to the document A5f "Additional information about the Contract Notice".

**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

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**

08/05/2023