

**Germany-Potsdam: Hotel services**  
**OJ S 195/2023 10/10/2023**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

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**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Friedrich-Naumann-Stiftung für die Freiheit

Postal address: Karl-Marx-Straße 2

Town: Potsdam

NUTS code: DE404 Potsdam, Kreisfreie Stadt

Postal code: 14482

Country: Germany

Contact person: COMDOK GmbH

E-mail: [schaefer@comdok.de](mailto:schaefer@comdok.de)

**Internet address(es):**

Main address: [www.freiheit.org](http://www.freiheit.org)

**I.2. Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.dtyp.de/Satellite/notice/CXP4YZR61C3/documents>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.dtyp.de/Satellite/notice/CXP4YZR61C3>

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

Body governed by public law

**I.5. Main activity**

Education

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**Section II: Object**

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

**II.1.1. Title**

Location Einführungsveranstaltung BF 24/25

Reference number: 14125

**II.1.2. Main CPV code**

55100000 Hotel services

**II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

Übernachtungen und Sitzungs- und Konferenzdienstleistungen von Hotels

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

Value excluding VAT: 225 000,00 EUR

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

This contract is divided into lots: no

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

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

55120000 Hotel meeting and conference services

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

NUTS code: DE404 Potsdam, Kreisfreie Stadt

Main site or place of performance: Friedrich-Naumann-Stiftung für die Freiheit Karl-Marx-Straße 2 14482 Potsdam

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

Die zu vergebenden Leistungen für die Einführungsveranstaltung für neue Stipendiaten/innen beinhalten die Bereitstellung von Tagungsräumen, die Vermietung von Einzel- und Doppelzimmern, wenn möglich mit Aufbettung zu Dreibettzimmern, die Bereitstellung von Tagungstechnik und Tagungsausstattung sowie das Catering während der Veranstaltung. Des Weiteren ist der Transfer von der Geschäftsstelle der Stiftung zum Tagungshotel zu leisten.

#### **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: 225 000,00 EUR

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Start: 01/04/2024 End: 31/10/2025

This contract is subject to renewal: no

#### **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: no

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

### **Section IV: Procedure**

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#### **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: yes

**IV.2. Administrative information**

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

Date: 06/11/2023 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**

German

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 30/11/2023

**IV.2.7. Conditions for opening of tenders**

Date: 06/11/2023 Local time: 10:00

**Section VI: Complementary information**

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**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**

Bekanntmachungs-ID: CXP4YZR61C3

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Friedrich-Naumann-Stiftung für die Freiheit

Postal address: Karl-Marx-Straße 2

Town: Potsdam

Postal code: 14482

Country: Germany

E-mail: [schaefer@comdok.de](mailto:schaefer@comdok.de)

Internet address: [www.freiheit.org](http://www.freiheit.org)

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

05/10/2023