

Belgium-Brussels: Organisation of the (European) SME Week, Including the Organisation of SME Assembly and European Enterprise Promotion Awards

OJ S 122/2023 28/06/2023

Contract notice

Services

Legal Basis:

Regulation (EU, Euratom) No 2018/1046

Section I: Contracting authority

I.1. Name and addresses

Official name: European Innovation Council and SMEs Executive Agency (EISMEA), EISMEA.

I.02.2 – Competitiveness and Internationalisation

Postal address: Avenue du Bourget 1

Town: Brussels

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

Postal code: 1140

Country: Belgium

E-mail: EISMEA-PROCUREMENT@ec.europa.eu**Internet address(es):**Main address: https://eisma.ec.europa.eu/index_enAddress of the buyer profile: https://eisma.ec.europa.eu/index_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=13952>

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=13952>**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**

Organisation of the (European) SME Week, Including the Organisation of SME Assembly and European Enterprise Promotion Awards

Reference number: EISMEA/2023/OP/0007

II.1.2. Main CPV code

79400000 Business and management consultancy and related services

II.1.3. Type of contract

Services

II.1.4. Short description

This call for tenders is launched in view to conclude a service contract for the provision of the following services:

1. the organisation of the SME Week;
2. the conference organisation for the yearly SME policy conference called the SME Assembly;
3. provide support for the organisation of the European Enterprise Promotion Awards.

In addition to that, the contractor will have to:

- design and implement a comprehensive and innovative outreach and engagement strategy for the activities and results forming part of the contract;
- propose an innovative and high impact concept of the promotion of the SME Week among European citizens;
- propose a concept for the showcasing of 'Secrets of Success' and produce it.

The services that are the subject of this call for tenders are described in detail in the tender specifications in section 1.

II.1.5. Estimated total value

Value excluding VAT: 4 600 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

79400000 Business and management consultancy and related services

II.2.3. Place of performance

NUTS code: BE Belgique / België

NUTS code: DK Danmark

NUTS code: EL Ελλάδα / Elláda

NUTS code: HU Magyarország

NUTS code: IE Éire / Ireland

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

This call for tenders is launched in view to conclude a service contract for the provision of the following services:

1. the organisation of the SME Week;
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3. provide support for the organisation of the European Enterprise Promotion Awards.

In addition to that, the contractor will have to:

- design and implement a comprehensive and innovative outreach and engagement strategy for the activities and results forming part of the contract;
- propose an innovative and high impact concept of the promotion of the SME Week among European citizens;
- propose a concept for the showcasing of 'Secrets of Success' and produce it.

The services that are the subject of this call for tenders are described in detail in the tender specifications in section 1.

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: 4 600 000,00 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:

The contract may be renewed once for 24 months to cover the same tasks in 2026-2027, depending on the future needs and on the budget availability. In particular, the renewal will be conditional on the respective annual work programmes and provided the contractor's performance is satisfactory.

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: yes

Description of options:

Paid campaigns on social media, upon approval of the contracting authority and the European Commission, can be envisaged. The price for such paid campaigns must be included in the tenderers' technical and financial offer. Paid campaigns are optional for the contracting authority, it has the right to purchase them or not, but they are not optional for the tenderers, who have to include them in their technical and financial offer.

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

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).

III.2.3. 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

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

Date: 21/08/2023 Local time: 10:00

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: 9 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 21/08/2023 Local time: 15:00

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

VI.1. Information about recurrence

This is a recurrent procurement: yes

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

16/06/2023