

**Spain-Torrejón de Ardoz: Provision of Travel Agency Services to Satcen**

OJ S 101/2023 26/05/2023

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

Public procurement rules of the European Union Satellite Centre

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Union Satellite Centre (Satcen)

National registration number: N0063121H

Postal address: Avenida de Cádiz, ed. 457, Base Aérea de Torrejón

Town: Torrejón de Ardoz

NUTS code: ES3 Comunidad de Madrid

Postal code: 28850

Country: Spain

Contact person: Adrian Sanchez

E-mail: [procurement.satcen@satcen.europa.eu](mailto:procurement.satcen@satcen.europa.eu)

Telephone: +34 916786000

Fax: +34 916786006

**Internet address(es):**Main address: <https://www.satcen.europa.eu>Address of the buyer profile: <https://www.satcen.europa.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=14432>

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=14432>

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: Security and defence

**Section II: Object**

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

Provision of Travel Agency Services to Satcen

Reference number: SatCen OP-04/23

**II.1.2. Main CPV code**

63510000 Travel agency and similar services

**II.1.3.**

## **Type of contract**

Services

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

The Satcen plans to award a framework contract for the provision of travel agency services relating to the business trips of Satcen staff members.

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

Value excluding VAT: 1 000 000,00 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: ES3 Comunidad de Madrid

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

The contractor is expected to provide travel agency services every working day of Satcen, from 8:00 to 19:00. The required services include:

- (i) booking, ticketing, amendments and cancellations of transportation arrangements (flights, train, bus, ferry tickets, car rentals, etc.) in Spain, Europe and worldwide;
- (ii) hotline services outside Satcen's working days and working hours;
- (iii) notification of any travel-related alerts;
- (iv) statistics on the services requested.

The services will be performed at the contractor's own premises. Hotel accommodations and assistance services in obtaining visas are not covered by the framework contract.

### **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: 1 000 000,00 EUR

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The contract may be renewed up to three times, each time for a period of 12 months and on the same conditions.

### **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.1.2. 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: 29/06/2023 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, Spanish

#### 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: 30/06/2023 Local time: 12:00

Place:

By video conference.

## 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

Postal address: Rue du Fort Niedergruenewald

Town: Luxembourg  
Postal code: L-2925  
Country: Luxembourg  
E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)  
Telephone: +352 43031  
Fax: +352 4303-2100  
Internet address: <http://curia.europa.eu/>

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

Official name: European Ombudsman  
Postal address: 1 avenue du Président Robert Schuman  
Town: Strasbourg  
Postal code: 67001  
Country: France  
E-mail: [eo@ombudsman.europa.eu](mailto:eo@ombudsman.europa.eu)  
Telephone: +33 388172313  
Fax: +33 388179062  
Internet address: <http://www.ombudsman.europa.eu/>

**VI.4.4. Service from which information about the review procedure may be obtained**

Official name: European Union Satellite Centre (Satcen)  
Postal address: Avenida de Cádiz, ed. 457, Base Aérea de Torrejón  
Town: Torrejón de Ardoz  
Postal code: 28850  
Country: Spain  
E-mail: [info@satcen.europa.eu](mailto:info@satcen.europa.eu)  
Telephone: +34 916786000  
Fax: +34 916786006  
Internet address: <https://www.satcen.europa.eu/>

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

19/05/2023