

**Belgium-Brussels: Front and Back-office Reception Services**

OJ S 98/2023 23/05/2023

**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: Single European Sky ATM Research 3 Joint Undertaking (SESAR)

Town: Brussels

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

Country: Belgium

E-mail: [procurement@sesarju.eu](mailto:procurement@sesarju.eu)**Internet address(es):**Main address: <https://www.sesarju.eu/>**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=14206>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

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

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

European institution/agency or international organisation

**I.5. Main activity**

Other activity: Air Traffic Management Research and Development

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Front and Back-office Reception Services

Reference number: S3JU/LC/015/CFT

**II.1.2. Main CPV code**

79500000 Office-support services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The subject of this call for tenders is provision of front and back-office reception services.

**II.1.5.**

## **Estimated total value**

Value excluding VAT: 610 000,00 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: BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

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

The below catalogue of services and tasks is non-exhaustive, similar tasks in kind and nature might be requested depending on the needs of SESAR 3 JU via specific contracts, implementing the framework service contract:

- welcoming and escorting of visitors and technicians: welcoming, booking of taxis, reservation /management of visitors' registration;
- welcoming of suppliers: Welcoming, receipt of deliveries, verification and storage;
- meeting rooms: preparation of meeting rooms (set up of rooms, blocks, pencils, water, easels, nametags, etc.), logistic services and equipment requirements delivery;
- cafeteria: organisation of meetings' coffee breaks and lunches, maintenance of cafeteria cleanliness including dishwasher, inventory management of consumables and preparation of related orders;
- office supplies: inventory management, ordering administrative supplies and ensure their availability;
- assistance to the secretariat: incoming correspondence/mail (physical or digital) registration, invoice registration, photocopies, scans, destruction of documents, sending documents by express mail and related tasks;
- telephone: answering the standard phone, transferring or taking messages;
- premises related services: support in the planning of staff members' desk allocation, contribution to the staff arrival and departure process, maintaining of the SESAR 3 JU directory;
- logistic services: request and record the technicians' interventions (as for example but not limited to: cleaning, flowers/plants, water fountains and coffee machines);
- hospitality management: logistic services;
- inventory stocktaking;
- archiving tasks;
- related administrative support, as required.

### **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**

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

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

48 months is the maximum possible duration of the contract.

The contract is renewed automatically three (3) times for 12 months each, unless one of the parties receives formal notification to the contrary at least three (3) months before the end of the ongoing duration.

**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: SESAR/Digital European Sky.

**II.2.14. Additional information**

**Section III: Legal, economic, financial and technical information**

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**III.1. Conditions for participation**

**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

**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: no

**IV.2. Administrative information**

**IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 28/06/2023 Local time: 23:30

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

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

Date: 30/06/2023 Local time: 11:00

### **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: General Court of the European Union

Town: Luxembourg

Country: Luxembourg

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

16/05/2023