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**Denmark-Copenhagen: Provision of events and exhibitions services to the European Environment Agency (EEA)
2015/S 021-033242**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Environment Agency (EEA)
Kongens Nytorv 6
Contact point(s): Procurement Services
For the attention of: Mrs Bitten Serena
1050 Copenhagen K
DENMARK
Telephone: +45 33367138
E-mail: procurement@eea.europa.eu
Fax: +45 33367199

Internet address(es):

General address of the contracting authority: <http://www.eea.europa.eu>
Electronic access to information: <http://www.eea.europa.eu/about-us/tenders>

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

Environment

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 events and exhibitions services to the European Environment Agency (EEA).

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: At the contractor's premises or at the EEA in Copenhagen or other venues depending on the tasks to be carried out.

NUTS code

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 months: 48

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

Estimated value excluding VAT: 800 000 EUR

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

An important element of the European Environment Agency's (EEA) mandate is to make the environmental information it produces known, available and easily understandable to potential users. Communication is an integral part of the EEA's efforts undertaken in order to fulfil its mandate:

— to help the EU and member countries make informed decisions about improving the environment, integrating environmental considerations into economic policies and moving towards sustainability, and

— to coordinate the European environment information and observation network (Eionet).

EEA's main clients are the European Union institutions — the European Commission, the European Parliament, the Council — and its member countries. In addition to this central group of European policy actors, the EEA also serves other EU institutions such as the Economic and Social Committee and the Committee of the Regions.

The business community, academia, non-governmental organisations and other parts of civil society are also important users of the EEA's information. The Agency tries to achieve 2-way communication with its clients in order to correctly identify their information needs, and make sure that the information provided is understood and taken up by them.

In the range of communication activities undertaken by the Agency, events and exhibitions forms an important part. The EEA therefore wishes to establish a framework contract with specialised service providers who should be able to assist the EEA with all technical tasks relating to events and exhibitions.

II.1.6) Common procurement vocabulary (CPV)

79950000, 79900000

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 contract will be concluded for an initial period of 24 months starting from the date of signature with the possibility of a maximum of 1 renewal for another period of 24 months. The total estimated value of this framework contract is 800 000 EUR over a maximum period of 48 months covering all services and travel expenses.

Estimated value excluding VAT: 800 000 EUR

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: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:
in months: 24 (from the award of the contract)

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

Duration in months: 48 (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:

As specified in the draft framework contract and draft specific contract attached as Annex 6 to the tender specifications.

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

As specified in the draft framework contract and draft specific contract attached as Annex 6 to the tender specifications.

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

Tenders may be submitted by consortia of economic operators. If a consortium is awarded a contract, it may be required to adopt a given legal form before the contract is signed if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the EEA's contractual interests (depending on the member countries concerned, this may be for instance an incorporation or partnership or a temporary association). Consortia must identify one of their members as coordinator who will interface with the EEA. Each member of a consortium shall fulfil the conditions for participation mentioned in Section III.2 below.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: no

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: Exclusion criteria — to be eligible for participation in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 106 and 107 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25.10.2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1). To that effect, tenderers are required to submit a declaration on their honour (Annex 2 to the tender specifications) in accordance with Article 143 of Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the European Union (OJ L 362 of 31.12.2012, p. 1). Under the same provision, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration (see Section 11.1.2 of the tender specifications).

Legal capacity — tenderers are required to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register and/or entry in the VAT register. To that effect, tenderers are required to submit a legal entity form (see Annex 3 to the tender specifications) duly filled out and signed, accompanied by a copy of inscription in the trade register and/or copy of inscription in the VAT register,

where applicable. In addition, tenderers must indicate in which country they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law (see Annex 1 to the tender specifications).

III.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Evidence of economic and financial capacity shall be furnished by 1 (or more) of the following documents:

- appropriate statements from banks or evidence of professional risk indemnity insurance, or
- the presentation of balance sheets or extracts from balance sheets 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, or
- a statement of overall turnover and turnover concerning the services covered by the contract during the last 2 financial years.

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide the references requested above, he may prove his economic and financial capacity by any other means which the EEA considers appropriate.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the EEA that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

III.2.3) **Technical capacity**

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

The tenderer shall provide the following documents:

- Human resources:
 - CVs detailing the educational and professional qualifications and language skills of the staff designated to provide the services including language skills and indicating the required professional experience as follows:
 1. senior consultants: minimum 3 CVs documenting a minimum of 5 years' relevant experience as senior consultant, including written skills in English;
 2. junior consultants: minimum 3 CVs documenting a minimum of 2 years' relevant experience as junior consultant, including written skills in English;
 3. technical assistant/secretarial support: minimum 1 CV documenting a minimum of 1-year relevant experience.

— Description of the tenderer's capacity to provide services and products in English.

- Past contracts:

Tenderers shall provide details of contracts awarded to them relevant to the services required by the EEA, indicating the value, dates, brief description of the services provided and recipients of the services (public or private), under the following 2 categories:

- (1) contracts currently undertaken; and
- (2) contracts that have been undertaken over the last 3 years.

- Technical equipment:

Tenderers shall provide a description of any technical equipment, tools or materials to be used.

- Environmental policy:

Tenderers shall provide a description of their environmental policy specifying the status of implementation. In the event of a joint offer submitted by a consortium, each member of the consortium shall provide the requested description.

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:

EEA/COM15/001.

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

no

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

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

12.3.2015 - 16:00

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

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8) Conditions for opening of tenders

Date: 19.3.2015 - 10:00

Place:

EEA premises located at Kongens Nytorv 6, 1050 Copenhagen K, DENMARK.

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

Additional information about authorised persons and opening procedure: Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform the EEA's procurement services in advance and at the latest by 10.3.2015 (16:00), CET by e-mail at procurement@eea.europa.eu or by fax at +45 33367199.

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**

All tender documents and any additional information are available for consultation and download from the EEA's external website at the following address: <http://www.eea.europa.eu/about-us/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: generalcourt.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100

Body responsible for mediation procedures

European Ombudsman
1 avenue du Président Robert Schuman
67001 Strasbourg Cedex
FRANCE
E-mail: eo@ombudsman.europa.eu
Telephone: +33 388172313
Internet address: <http://www.ombudsman.europa.eu>
Fax: +33 388179062

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff (date of receipt), or, in the absence thereof, the day on which the person concerned had knowledge of the relevant information, an appeal may be lodged with the General Court. A complaint to the European Ombudsman has no impact on the above deadline for lodging an appeal.

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

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

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

20.1.2015