

**United Kingdom-Bramshill: Travel arrangement services**

OJ S 178/2014 17/09/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Police College (CEPOL)

Postal address: CEPOL House

Town: Bramshill, Hook

Postal code: RG27 0JW

Country: United Kingdom

E-mail: [tenders@cepol.europa.eu](mailto:tenders@cepol.europa.eu)

Telephone: +44 1256602869

Fax: +44 1256602996

**Internet address(es):**General address of the contracting authority: <https://www.cepol.europa.eu/>Address of the buyer profile: <https://www.cepol.europa.eu/who-we-are/working-with-cepol/procurement>Electronic access to information: <https://www.cepol.europa.eu/who-we-are/working-with-cepol/procurement>**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:** Official name: European Police College (CEPOL)

Postal address: Ó utca 27.

Town: Budapest

Postal code: 1066

Country: Hungary

Internet address: <https://www.cepol.europa.eu>**I.2. Type of the contracting authority**

European institution/agency or international organisation

**I.3. Main activity**

Public order and safety

**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**

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**II.1. Description****II.1.1.**

## **Title attributed to the contract by the contracting authority**

Travel arrangement services.

### **II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

Main site or place of performance: The services will be delivered from the contractor's premises.

NUTS code

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

The procurement involves the establishment of a framework agreement

### **II.1.4. Information about framework agreement**

Framework agreement with a single operator

#### **Duration of the framework agreement**

Duration in years: 4

#### **Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 8 500 000 EUR

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

The purpose of this procurement procedure is to conclude a framework contract with a travel agency able to provide the travel arrangement services for the following type of travel:

- CEPOL staff members going on mission, specifically referred to as 'mission',
- participants to CEPOL's activities travelling from the place of service to the course venue, specifically referred to as 'participant travel', and
- other persons travelling at the invitation of CEPOL, specifically referred to as 'meetings'.

The main services under the contract shall include, but are not limited to, booking, changing, cancellation of transport and accommodation reservations, visa assistance, 24-hour assistance, reporting as requested.

### **II.1.6. CPV code(s)**

63510000 Travel agency and similar services, 63500000 Travel agency, tour operator and tourist assistance services, 63000000 Supporting and auxiliary transport services; travel agencies services, 63515000 Travel services, 63512000 Sale of travel tickets and package tours services, 63516000 Travel management services

### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

### **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 maximum volume of the contract over a maximum possible duration of 48 months is estimated at: 8 500 000 EUR (excluding VAT).

CEPOL may at a later stage exercise the option to increase the maximum contract volume via negotiated procedure with the successful tenderer in accordance with Article 134(1)(f) of the

rules of application (Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union).  
Estimated value excluding VAT: 8 500 000 EUR

## **II.2.2. Information about options**

Options: yes

Description of options: CEPOL may at a later stage exercise the option to increase the maximum contract volume via negotiated procedure with the successful tenderer in accordance with Article 134(1)(f) of the rules of application (Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union).

Provisional timetable for recourse to these options:  
in months: 36 (from the award of the contract)

## **II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

## **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**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

Not applicable.

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

Please refer to the tender specifications, which can be downloaded at the address of the buyer profile given in point I.1 of this notice.

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

Groups of economic operators (consortia) are authorised to submit tenders (joint tenders). In this case, each member of the consortium shall fulfil the requirements and accept the terms and conditions set out in the invitation to tender, the tender specifications, the model contract as well as all the relevant annexes.

The members of the consortium shall designate 1 member as consortium leader with full authority to bind the consortium and each of its members. The consortium leader shall act as a single point of contact with CEPOL in connection with the present procurement procedure. CEPOL may not demand that consortia must have a given legal form in order to be allowed to submit a tender. However, the consortium selected may be required to adopt a given legal form after it has been awarded the contract and before the contract is signed, if this change is necessary to the proper performance of the contract.

#### **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, which can be downloaded at the address of the buyer profile given in point I.1 of this notice.

##### **III.2.2. Economic and financial ability**

List and brief description of conditions: Please refer to the tender specifications, which can be downloaded at the address of the buyer profile given in point I.1 of this notice.

Minimum level(s) of standards possibly required: Please refer to the tender specifications, which can be downloaded at the address of the buyer profile given in point I.1 of this notice.

##### **III.2.3. Technical and professional ability**

List and brief description of conditions:

Please refer to the tender specifications, which can be downloaded at the address of the buyer profile given in point I.1 of this notice.

Minimum level(s) of standards possibly required:

Please refer to the tender specifications, which can be downloaded at the address of the buyer profile given in point I.1 of this notice.

##### **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**

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#### **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**

CEPOL/PR/OP/2014/002.

#### **IV.3.2. Previous publication concerning this procedure**

no

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

Payable documents: no

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

27.10.2014

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

#### **IV.3.8. Conditions for opening of tenders**

Date: 3.11.2014 - 10:00

Place:

European Police College (CEPOL), Budapest, Ó utca 27., 1066, HUNGARY.

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

Information about authorised persons and opening procedure: 1 representative per tenderer is allowed to attend the opening session as an observer.

Should a tenderer wish to be present, it shall inform CEPOL of the name of its representative by e-mail ([tenders@cepol.europa.eu](mailto:tenders@cepol.europa.eu)), not later than the date and time indicated in Section B.8 of the tender specifications which can be downloaded at the address of the buyer profile given in point I.1 of this notice.

For security reasons, the tenderers who do not register within the given deadline will not be allowed to attend the opening session.

## **Section VI: Complementary information**

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

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 48 months.

### **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**

### **VI.4. Procedures for review**

#### **VI.4.1. Review body**

Official name: General Court  
Postal address: rue du Fort Niedergrünewald  
Town: Luxembourg  
Postal code: 2925  
Country: Luxembourg  
E-mail: [cfi.registry@curia.europa.eu](mailto:cfi.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**

10.9.2014