

**Sweden-Solna: Provision of Travel Agency and Event Management Services**

OJ S 101/2023 26/05/2023

**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: European Centre for Disease Prevention and Control (ECDC)

Postal address: Gustav III:s Boulevard 40

Town: Solna

NUTS code: SE Sverige

Postal code: SE-169 73

Country: Sweden

Contact person: Procurement Back Office

E-mail: [procurement@ecdc.europa.eu](mailto:procurement@ecdc.europa.eu)**Internet address(es):**Main address: <https://www.ecdc.europa.eu/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=14477>

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=14477>**I.4. Type of the contracting authority**

European institution/agency or international organisation

**I.5. Main activity**

Health

**Section II: Object**

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

Provision of Travel Agency and Event Management Services

Reference number: OJ/2023/RMS/25906

**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 scope of this call for tenders is to procure:

- travel agency services: individual and group travel, accommodation and other travel related arrangements;
- event management services: arrange the venues, facilities, catering and restaurant bookings and other event related services for:
  - events outside ECDC premises;
  - events within ECDC premises (excluding arrangement of venue, facilities and catering while other services may be ordered on an ad-hoc basis).

The required services range from single domestic business travel to worldwide business travel, and from small or medium size meetings to large conferences with several hundred invitees.

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

Value excluding VAT: 22 500 000,00 EUR

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

This contract is divided into lots: no

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

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

63510000 Travel agency and similar services, 79952000 Event services

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

NUTS code: SE Sverige

Main site or place of performance: Please consult the procurement documents available at the address indicated in Section I.3).

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

Provision of travel agency and event management services.

The scope of this call for tenders is to procure:

- travel agency services: individual and group travel, accommodation and other travel related arrangements;
- event management services: arrange the venues, facilities, catering and restaurant bookings and other event related services for:
  - events outside ECDC premises;
  - events within ECDC premises (excluding arrangement of venue, facilities and catering while other services may be ordered on an ad-hoc basis).

The required services range from single domestic business travel to worldwide business travel, and from small or medium size meetings to large conferences with several hundred invitees.

#### **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: 22 500 000,00 EUR

#### **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:

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: Please consult the procurement documents available at the address indicated in Section I.3).

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

Please consult the procurement documents available at the address indicated in Section I.3).

### **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**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

#### **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**

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**

Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

### **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: 03/07/2023 Local time: 10:00

Place:

Tenders will be opened electronically on the date and time indicated in the contract notice. It is possible to attend the opening by videoconference.

Information about authorised persons and opening procedure: Please consult the procurement documents available at the address indicated in Section I.3).

## **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). In case of unavailability or disruptions in the functioning of the electronic means of communication provided in Section I.3) in the last 5 calendar days before the time limit for receipt indicated in Section IV.2.2), the contracting authority reserves the right to extend this time limit and publish the extension at the internet address provided in Section I.3), without a preceding publication of a corrigendum to this notice. Economic operators interested in this procurement are invited to subscribe to the call for tenders at the address in Section I.3) in order to get notified when new information or documents are published.

### **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: L-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**

22/05/2023