

**Germany-Cologne: Travel Agency and Related Services for the European Union Aviation Safety Agency (EASA) in Cologne**  
**OJ S 208/2019 28/10/2019**  
**Contract award notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

---

**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: European Aviation Safety Agency

Postal address: Konrad-Adenauer-Ufer 3

Town: Cologne

NUTS code: DEA23 Köln, Kreisfreie Stadt

Postal code: 50668

Country: Germany

E-mail: [tenders@easa.europa.eu](mailto:tenders@easa.europa.eu)

**Internet address(es):**

Main address: <http://www.easa.europa.eu/the-agency>

Address of the buyer profile: <https://www.easa.europa.eu/the-agency/procurement>

**I.4. Type of the contracting authority**

European institution/agency or international organisation

**I.5. Main activity**

Other activity: Aviation safety, environment

---

**Section II: Object**

**II.1. Scope of the procurement**

**II.1.1. Title**

Travel Agency and Related Services for the European Union Aviation Safety Agency (EASA) in Cologne

Reference number: EASA.2019.HVP.15

**II.1.2. Main CPV code**

63515000 Travel services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The Agency is seeking to contract a travel agency service provider for the following services:

(a) travel agency services to EASA staff (based in Cologne, with office in Brussels, and representations in Beijing, Montreal, Singapore and Washington D.C);

(c) related support services;

(d) optional related support services.

Detailed description of the services and delivery setup is described in the Procurement Documents (Part II - Tender Specifications)

#### **II.1.6. Information about lots**

This contract is divided into lots: no

#### **II.1.7. Total value of the procurement**

Value excluding VAT: 2 000 000,00 EUR

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

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

63515000 Travel services, 63516000 Travel management services

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

NUTS code: DEA2 Köln

Main site or place of performance: EASA headquarters - Konrad-Adenauer-Ufer 3, D-50668 Cologne, GERMANY.

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

Open procedure for the provision of business travel and associated services.

Detailed description of services, selection and evaluation criteria and contractual conditions can be found in the published procurement documents.

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

Quality criterion - Name: Standards – working tools and efficiency targets / Weighting: 30

Quality criterion - Name: Service deployment strategy – work, team and handover solution / Weighting: 30

Quality criterion - Name: Flexibility and adequacy to EASA – contract and service implementation solution / Weighting: 15

Quality criterion - Name: Service quality – common practice and monitoring tools / Weighting: 15

Quality criterion - Name: Environmental responsibility / Weighting: 10

Price - Weighting: 60/40

#### **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**

All relevant information is contained in the published procurement documents.

### **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: [2019/S 094-226093](#)

#### IV.2.8. Information about termination of dynamic purchasing system

#### IV.2.9. Information about termination of call for competition in the form of a prior information notice

## Section V: Award of contract

---

**Contract No:** EASA.2019.FC.13

**Title:**

Travel Agency and Related Services for the European Union Aviation Safety Agency (EASA) in Cologne

A contract/lot is awarded: yes

### V.2. Award of contract

#### V.2.1. Date of conclusion of the contract

06/09/2019

#### V.2.2. Information about tenders

Number of tenders received: 1

Number of tenders received from SMEs: 1

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 0

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: no

#### V.2.3. Name and address of the contractor

Official name: Top Service International Reiseburo GMBH

National registration number: HBR3546

Postal address: Breite Strasse 83

Town: cologne

NUTS code: DEA23 Köln, Kreisfreie Stadt

Postal code: 50667

Country: Germany

The contractor is an SME: yes

#### V.2.4. Information on value of the contract/lot

Initial estimated total value of the contract/lot: 2 000 000,00 EUR

Total value of the contract/lot: 2 000 000,00 EUR

#### V.2.5. Information about subcontracting

The contract is likely to be subcontracted Value or proportion likely to be subcontracted to third parties Proportion: 20 % Short description of the part of the contract to be subcontracted:

MAXIMUM POSSIBLE VOLUME FOR CALCULATION OF TRAVEL EXPENSE CLAIMS

## Section VI: Complementary information

---

### VI.3. Additional information

### 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

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.5. Date of dispatch of this notice

21/10/2019