

**Poland-Warsaw: Daily media monitoring services for the European Parliament (Information Office in Poland)**

OJ S 183/2014 24/09/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Parliament, Directorate-General for Communication

Postal address: ul. Jasna 14/16a

Town: Warsaw

Postal code: 00-041

Country: Poland

Contact person: European Parliament Information Office in Poland

E-mail: [epwarszawa@europarl.europa.eu](mailto:epwarszawa@europarl.europa.eu)

Telephone: +48 225952470

Fax: +48 225952480

**Internet address(es):**General address of the contracting authority: <http://www.europarl.europa.eu>Address of the buyer profile: <http://www.europarl.pl>Electronic access to information: <http://www.europarl.europa.eu/tenders/invitations.htm>**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:** the abovementioned address**I.2. Type of the contracting authority**

European institution/agency or international organisation

**I.3. Main activity**

Other: Communication.

**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**

Daily media monitoring services for the European Parliament (Information Office in Poland).

**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: Poland.

NUTS code PL Polska

**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: 150 000 EUR

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

Contract for daily monitoring of written press (national/regional), the main audiovisual media (TV, radio) and the main online (Internet) media in Poland. The purpose is to provide a timely, up-to-date compendium of daily information, in the form of a media review, about the way in which topics of relevance to the European Parliament (including the President of the institution and its Members — particularly those elected in Poland) and the European Union are reported in the media.

The initial duration of the contract shall be 1 year. It may be renewed tacitly on an annual basis up to 3 times. The maximum duration of the contract shall be 4 years.

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

92400000 News-agency services, 72314000 Data collection and collation 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**

Final contract value undefined — framework contract up to 150 000 EUR.

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 3

**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**

See draft contract.

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

See technical specifications under point 5.

### **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: See the technical specifications point 13 'Exclusion criteria'.

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

List and brief description of conditions: Financial and economic capacity will be assessed on the basis of the information included in the following documents, to be supplied by tenderers: — balance sheets and profit and loss accounts for the last 2 years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.

If the tenderer is unable to provide the references requested, he may prove his economic and financial capacity by any other means which the European Parliament considers appropriate.

Minimum level(s) of standards possibly required: Minimum annual turnover of 80 000 EUR.

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

List and brief description of conditions:

Depending on the nature, quantity or scale and purpose of the supplies, services or works to be provided, the technical and professional capacity of economic operators will be substantiated by 1 or more of the following documents:

- a) list of the principal services provided in the past 3 years, with dates;
- b) the professional and/or educational qualifications of the project leader and the related staff should be proven by providing CVs and for project leader, a CV and/or a university diploma;
- c) any appropriate evidence of the existence of the keyword-search electronic program and news database.

Minimum level(s) of standards possibly required:

In respect of the contract which is the subject of this invitation to tender, the European Parliament requires tenderers to have the following technical and professional capacity:

— the tenderer should have at least 3 years' experience in services/deliveries similar to those required by the contract concerned,

— a team of experts in the field of media monitoring, among whom at least the project leader must have 3 years' proven experience in the field covered by the invitation to tender and/or university diploma; the other members of the team will have at least 1 year's experience. All staff is required to be fluent in English,

— technical facilities required to perform the contract: availability of keyword-search electronic program and news database.

### **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 Criteria below

1. Quality and consistency of the offer. Weighting 30
2. Quality of the proposed simulation (based on a simulation). Weighting 40
3. Relevance of project management. Weighting 30

#### **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**

COMM/DG/AWD/2014/340.

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

##### **Other previous publications**

Notice number in the OJ S: [2013/S 132-227608](#) of 10.7.2013

#### **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**

30.10.2014 - 17:00

#### **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**

English. Polish.

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 8 (from the date stated for receipt of tender)

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

Date: 12.11.2014 - 10:00

Place:

European Parliament Information Office in Poland, ul. Jasna 14/16a, 00-041 Warsaw, POLAND.

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

Information about authorised persons and opening procedure: Tenderers wishing to attend the opening of the tenders are asked to notify the department responsible for managing this procurement procedure, no later than 2 working days before the tender opening date, by e-mail: [epwarszawa@europarl.europa.eu](mailto:epwarszawa@europarl.europa.eu)

Only 2 representatives may attend. Tenderers failing to give notification will automatically be refused access to the opening. The names of the persons attending the opening of the tenders must be given in the notification.

### **Section VI: Complementary information**

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

This is a recurrent procurement: no

#### **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 of the Court of Justice of the European Union

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Fax: +352 4303-2600

Internet address: <http://curia.europa.eu/>

##### **VI.4.2. Review procedure**

##### **VI.4.3. Service from which information about the review procedure may be obtained**

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

12.9.2014