

GR-Thessaloniki: event support services from a professional conference organiser (PCO)

2006/S 248-266482

Contract notice

Services

Section I: Contracting authority

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

Cedefop, attn: Mr Christian F. Lettmayr, 123 Europe Street, PO Box 22427, GR-55102 Thessaloniki. Contact point: Clotilde Assumel-Lurdin. Tel. (30-2310) 49 02 87. Fax (30-2310) 49 00 28. E-mail:

c4t-services@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 and main activity or activities:

European institution/agency or international organisation.

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 from a professional conference organiser (PCO).

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: Cedefop premises.

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 several operators.

Number of participants to the framework agreement envisaged: 3.

Duration of the framework agreement: 4 years.

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

Estimated value excluding VAT: EUR 320 000.

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

The objective of the present call is to acquire the services of a professional conference organiser to support Cedefop in the organisation of its events (conferences, workshops, cultural and others), and visits to be held in Cedefop's premises.

II.1.6) Common procurement vocabulary (CPV):

74800000.

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 this contract is EUR 320 000 over 4 years.

Estimated value excluding VAT: EUR 320 000.

II.2.2) Options:

No.

II.3) Duration of the contract or time-limit for completion:

Duration: 12 months 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 tendering documents.

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

See tendering documents.

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

See tendering documents.

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

Yes.

Subcontracting is allowed. For more information, please refer to the tendering documents.

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 tendering documents.

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met:

See tendering documents.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

See tendering documents.

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:**

Open.

IV.2) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated below:
criteria; weighting:

1. quality and appropriateness of the methodology suggested; 40;

2. quality and consistency of the overall proposal; 30;

3. quality and appropriateness of management of the work; 30.

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/PR/SBEN/PCO/035/06.

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:

29.1.2007.

Payable documents: no.

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

12.2.2007.

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

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

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

Duration: 6 months from the date stated for receipt of tenders.

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

22.2.2007 (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 ((30-2310) 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:**

This call for tender will be published in our web site www.cedefop.europa.eu.

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

21.12.2006.