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**Greece-Thessaloniki: Provision of Travel Agency Services
2018/S 094-212448**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

CEDEFOP — European Centre for the Development of Vocational Training
Europe 123, PO Box 22427
Thessaloniki
55102
Greece
Contact person: Glykeria Bacharidou
Telephone: +30 2310490109
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028
NUTS code: EL522

Internet address(es):

Main address: <http://www.cedefop.europa.eu>
Address of the buyer profile: <http://www.cedefop.europa.eu>

I.2) Information about joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.cedefop.europa.eu/en/about-cedefop/public-procurement>
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

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Provision of Travel Agency Services
Reference number: AO/DRS/JK/TravelAgencyServices/002/18

II.1.2) Main CPV code

63500000

II.1.3) Type of contract

Services

II.1.4) **Short description:**

Cedefop requires an experienced Travel Agency in order to make travel and accommodation arrangements for Cedefop's staff members travelling across Europe and beyond, with emphasis on the EU Member states.

II.1.5) **Estimated total value**

Value excluding VAT: 1 100 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

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

63500000

II.2.3) **Place of performance**

NUTS code: EL522

Main site or place of performance:

Contractor's premises.

II.2.4) **Description of the procurement:**

Please consult the Tender Specifications at sections 1.1 and 1.5 of the procurement documents.

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: 1 100 000.00 EUR

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The FWC shall have initial duration of one (1) year and will be automatically renewed up to three (3) times, each for an additional period of one (1) year, covering a total acquisition period of four (4) years (1+1+1+1).

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

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 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:

For more information please refer to the procurement documents.

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.1.5) **Information about reserved contracts**

III.2) **Conditions related to the contract**

III.2.1) **Information about a particular profession**

III.2.2) **Contract performance conditions:**

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**

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**

IV.1.6) **Information about electronic auction**

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**

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

Date: 18/06/2018

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:**

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

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

Tender must be valid until: 18/12/2018

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

Date: 26/06/2018

Local time: 11:00

Place:

Cedefop's premises in Thessaloniki, Greece.

Information about authorised persons and opening procedure:

Each tenderer may be represented at the opening of tenders by maximum 2 representatives. The names of the persons attending the opening must be notified in writing by fax (fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least 3 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 electronic workflows

VI.3) Additional information:

In the case where unforeseen circumstances result in the global value of this contract being consumed faster than originally planned, Cedefop reserves the right to consider conducting a 'Negotiated procedure without prior publication of a contract notice' with the existing contractor(s) in order to increase the maximum amount stated above by up to 50 % (Art. 134(e) of the Rules of Application (RAP) implementing the EU Financial Regulation (FR).

VI.4) Procedures for review

VI.4.1) Review body

General Court
Rue du Fort Niedergrünwald
Luxembourg
2925
Luxembourg
Telephone: +352 4303-1
E-mail: cfi.registry@curia.europa.eu
Fax: +352 43032100
Internet address: <http://curia.europa.eu>

VI.4.2) Body responsible for mediation procedures

VI.4.3) Review procedure

VI.4.4) Service from which information about the review procedure may be obtained

General Court
Rue du Fort Niedergrünwald
Luxembourg
2925
Luxembourg
Telephone: +352 4303-1
E-mail: cfi.registry@curia.europa.eu
Fax: +352 43032100
Internet address: <http://curia.europa.eu>

VI.5) Date of dispatch of this notice:

11/05/2018