

DK-Copenhagen: framework service contract 'cultural awareness and living in Denmark'

2008/S 68-090969

Contract notice

Services

Section I: Contracting authority

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

European Environment Agency, attn: Søren Nielsen, Kongens Nytorv 6, DK-1050 Copenhagen. Tel. (45) 33 36 71 00. Fax (45) 33 36 72 74. E-mail: soren.nielsen@eea.europa.eu.

Internet address(es):

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

Further information can be obtained from:

European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K. Tel. (45) 33 36 71 00. Fax (45) 33 36 72 74. E-mail: procurement@eea.europa.eu. URL: <http://www.eea.europa.eu/tenders>.

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.
Environment.

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:

Framework service contract 'Cultural awareness and Living in Denmark'.

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

Services.

Service category No 24.

Main place of performance:

contractor's premises.

II.1.3) 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: 48 months.

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

estimated value, excluding VAT: EUR 80 000.

- II.1.5) **Short description of the contract or purchase(s):**
Services to enhance the cultural awareness of EEA staff and/or to provide guidance for expatriates living in Denmark.
- II.1.6) **Common procurement vocabulary (CPV):**
80400000.
- II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**
No.
- 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 value, excluding VAT: EUR 80 000.
- II.2.2) **Options:**
No.
- II.3) **Duration of the contract or time-limit for completion:**
Duration: 48 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:**
As stated in the contract.
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**
As stated in the contract.
- 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 groups of service providers that, if awarded the contract, shall assume a legal form by incorporation or partnership which will enable them to contract as a single entity. Moreover, a group of service providers must identify the main contractor, who shall have sole responsibility towards the Agency, and will interface between the Agency and the service providers. Each member of the group must fulfil the conditions for participation mentioned in point III.2.
- III.1.4) **Other particular conditions to which the performance of the contract is subject:**
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 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 93 and 94 of Council Regulation (EC, Euratom) No 1605/2002 of 25.6.2002, OJ L 248 of 16.9.2002 as last modified by (EC, Euratom) No 1995/2006 of 13.12.2006, OJ L 390/1 of 30.12.2006. To that effect tenderers are required to submit a declaration of honour (see Annex 1 to the tender specifications) in accordance with Article 134 of Commission Regulation (EC, Euratom) No 2342/2002

of 23.12.2002, OJ L 357/1 as last modified by (EC, Euratom) No 478/2007 of 23.4.2007, OJ L 111/13. Under the same provision, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration unless this obligation is waived by the contracting authority.

Legal capacity — tenderers are requested to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register. Tenderers shall provide an identification sheet (Annex 2 to the tender specifications) duly filled out and signed, a copy of inscription in a trade register, where applicable, and a copy of inscription in VAT registers.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met:

Evidence of economic and financial capacity shall be furnished by 1 or more of the following documents:

- (a) appropriate statements from banks or evidence of professional risk indemnity insurance;
- (b) 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;
- (c) a statement of overall turnover for the last 3 financial years.

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

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

Evidence of technical and professional capacity shall be furnished on the basis of the following documents:

- (a) the educational and professional qualifications of the service provider, in particular, those of the persons responsible for providing the services: CVs of proposed trainers (minimum 2) must be included proving:
 - a minimum of 3 years (each) of relevant experience teaching cultural awareness (a background in pedagogy, sociology, anthropology or similar areas of expertise is desirable),
 - a thorough knowledge of Danish culture and society,
 - an excellent command of English (all services will be provided in English);
- (b) a list of the principal services provided in the past 3 years, with the sums, dates and recipients, public or private;
- (c) an indication of the proportion of the contract which the service provider may intend to subcontract;
- (d) a description of the tenderer's environmental policy.

III.2.4) Reserved contracts:

No.

III.3) Conditions specific to service 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:

No.

Section IV: Procedure

IV.1) Type of procedure:

Open.

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) **An electronic auction will be used:**
No.
- IV.3) **Administrative information**
- IV.3.1) **File reference number attributed by the contracting authority:**
EEA/ADS/08/002.
- IV.3.2) **Previous publication(s) concerning the same contract:**
No.
- IV.3.4) **Time-limit for receipt of tenders or requests to participate:**
19.5.2008 (16:00).
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**
Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish, Icelandic, Norwegian and Turkish.
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**
Duration: 6 months from the date stated for receipt of tender.
- IV.3.8) **Conditions for opening tenders:**
26.5.2008 (16:00).
Persons authorised to be present at the opening of tenders: yes.
Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform in advance Mr Søren Nielsen by e-mail: soren.nielsen@eea.europa.eu or by fax (45) 33 36 72 74.

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:**
All tender documents and any additional documents and information can be downloaded from EEA's external web site at the following address: <http://www.eea.europa.eu/tenders>.
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures:**
Court of First Instance of the European Communities (insofar as the CFI has jurisdiction), boulevard Konrad Adenauer, L-2925 Luxembourg. Tel. (352) 43 03-1. Fax (352) 43 37 66. E-mail: CFI.Registry@curia.europa.eu.
URL: <http://curia.europa.eu>.
- Body responsible for mediation procedures:**
The European Ombudsman, 1, avenue du Président Robert Schuman, F-67001 Strasbourg Cedex.
Tel. (33) 388 17 23 13. Fax (33) 388 17 90 62. E-mail: euro-ombudsman@europarl.europa.eu. URL: <http://www.euro-ombudsman.europa.eu>.
- VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals:

insofar as the Court of First Instance of the European Communities has jurisdiction, 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; 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:**

Court of First Instance of the European Communities (insofar as the CFI has jurisdiction), boulevard Konrad Adenauer, L-2925 Luxembourg. Tel. (352) 43 03-1. Fax (352) 43 37 66. E-mail: CFI.Registry@curia.europa.eu. URL: <http://curia.europa.eu>.

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

27.3.2008.