

**Belgium-Brussels: Travel Agency Services for Organising Work-related Travel**

OJ S 130/2023 10/07/2023

**Contract notice  
Services****Legal Basis:**

Regulation (EU, Euratom) No 2018/1046

**Section I: Contracting authority**

---

**I.1. Name and addresses**

Official name: European Commission, Office for the Administration and Payment of Individual Entitlements (PMO), PMO.7 – Budget and Internal Control

Postal address: Avenue de Tervuren 41

Town: Brussels

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

Postal code: 1040

Country: Belgium

E-mail: [pmo-call-for-tenders@ec.europa.eu](mailto:pmo-call-for-tenders@ec.europa.eu)

**Internet address(es):**

Main address: [https://ec.europa.eu/info/departments/administration-and-payment-individual-entitlements\\_en](https://ec.europa.eu/info/departments/administration-and-payment-individual-entitlements_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=14622>

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=14622>

**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**

Travel Agency Services for Organising Work-related Travel

Reference number: PMO/2023/RP/0001

**II.1.2. Main CPV code**

63516000 Travel management services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The subject of this call for tenders is to conclude two framework service contracts with the travel agency/agencies to provide work related travel services for staff of the European Union institutions.

#### **II.1.5. Estimated total value**

#### **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**

Missions and Authorised Travel  
Lot No: 1

#### **II.2.2. Additional CPV code(s)**

63516000 Travel management services, 63510000 Travel agency and similar services, 63512000 Sale of travel tickets and package tours services, 63515000 Travel services

#### **II.2.3. Place of performance**

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad  
Main site or place of performance: Please consult the procurement documents.

#### **II.2.4. Description of the procurement**

Travel agency services in connection with missions and authorised travel.

#### **II.2.5. Award criteria**

Criteria below  
Price

#### **II.2.6. Estimated value**

#### **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:  
Please consult the procurement documents.

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 20  
Objective criteria for choosing the limited number of candidates:  
The number of candidates is not limited. 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: no

#### **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.

#### **II.2.14. Additional information**

Please consult the procurement documents.

### **II.2. Description**

#### **II.2.1. Title**

Travel with Meetings and Events

Lot No: 2

#### **II.2.2. Additional CPV code(s)**

63516000 Travel management services, 63510000 Travel agency and similar services, 63512000 Sale of travel tickets and package tours services, 63515000 Travel services

#### **II.2.3. Place of performance**

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

Main site or place of performance: Please consult the procurement documents.

#### **II.2.4. Description of the procurement**

Travel agency services in connection with the organisation of meetings and events.

#### **II.2.5. Award criteria**

Criteria below

Price

#### **II.2.6. Estimated value**

#### **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:

Please consult the procurement documents.

#### **II.2.9. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 20 Objective criteria for choosing the limited number of candidates:

The number of candidates is not limited. 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: no

#### **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.

#### **II.2.14. Additional information**

Please consult the procurement documents.

### **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.

**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.2.1. Information about a particular profession**

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

Travel agencies.

**III.2.2. Contract performance conditions**

Please consult the procurement documents.

**Section IV: Procedure**

---

**IV.1. Description**

**IV.1.1. Type of procedure**

Restricted 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: 14/08/2023 Local time: 16:00

**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: 6 (from the date stated for receipt of tender)

**Section VI: Complementary information**

---

**VI.1. Information about recurrence**

This is a recurrent procurement: no

## **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. 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.

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

03/07/2023