

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:96435-2011:TEXT:EN:HTML>

DK-Copenhagen: framework contract for the provision of booking of flights, hotels and car rentals for EEA staff and meeting participants

2011/S 60-096435

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

EEA Procurement Services
Kongens Nytorv 6
Attn: Mr Olivier Cornu
1050 Copenhagen K
DENMARK
Tel. +45 33367246
E-mail: olivier.cornu@eea.europa.eu
Fax +45 33367273

Internet address(es)

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

Address of the buyer profile <http://www.eea.europa.eu/about-us/tenders>

Further information can be obtained at: As in above-mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s)

Tenders or requests to participate must be sent to: As in 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 contract for the provision of booking of flights, hotels and car rentals for EEA staff and meeting participants.

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

Services

Service category: No 20

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: Duration in month(s): 48
Estimated total value of purchases for the entire duration of the framework agreement
estimated cost excluding VAT 4 500 000 EUR

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

The purpose of this call for tenders is to conclude a contract with a travel agency capable of providing the services and handling the number of travel arrangements — mainly flight tickets but also hotel bookings and car rentals for both the EEA staff members and invitees to EEA meetings as stated below.

II.1.6) **Common procurement vocabulary (CPV)**

63000000, 55100000, 60400000, 60200000, 60100000

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**

The estimated total value of the framework contract over a maximum 48-month period is 4 500 000 EUR.
Excluding VAT 4 500 000 EUR

II.2.2) **Options**

No

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

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 draft framework service 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 regulating them**

As stated in the draft framework service 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 contractual interests (depending on the member countries concerned, this may be for instance, incorporation or partnership or a temporary association). Consortia must identify 1 of their members as coordinator who will interface with the EEA.

Each member of a consortium or group of service providers must fulfil the conditions for participation mentioned in Section III.2 below.

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 Council Regulation (EC, Euratom) No 1575/2007 of 17.12.2007, OJ L 343/9 of 27.12.2007. To that effect, tenderers are requested to submit a declaration of honour (see Annex 2 of the tender specifications) in accordance with Article 134 of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, OJ L 357/1 of 31.12.2002 as last modified by Commission Regulation (EC, Euratom) No 478/2007, OJ L 111/13 of 28.4.2007. Under the same provisions, 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 EEA. 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 a trade register and/or a copy of inscription in the VAT register, where applicable. In addition tenderers must indicate in which State they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law.

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:

- appropriate statements from banks or evidence of professional risk indemnity insurance,
- 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,
- 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 requirements are met:

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

1) CVs detailing the educational and professional qualifications of the firm's managerial staff as well as those of the booking agents designated to provide the services indicating the required professional experience as follows:

managerial staff: minimum 1 CV (contract manager) documenting a minimum of 5 years' relevant experience; persons responsible for providing the services: minimum 3 CVs for booking agents, with at least 1 year's experience and statement of language skills;

2) a list of similar services provided in the past 3 years, indicating the value, dates and recipients of the services (public or private);

3) an indication of the proportion of the contract which the service provider may intend to subcontract, with a description of the services to be subcontracted and their scope. If subcontracting is not envisaged, the tenderer shall clearly state so in the tender submission form (see Annex 1 to the tender specifications);

4) evidence of affiliation to a travel guarantee scheme that covers travellers in the event of any risks of suspension or interruption of business or activities of the travel agency.

III.2.4) **Reserved contracts**

No

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**

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) **An electronic auction will be used**

No

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority**

EEA/ADS/11/002.

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

No

IV.3.3) **Conditions for obtaining specifications and additional documents**

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

3.5.2011 - 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**

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

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

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

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

Date: 10.5.2011 - 10:00

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 at the latest by 6.5.2011 the EEA procurement services by e-mail at procurement@eea.europa.eu or by fax at number +45 33367273.

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 information are available for download from the EEA's external website at the following address: <http://www.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: cfi.registry@curia.europa.eu
Tel. +352 4303-1
Internet: <http://curia.europa.eu>
Fax +352 4303-2100

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: cfi.registry@curia.europa.eu
Tel. +352 4303-1
Internet: <http://curia.europa.eu>
Fax +352 4303-2100

VI.5) DATE OF DISPATCH OF THIS NOTICE:

16.3.2011