

GR-Thessaloniki: event support services

2008/S 235-311527

Contract notice

Services

Section I: Contracting authority

I.1) Name, addresses and contact point(s):

Cedefop, attention: Mr George Paraskevaidis, 123 Europe Street, PO Box 22427, GR-55102 Thessaloniki.

Contact: Clotilde Assumel-Lurdin. Tel. (30) 23 10 49 02 87. Fax (30) 23 10 49 00 28. E-mail: [c4t-](mailto:c4t-services@cedefop.europa.eu)

services@cedefop.europa.eu.

Further information can be obtained at:

As in abovementioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:

As in abovementioned contact point(s).

Tenders or requests to participate must be sent to:

As in abovementioned contact point(s).

I.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

Education.

The contracting authority is purchasing on behalf of other contracting authorities: no.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Event support services.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 27.

Main place of performance: — activities preparatory to events will be carried out externally — during an event activities can be carried out either at the location of the main event if there is one (in principle Cedefop's premises), at locations related to an event (e.g. transport to and from the main event or other activity location) or at locations suitable for supporting activities (e.g. catering at a location outside Cedefop).

NUTS code: GR122.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Duration of the framework agreement: Duration in months: 48.

Estimated total value of purchases for the entire duration of the framework agreement:

Frequency and value of the contracts to be awarded: initial duration of 12 months with 3 possible automatic renewals of 12 months each.

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

The objective of the present call is to acquire the services of a conference organiser to support Cedefop in the organisation of its events (conferences, workshops, cultural, social and other events).

II.1.6) Common procurement vocabulary (CPV):

79950000.

II.1.7) Contract covered by the Government Procurement Agreement (GPA):

Yes.

II.1.8) Division into lots:

No.

II.1.9) Variants will be accepted:

No.

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

Estimated expenditure for the 4-year duration of the contract: EUR 1 200 000 (EUR 300 000 x 4).

II.2.2) Options:

No.

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

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

See tender documents.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:

See tender documents.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

See tender documents.

III.1.4) Other particular conditions to which the performance of the contract is subject:

Yes.

Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the bidder's tender, or, if proposed by the contractor after contract signature, in writing by an exchange of letters. The subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition. If awarded, the contract will be signed by the tenderer, who will be vis-à-vis Cedefop, the only contracting party responsible for the performance of this contract.

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met: see tender documents.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met:

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract. The minimum annual turnover of the tenderer (in the case of a consortium, this will be taken as a whole) for the past 3 years shall be at least EUR 750 000.

Proof of economic and financial capacity shall be furnished by the following documents:

— extracts from financial statements (i.e. income statements, tax declarations) for at least the last 2 years for which accounts have been closed (where publication of the balance sheet is required under the company law of the country in which the economic operator is established); 1 of these documents must show evidence of the minimum annual turnover.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

Tenderers are required to prove that they have sufficient technical and professional capacity to perform the contract. Tenderers must have the necessary experience in providing similar services. Tenderers must also demonstrate their ability to provide the services requested in Thessaloniki, where the bulk of the events envisaged need to be carried out.

Evidence of the technical and professional capacity shall be furnished on the basis of the following documents:

— proof of enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established,

— detailed company profile, demonstrating the ability to provide services similar to those described in this call for tenders,

— list of at least 3 contracts performed in the past 3 years similar to the scope, size and nature as those required in this call for tenders, indicating the subjects, a brief description of the project, amount, date, place as well as name and type (i.e. public or private) of the consignees. The ability to provide the services requested in Thessaloniki can be provided through evidence of having provided such services in places outside the tenderer's ordinary seat of business,

— description of any technical equipment and tools to be employed by the tenderer in the performance of the contract,

— CVs of the contact persons managing the projects, including a self-assessment of the language skills.

English language must be fluent.

An indication of what proportion, if any, of the contract the tenderer may intend to subcontract and, if applicable, proof of the professional capacity of the intended subcontractors.

III.2.4) Reserved contracts:

No.

III.3) Conditions specific to services contracts

III.3.1) Execution of the service is reserved to a particular profession:

No.

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:

Yes.

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure:

Open.

IV.2) Award criteria

IV.2.1) Award criteria:

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

AO/CID/SBEN/Event-support-services/028/08.

IV.3.2) **Previous publication(s) concerning the same contract:**

No.

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

Time limit for receipt of requests for documents or for accessing documents: 5.1.2009.

Payable documents: no.

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

19.1.2009.

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**

Duration in month(s): 6 (from the date stated for receipt of tender).

IV.3.8) **Conditions for opening tenders:**

2.2.2009 (11:00).

Place: Cedefop premises.

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

Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax (fax (30) 23 10 49 00 28) or by e-mail (C4T-services@cedefop.europa.eu) at least 2 working days prior to the opening session.

Section VI: Complementary information

VI.1) **This is a recurrent procurement:**

No.

VI.2) **Contract related to a project and/or programme financed by EU funds:**

No.

VI.3) **Additional information:**

Cedefop will be closed between 24.12.2008 and 2.1.2009 inclusive. The tenderer is requested to take this information into account in requesting the tender documents, which should be available on Cedefop's website by 6.12.2008.

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures:**

Court of First Instance of the European Communities, boulevard Konrad Adenauer, L-2925 Luxembourg.

Body responsible for mediation procedures:

European Ombudsman, 1, avenue du Président Robert Schuman, F-67001 Strasbourg.

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

21.11.2008.