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**GR-Thessaloniki: provision of services by a professional conference organiser
2012/S 213-351310**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

Cedefop
Europe Street 123, PO Box 22427
Contact point(s): Mrs Clotilde Assumel-Lurdin
For the attention of: Mr George Paraskevaïdis
551 02 Thessaloniki
GREECE
Telephone: +30 2310490287
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028

Internet address(es):

General address of the contracting authority: <http://www.cedefop.europa.eu>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Education

I.4) Contract award on behalf of other contracting authorities

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:

Provision of services by a professional conference organiser.

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

Services

Service category No 27: Other services

Main site or location of works, place of delivery or of performance: For each event, preparatory tasks will be completed in the contractor's premises and the place of delivery will be the venue of the event.

NUTS code GR122

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

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 years: 4

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

Estimated value excluding VAT: 900 000 EUR

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

The purpose is to acquire the services of a professional conference organiser to support Cedefop in the organisation of its events (conferences, seminars, workshops, other events). Services comprise inter alia the management of a participants' database (list of participants, contact with participants), the provision of accommodation, catering and bus transfers, the preparation and printing of documents and on-site secretariat. Cedefop events may take place in Greece or in Brussels.

II.1.6) Common procurement vocabulary (CPV)

79950000

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) Lots

This contract is divided into lots: no

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

The estimated budget for the required services described in this call for tenders is of the order of 900 000 EUR (without VAT) over a 4-year period (225 000 EUR per year, broken down into 195 000 EUR service fees and 30 000 EUR for hotel prepayment). Tenderers should be aware that the information on volume is purely indicative, shall not be binding on Cedefop and should not be considered as a warranty as to the final value of the contract.

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 36 (from the award of the contract)

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:

Not applicable.

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

Payments will be made within 30 days of submission of invoices and at the conditions set out in the draft framework contract.

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

Tenderers may choose between submitting a joint offer as a consortium/grouping or introducing a bid as a single tenderer, in both cases with the possibility of having 1 or several subcontractors. Whichever type of bid is chosen, the tender must stipulate the legal status and role of each legal entity in the tender proposed. For more information please refer to the tender documents.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Subcontracting is allowed and is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the selected tenderer (the contractor), who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s).

For more information please refer to the tender documents.

All the above on subcontracting does not apply to the outsourcing of services that the contractor cannot provide by definition: e.g. hotel accommodation, catering, printing of documents, interpretation, bus transfers and technology support services.

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 the requirements are met: Tenderers must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure.

Participation in this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest in Annex C of the tender documents.

For more information please refer to the tender documents.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: Signed statement of the tenderer's turnover for the last 3 financial years concerning the type of services similar in nature to those making the subject of this call for tenders.

In case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors must provide the required statement for the economic and financial capacity, but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.

In the event of recommendation for contract award the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) will be requested to prove the above by submitting audited financial statements (audited profit and loss account/statement or equivalent) if these are foreseen by the respective national legislation. Should total subcontracting exceed 40 % of the work by value, Cedefop reserves the right to request audited financial statements also from the subcontractors.

If, for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide one or other of the above documents, he is required to justify the non-provision and may prove his economic and financial capacity by any other document which Cedefop considers appropriate. Cedefop

reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

Minimum level(s) of standards possibly required: The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract. The average annual turnover of the tenderer for the last 3 financial years concerning the type of services covered in this call for tenders should be at least 250 000 EUR.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

The following documents or information must be presented by the tenderer to prove his technical and professional capacity to perform the proposed contract:

- document for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established,
- brief company profile including a description of premises from which the professional conference organiser will operate, their office equipment, IT tools in use and communication facilities. It should also include the number of staff proposed to implement the contract,
- list of major events performed in the past 3 years describing the contracting authorities, the number of participants, the dates, the percentage and the specific services provided by the tenderer; in case of subcontracting, the tenderer must indicate also the exact percentage of the work carried out,
- the CVs of the team proposed for the implementation of the contract (project managers and their team leader) including professional experience and language abilities. The tenderer may use the Europass format. In case of a consortium or subcontracting, the consortium or the tenderer with all subcontractors together have to provide evidence of technical and professional capacity as a whole.

Minimum level(s) of standards possibly required:

The tenderers are required to have sufficient technical and professional capacity to perform the contract. They must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the terms of reference. In particular, they must comply with the following requirements:

- enrolment in the relevant professional register,
- adequate technical and human office infrastructure in order to perform the services described in the terms of reference,
- over the past 3 years, the tenderer must have performed per year at least 1 event with more than 100 participants and 2 events with 50 to 80 participants comprising the same kind of services as those required in this call for tenders. For the organisation of these 3 yearly events as a whole, the tenderer must have performed at least services 1, 2, 3, 4, 5, 7, 10, 12, and 13. In addition, at least 1 event out of the 3 must have taken place in a country other than that where the tenderer has his seat,
- the tenderer's team, who will be proposed for the implementation of the contract, must be composed of at least 3 team members (1 project leader and 2 project managers). Their profiles, knowledge and experience must be relevant to the subject of the contract for its successful implementation. In particular:
 - the team leader must have at least 5 years of experience in leading a team providing professional conference organiser services. He/she must also possess an excellent working knowledge of English (at least C1),
 - each project manager must have at least 3 years of experience in providing professional conference organiser services. Each project manager must also possess an excellent working knowledge of English (at least C1).

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) Staff responsible for the execution of the service

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: no

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure

Open

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate

IV.1.3) Reduction of the number of operators during the negotiation or dialogue

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) Information about electronic auction

An electronic auction will be used: no

IV.3) Administrative information

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

'AO/CID/CF/ProfessionalConferenceOrganiser/020/12'.

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

no

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

Payable documents: no

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

19.12.2012

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

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

Any EU official language

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

until: 19.6.2013

IV.3.8) Conditions for opening tenders

Date: 9.1.2013 - 11:00

Place:

Cedefop premises.

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

Additional information about authorised persons and opening procedure: 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 (+30 2310490028) 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) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) **Additional information**

The tender documents will be available on Cedefop's website: <http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>

Cedefop's website will be updated regularly, therefore tenderers must ensure that they visit the site regularly for updates up to the closing date for receipt of tenders.

VI.4) **Procedures for appeal**

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

General Court
rue du Fort Niedergrünwald
2925 Luxembourg
LUXEMBOURG
E-mail: cfi.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

Same as VI.4.1.

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

25.10.2012