

Germany-Frankfurt-am-Main: Reception and General Office Support Services

OJ S 211/2019 31/10/2019

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

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: European Insurance and Occupational Pensions Authority

Postal address: WesthafenTower, Westhafenplatz 1

Town: Frankfurt-am-Main

NUTS code: DE712 Frankfurt am Main, Kreisfreie Stadt

Postal code: 60327

Country: Germany

Contact person: Finance and Procurement Unit

E-mail: procurement@eiopa.europa.eu**Internet address(es):**Main address: <https://www.eiopa.europa.eu/>**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=4865>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

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**

Reception and General Office Support Services

Reference number: EIOPA-OP-028-2019

II.1.2. Main CPV code

79992000 Reception services

II.1.3. Type of contract

Services

II.1.4. Short description

Managed services in the field of reception and general office support services.

II.1.5. Estimated total value

Value excluding VAT: 500 000,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.3. Place of performance

NUTS code: DE712 Frankfurt am Main, Kreisfreie Stadt

Main site or place of performance: See internet address provided in Section I.3).

II.2.4. Description of the procurement

See internet address provided in Section I.3).

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: 500 000,00 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:

See internet address provided 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: EU administrative appropriations

II.2.14. Additional information

See internet address provided 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:

See internet address provided 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

See internet address provided 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: 29/11/2019 Local time: 17:00

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)

IV.2.7. Conditions for opening of tenders

Date: 03/12/2019 Local time: 14:00

Place:

EIOPA, Westhafen Tower, Westhafenplatz 1, 60327 Frankfurt-am-Main, GERMANY.

Information about authorised persons and opening procedure: See internet address provided in Section I.3).

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3. Additional information

The procurement documents (including tender specifications) and additional documents (including questions and answers) will be available at the following web address:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4865> Interested parties are invited to register via the website. They will then be notified by the online public procurement system of any updates available for this invitation to tender. Parties not registered on the site are requested to consult it regularly. EIOPA cannot be held responsible should tenderers not be aware of any additional information on this invitation to tender given on this website. The website will be updated regularly: it is the responsibility of tenderers to check for any updates and modifications during the tendering period.

Additional information on contract terms, contract renewals, conditions for participation, minimum levels of capacity required, total estimated contract volume, etc. can be found in the tender specifications available on the afore mentioned website. No paper version will be issued.

During the 3 years following conclusion of the initial contract, the contracting authority will be able to use the negotiated procedure without prior publication of a contract notice for new services involving the repetition of similar services assigned to the party(ies) awarded this contract by the contracting authority.

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

Telephone: +352 43031

Fax: +352 43032100

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

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

See internet address provided in Section I.3).

VI.5. Date of dispatch of this notice

24/10/2019