

**Belgium-Brussels: Provision of external speaker services for information presentations to groups visiting the European Commission's Visitors' Centre in Brussels — PO/2015-18/C4  
OJ S 180/2015 17/09/2015**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Communication, Unit C4 — Visitors' Centre

Postal address: rue de la Loi 170, CHAR 01/61

Town: Brussels

Postal code: 1040

Country: Belgium

For the attention of: Ms Shirley Beadling

E-mail: [comm-call-visits@ec.europa.eu](mailto:comm-call-visits@ec.europa.eu)

**Internet address(es):**

General address of the contracting authority: [http://ec.europa.eu/dgs/communication/index\\_en.htm](http://ec.europa.eu/dgs/communication/index_en.htm)

Electronic access to information: [http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/headquarters/index\\_en.htm](http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/headquarters/index_en.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**

General public services

**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**

Provision of external speaker services for information presentations to groups visiting the European Commission's Visitors' Centre in Brussels — PO/2015-18/C4.

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: Brussels.  
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: 1 800 000 EUR

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

The purpose of this contract is to select a team of experienced public speakers able to give high-quality general information presentations in a range of languages on the role of the European Commission as the politically independent executive arm of the European Union, as well as presentations related to specific EU policies and the top political priorities of the Juncker Presidency.

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

79420000 Management-related services

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

The procurement is covered by the Government Procurement Agreement: yes

**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 budget is 1 800 000 EUR over 4 years (VAT excluded).

Estimated value excluding VAT: 1 800 000 EUR

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

This contract is subject to renewal: no

**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**

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

Provisions related to payment are laid down in the draft contract in Annex 2 to the invitation to tender.

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

Not applicable.

**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.

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

List and brief description of conditions: Please refer to the tender specifications.

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

List and brief description of conditions:  
Please refer to the tender specifications.

**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**  
PO/2015-18/C4.
- 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**  
6.11.2015 - 16:00
- 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**  
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: 13.11.2015 - 11:00  
Place:  
European Commission, Directorate-General for Communication, Unit C4 — Visitor's Centre, Charlemagne building, Meeting room AMDL, 1st floor, rue de la Loi 170, 1040 Brussels, BELGIUM.  
Persons authorised to be present at the opening of tenders: yes  
Information about authorised persons and opening procedure: Tenderers and the representatives of the European Commission.  
1 representative per tender. The name of the representative should be communicated to the call's functional mail box by 12.11.2015.

## **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**

Tenderers are requested to download the complete file of this call for tenders at the following address:

[http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/headquarters/index\\_en.htm](http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/headquarters/index_en.htm)

Tenderers are requested to check the website regularly. Further information can be published there during the whole procedure.

Pursuant to Article 134(1)f and Article 134(3) of 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, the contracting authority may use a negotiated procedure for the award of new services which entail the repetition of similar services entrusted to the contractor who was awarded the original contract. That procedure may be used only during the 3 years following conclusion of the original contract.

#### **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: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.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: You may submit any observations concerning the award procedure to the contracting authority indicated under heading I.1.

If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within 2 years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>). Such complaint does not have as an effect either to suspend the time limit to launch an appeal or to open a new period for lodging an appeal.

Within 2 months of the notification of the award decision you may lodge an appeal to the body referred to in VI.4.1.

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

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

7.9.2015