

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:204966-2011:TEXT:EN:HTML>

**DK-Copenhagen: framework contract for the provision of canteen  
and catering services to the European Environment Agency (EEA)  
2011/S 124-204966**

**CONTRACT NOTICE**

**Services**

**SECTION I: CONTRACTING AUTHORITY**

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

European Environment Agency (EEA)  
Kongens Nytorv 6  
Contact: EEA Procurement Services  
Attn: Mr Olivier Cornu  
1050 Copenhagen K  
DENMARK  
Tel. +45 33367246  
E-mail: [procurement@eea.europa.eu](mailto:procurement@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 canteen and catering 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 17

Main place of performance EEA's premises at Kongens Nytorv Nos 6 and 8, 1050 Copenhagen, DENMARK.

**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  
Range: between 1 500 000 and 1 700 000 EUR

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

The European Environment Agency intends to establish a framework contract for the provision of canteen and catering services at its premises in 1050 Copenhagen, Kongens Nytorv Nos 6 and 8. The scope of the contract is to offer a lunch buffet to EEA staff and its visitors and to cater the meetings held within the premises with coffee and tea, served lunches, dinners and receptions. According to EEA's food policy, the main responsibility of EEA's canteen is to provide balanced, healthy and tasty food to EEA staff and visitors. The canteen is also an integral part of the working environment and moreover accounts for a significant part of EEA's environmental footprint.

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

55300000

**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 total value of the contract includes (1) the subsidy from EEA, (2) EEA payment for catering meetings and (3) the contractor's own income from the sale of the lunches to staff and visitors, plus other offerings. Based on EEA level of needs in the years 2008 to 2010, the total value of the contract, covering all services, ranges between 1 500 000 EUR and 1 700 000 EUR (excl. VAT) over a maximum period of 48 months.

Excluding VAT

Range between 1 500 000 and 1 700 000 EUR

**II.2.2) Options**

No

**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 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 EEA's contractual interests (depending on the member countries concerned, this may be for instance, incorporation or partnership or a temporary association). Consortia must identify one of their members as coordinator who will interface with EEA. Each member of a consortium 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 248/1 of 16.9.2002 as last amended by Council Regulation (EC, Euratom) No 1525/2007 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 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 of 31.12.2002 as last modified by Commission Regulation (EC, Euratom) No 478/2007 of 23.4.2007, 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 (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 trade register and/or VAT register, where appropriate. In addition, tenderers shall indicate in which country 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 produced by (one or more of) the following documents:

- appropriate statements from bank 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 EEA considers justified, a tenderer is unable to provide any of the references requested above, he may prove his economic and financial capacity by any other means which 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 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 produced on the basis of the following information and documentation:

1. Human resources:

Tenderers shall provide the CVs detailing the educational and professional qualifications of the firm's managerial staff as well as the staff designated to provide the services indicating the required professional experience as follows:

(a) managerial staff: minimum 1 CV (contract manager and daily leader) documenting a minimum of 5 years' relevant experience;

(b) persons responsible for providing the services: minimum 5 CVs (3 chefs and 2 kitchen assistants), documenting a minimum of 5 years' relevant experience (chef) and 2 years' relevant experience (kitchen assistant), including language skills.

2. Subcontracting:

Tenderers shall give an indication of the proportion of the contract which they may intend to subcontract. If subcontracting is not envisaged, the tenderer shall clearly state so in the tender submission form (see Annex 1 to the tender specifications).

3. Past contracts:

Tenderers shall provide a list and description of the principal services provided in the past 3 years, indicating the value, dates and recipients (public or private).

4. Quality assurance and environmental management:

Tenderers shall provide the following information and documentation:

(a) a description of any quality assurance and environmental management certifications that they currently hold;

(b) any accreditations applied for and their current status.

If no accreditations are held, tenderers shall provide an outline of their quality assurance and environmental policy.

In the event of a joint offer submitted by a consortium, each member of the consortium shall provide the requested information and documentation.

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/OSE/11/001.

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

**Prior information notice**

Notice number in OJ: [2011/S 70-113041](#) of 9.4.2011

**Other previous publications**

Notice number in OJ: [2010/S 227-346256](#) of 23.11.2010

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

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

17.8.2011 - 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: 24.8.2011 - 10:00

Place

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

Persons authorised to be present at the opening of tenders Yes

Representatives of tenderers (maximum 1 per tenderer) are allowed to participate in the opening session.

They are requested to inform by 23.8.2011 at the latest EEA's Procurement Services by e-mail at

[procurement@eea.europa.eu](mailto: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 on the EEA external website at the following address: <http://www.eea.europa.eu/about-us/tenders>

A presentation of EEA's premises will take place on 19.7.2011 (15:00). 1 set of drawings of EEA kitchen and canteen facilities, as well as the location of meeting rooms, will be provided as handouts during the tour of the buildings. Interested tenderers are requested to inform EEA's Procurement Services in advance and by 18.7.2011 (16:00) at the latest by e-mail at [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu)

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](mailto:generalcourt.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: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.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:**

21.6.2011