

Luxembourg-Luxembourg: Selection of a Travel Management Company (TMC) with a View to Supplying Travel-related Services 2024-2028

OJ S 117/2023 20/06/2023

Contract notice

Services

Legal Basis:

Regulation (EU, Euratom) No 2018/1046

Section I: Contracting authority

I.1. Name and addresses

Official name: European Parliament, Directorate-General for Finance (FINS)

Postal address: Plateau de Kirchberg

Town: Luxembourg

NUTS code: LU000 Luxembourg

Postal code: L-2929

Country: Luxembourg

Contact person: José Luis Acedo Castro

E-mail: dgfins.Marches@ep.europa.eu**Internet address(es):**Main address: <http://www.europarl.europa.eu>**I.1. Name and addresses**

Official name: European Court of Auditors

Postal address: 12, rue Alcide De Gasperi

Town: Luxembourg

NUTS code: LU000 Luxembourg

Postal code: L-1615

Country: Luxembourg

E-mail: dgfins.Marches@ep.europa.eu**Internet address(es):**Main address: <http://www.europarl.europa.eu>**I.1. Name and addresses**

Official name: European Economic and Social Committee

Postal address: Rue Belliard 99

Town: Brussels

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Postal code: 1040

Country: Belgium

E-mail: dgfins.Marches@ep.europa.eu**Internet address(es):**Main address: <http://www.europarl.europa.eu>**I.1. Name and addresses**

Official name: European Committee of the Regions

Postal address: Rue Belliard 101

Town: Brussels

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Postal code: 1040
Country: Belgium
E-mail: dgfins.Marches@ep.europa.eu
Internet address(es):
Main address: <http://www.europarl.europa.eu>

I.1. Name and addresses

Official name: European Ombudsman
Postal address: 1 avenue du Président Robert Schuman
Town: Strasbourg
NUTS code: FRF11 Bas-Rhin
Postal code: 67001
Country: France
E-mail: dgfins.Marches@ep.europa.eu
Internet address(es):
Main address: <http://www.europarl.europa.eu>

I.2. Information about joint procurement

The contract involves joint procurement

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=14352>
Tenders or requests to participate must be submitted electronically via: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=14352>
Additional information can be obtained from another address:
Official name: European Parliament, Directorate-General for Finance (FINS)
Postal address: Plateau de Kirchberg
Town: Luxembourg
NUTS code: LU000 Luxembourg
Postal code: L-2929
Country: Luxembourg
Contact person: José Luis Acedo Castro
E-mail: dgfins.Marches@ep.europa.eu
Internet address(es):
Main address: <https://www.europarl.europa.eu/>

I.4. Type of the contracting authority

European institution/agency or international organisation

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Selection of a Travel Management Company (TMC) with a View to Supplying Travel-related Services 2024-2028
Reference number: EP/FINS 2022-104

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 services to be provided are: provision of information for travel arrangements (transport, accommodation, group travel including chartered transport and management of hotel allotments), quotation of relevant travel offers, booking and issuing tickets, as well as modification and cancellation of bookings. Furthermore, the TMC shall provide travel-related services such as information about the usage of flight tickets and provide statistics. The TMC shall use the necessary IT systems and modern communication tools to facilitate travel bookings for the Institutions concerned. These services shall include operational and technical assistance for the Institutions to develop and implement their respective travel management strategies and travel policies. According to the needs of each institution, the TMC is called on to deliver services mainly on the premises of the institution in Brussels or Luxembourg and in Strasbourg (during Parliament's part-sessions).

II.1.5. Estimated total value

Value excluding VAT: 20 400 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: yes
Tenders may be submitted for all lots

II.2. Description**II.2.1. Title**

Selection of a Travel Management Company (TMC) with a View to Supplying Travel-related Services for the European Parliament and the European Ombudsman — Lot I
Lot No: 1

II.2.2. Additional CPV code(s)

63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

NUTS code: FRF11 Bas-Rhin

Main site or place of performance: Brussels, BELGIUM, for the European Parliament.
Strasbourg, FRANCE, for the European Ombudsman.

II.2.4. Description of the procurement

Provision of travel related services as the travel management company (TMC) for the European Parliament and the European Ombudsman.

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: 16 200 000,00 EUR

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

Duration in months: 60

This contract is subject to renewal: yes

Description of renewals:

To be renewed tacitly, on an annual basis, without exceeding a maximum of 5 consecutive years, including the initial period of the contract of 2 years.

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

II.2. Description

II.2.1. Title

Selection of a Travel Management Company (TMC) with a View to Supplying Travel-related Services for the European Court of Auditors — Lot II

Lot No: 2

II.2.2. Additional CPV code(s)

63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

II.2.3. Place of performance

NUTS code: LU000 Luxembourg

Main site or place of performance: Luxembourg, LUXEMBOURG.

II.2.4. Description of the procurement

Provision of travel related services as the travel management company (TMC) for the European Court of Auditors.

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: 1 200 000,00 EUR

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

Duration in months: 60

This contract is subject to renewal: yes

Description of renewals:

To be renewed tacitly, on an annual basis, without exceeding a maximum of 5 consecutive years, including the initial period of the contract of 2 years.

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

II.2. Description

II.2.1. Title

Selection of a Travel Management Company (TMC) with a View to Supplying Travel-related Services for the European Economic and Social Committee — Lot III
Lot No: 3

II.2.2. Additional CPV code(s)

63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad
Main site or place of performance: Brussels, BELGIUM.

II.2.4. Description of the procurement

Provision of travel related services as the travel management company (TMC) for the European Economic and Social Committee.

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: 2 000 000,00 EUR

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

Duration in months: 60

This contract is subject to renewal: yes

Description of renewals:

To be renewed tacitly, on an annual basis, without exceeding a maximum of 5 consecutive years, including the initial period of the contract of 2 years.

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

II.2. Description

II.2.1. Title

Selection of a Travel Management Company (TMC) with a View to Supplying Travel-related Services for the European Committee of the Regions — Lot IV
Lot No: 4

II.2.2. Additional CPV code(s)

63512000 Sale of travel tickets and package tours services, 63515000 Travel services, 63516000 Travel management services, 79997000 Business travel services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad
Main site or place of performance: Brussels, BELGIUM.

II.2.4. Description of the procurement

Provision of travel related services as the travel management company (TMC) for the European Committee of the Regions.

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: 60

This contract is subject to renewal: yes

Description of renewals:

To be renewed tacitly, on an annual basis, without exceeding a maximum of 5 consecutive years, including the initial period of the contract of 2 years.

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

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:

Selection criteria as stated in point 15.1 of specifications.

III.1.2. Economic and financial standing

List and brief description of selection criteria:

Selection criteria as stated in point 15.2 of specifications.

III.1.3. Technical and professional ability

List and brief description of selection criteria:

Selection criteria as stated in point 15.3 of specifications.

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

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.2.1. Previous publication concerning this procedure

Notice number in the OJ S: [2022/S 206-586379](#)

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 18/07/2023 Local time: 23:59

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: 20/07/2023 Local time: 15:00

Place:

Luxembourg, LUXEMBOURG.

Information about authorised persons and opening procedure: See the registration procedure in the document 'Conditions for submitting a tender'.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

January 2028.

VI.2. Information about electronic workflows

Electronic invoicing will be accepted

VI.3. Additional information

Within 3 years following the signature of the contracts resulting from the current call for tenders, the contracting authorities may use the negotiated procedure without prior publication of a contract notice under point 11.1(e) of Annex I to Financial Regulation to procure new services from the contractor(s) up to a maximum of 50 % of the initial contract ceiling. These services will consist in the repetition of similar services entrusted to the contractor(s) and will be awarded according to the conditions applied for the original contract, as laid down in the procurement documents.

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the European Union

Postal address: Rue du Fort Niedergrünewald

Town: Luxembourg

Postal code: L-2925

Country: Luxembourg

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

Fax: +352 433766

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

VI.4.2. Body responsible for mediation procedures

Official name: The European Ombudsman

Town: Strasbourg

Postal code: 67000

Country: France

Internet address: <https://www.ombudsman.europa.eu/en/home>

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

Official name: General Court of the European Union

Postal address: Rue du Fort Niedergrünewald

Town: Luxembourg

Postal code: L-2925

Country: Luxembourg

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

Fax: +352 433766

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

VI.5. Date of dispatch of this notice

08/06/2023