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Greece-Thessaloniki: Provision of services by a professional conference organiser
2016/S 246-448985

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) **Name and addresses**

Cedefop
Europe Street 123, PO Box 22427
Thessaloniki
551 02
Greece
Contact person: Clotilde Assumel-Lurdin
Telephone: +30 2310490287
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028
NUTS code: GR122
Internet address(es):
Main address: www.cedefop.europa.eu

I.2) **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/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 services by a professional conference organiser.
Reference number: AO/DCM/CF/Professional conference organiser/020/16.

II.1.2) **Main CPV code**

79950000

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The purpose of this contract 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 contact with participants, accommodation, management of a participants' database, preparation and printing of documents and on-site secretariat.

II.1.5) **Estimated total value**
Value excluding VAT: 850 000.00 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)**
79952000

II.2.3) **Place of performance**
NUTS code: GR122
Main site or place of performance:
Most of the time, tasks will be completed in the contractor's premises and in Cedefop's premises, Europe str. 123, Pylea, Thessaloniki.

II.2.4) **Description of the procurement:**
The services are presented below. Cedefop may request some or all of the services listed depending on the purpose, size, duration and location of an event.
1. Accommodation.
2. Catering, meals and refreshments.
3. Communication with participants.
4. Database of invitees and list of participants.
5. Documents and conference material.
6. Event website.
7. Facilitation/moderation.
8. Interpretation.
9. On-site secretariat.
10. Photographic services.
11. Protocol and security.
12. Special programme and entertainment.
13. Technology support services and equipment.
14. Transfers and on-site transportation.
15. Venue.

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**

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 contract shall enter into force on the date of signature of the last contracting party, shall have initial duration of 1 year and will be automatically renewed up to 3 times, each for an additional period of 1 year, covering a total acquisition period of 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**
Cedefop will be closed from 23.12.2016 to 3.1.2017 and on 6.1.2017.

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:
— Participation in this tender procedure is only open to tenderers who are in a position to subscribe in full to the 'Declaration on honour on exclusion criteria and selection criteria', given in Annex C of the tender documents. All tenderers, all group (consortium) members (if any) and any subcontractor(s) must provide the declaration on honour found in Annex C, duly signed and dated.
— Tenderers may choose between submitting a joint offer as a consortium/grouping or by 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 tenderer must stipulate the legal status and role of each legal entity in the tender proposed.
— 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.

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: 31/01/2017

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

IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**
Tender must be valid until: 31/07/2017

IV.2.7) **Conditions for opening of tenders**
Date: 13/02/2017
Local time: 11:00
Place:
Cedefop premises.
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 (+30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least 3 working days prior to the opening session. Failing that, Cedefop reserves the right to refuse access to its premises.

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:**

VI.4) **Procedures for review**

VI.4.1) **Review body**
General Court
rue du Fort Niedergrünewald
Luxembourg
2925
Luxembourg

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:
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.4.4) **Service from which information about the review procedure may be obtained**

General Court
Luxembourg
Luxembourg

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

09/12/2016