

**Belgium-Brussels: Open procedure for the provision of a team of visit assistants for the European Commission's Visitors' Centre in Brussels**

OJ S 236/2013 05/12/2013

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: avenue du Bourget 1

Town: Brussels

Postal code: 1140

Country: Belgium

Contact person: Main entrance of the building of the European Commission's Central Mail Department, DG Communication, Unit C4 — Visitors' Centre

For the attention of: Benoît Woringer

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

Open procedure for the provision of a team of visit assistants for the European Commission's Visitors' Centre in Brussels.

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

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: Brussels.

NUTS code BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

**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 months: 12

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

The purpose of this contract is to provide a qualified, well organised, multilingual team of visit assistants to welcome and accompany visiting groups to the Visitors' Centre (Charlemagne building — rue de la Loi 170) and other Commission premises in Brussels, and to assist Commission staff in specified tasks linked to the preparation and organisation of visits.

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

79620000 Supply services of personnel including temporary staff

**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**

2 000 000 EUR over 4 years of maximum time of contract.

Estimated value excluding VAT: 2 000 000 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: 12 (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**

Not applicable.

**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: According to tender specifications.

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

List and brief description of conditions: According to tender specifications.

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

List and brief description of conditions:  
According to 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/2013-18/C4.

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

no

#### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

#### **IV.3.4. Time limit for receipt of tenders or requests to participate**

14.2.2014 - 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: 21.2.2014 - 11:00

Place:

Meeting room 'Alessandro Missir di Lusignano', Visitors' Centre, 1st floor, Charlemagne, rue de la Loi 170, 1049 Brussels, BELGIUM.

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

Information about authorised persons and opening procedure: Representatives of tenderers and of contracting authority.

If you wish one of your representatives to attend, please send a request by 14.2.2014 in writing, clearly indicating 'Invitation to tender No PO/2013-18/C4' by letter, or

— by e-mail to [comm-call-visits@ec.europa.eu](mailto:comm-call-visits@ec.europa.eu)

The credentials of the representatives of the tenderers who will be present at the opening of tenders will be checked by the opening committee. An attendance list will be open for signature.

## **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 tender at the Internet address mentioned in Section I.1. Tenderers are requested to check the website regularly. Further information can be published there during the whole procedure.

### **VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: General Court

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

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

Telephone: +352 4303-1

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**

25.11.2013