

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:285180-2015:TEXT:EN:HTML>

**Latvia-Riga: Provision of professional event organisation services for BEREC and BEREC Office events
2015/S 155-285180**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

Office of the Body of European Regulators for Electronic Communications (BEREC Office)

Z. A. Meierovica bulv. 14, 2nd floor

For the attention of: Michele Marco Chiodi

Riga, LV-1050

LATVIA

Telephone: +371 66117583

E-mail: procurement@berec.europa.eu

Internet address(es):

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

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

General public services

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 professional event organisation services for BEREC and BEREC Office events.

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: Latvia.

NUTS code LV

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 several operators

maximum number of participants to the framework agreement envisaged: 3

Duration of the framework agreement

Duration in years: 4

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

Estimated value excluding VAT: 3 000 000 EUR

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

The objective of the contracts is to acquire high-level professional conference organiser services to support the BEREC Office.

The FWC(s) will be concluded for an initial duration of 1 year from the date of their signature. The FWC(s) shall be renewed up to 3 times under the same conditions, unless written notification to the contrary is sent by one of the contracting parties in accordance with the provisions set out in the FWC.

The tasks to be performed by the contractors may include the following services:

- event management,
- venue selection and reservation,
- selection and block-booking of accommodation for the event participants,
- selection and reservation of restaurants,
- selection and ordering of catering services,
- organisation of social/cultural programme for the event,
- providing branding and visual identity of the event, including graphic design,
- hiring the necessary technical equipment, if not available at the venue, including provision of all necessary logistics and telecommunication services,
- selection and ordering of printing, copying and scanning services,
- selection and ordering of photographic and audio-video services, including streaming, recording and editing of the photo and audio-video materials,
- selection and organisation of transport/transfer services,
- selection and hiring of speakers, moderators and/or trainers for the events,
- selection and organisation of translation and/or interpreting services, including sign interpretation,
- selection and organisation of note-taking services or services for drafting event documents,
- selection and organisation of communication/public relations services, including organisation of campaigns for raising public awareness, public debriefings, public hearings, public consultations or other public events,
- collection, compilation and distribution of documents, including using specific IT tools,
- collecting and processing the applications for reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons attending BEREC and BEREC Office events,
- any other support services related to the events organised by the BEREC Office,
- provision of temporary service staff for event organisation, including event assistants,
- conducting surveys/market research about potential events which the contracting authority may (co-)organise.

II.1.6) Common procurement vocabulary (CPV)

55120000, 55310000, 63500000, 79530000, 79540000, 79800000

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 maximum cumulative value of all orders/specific contracts to be concluded during the total maximum duration of the FWCs (e.g. 4 years) shall not exceed 3 000 000 EUR.

Estimated value excluding VAT: 3 000 000 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: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:
in months: 12 (from the award of the contract)

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

Duration in months: 12 (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:**

See tender specifications and model framework service contract provisions (if applicable).

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

See tender specifications and model framework service contract provisions (if applicable).

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

See tender specifications.

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: See tender specifications.

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

Information and formalities necessary for evaluating if the requirements are met: See tender specifications.

Minimum level(s) of standards possibly required: See tender specifications.

III.2.3) **Technical capacity**

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

See tender specifications.

Minimum level(s) of standards possibly required:

See tender specifications.

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: yes

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:**

2015-BEREC-OT-01.

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**

5.10.2015 - 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: 20.10.2015 - 14:00

Place:

BEREC Office, Z. A. Meierovica bulv. 14, 2nd floor, Riga, LV-1050, LATVIA.

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

Additional information about authorised persons and opening procedure: 1 representative per tenderer.

Registration by 16.10.2015 by e-mail: procurement@berec.europa.eu

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**

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

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge of the plaintiff. 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.4.3) **Service from which information about the lodging of appeals may be obtained**

Office of the Body of European Regulators for Electronic Communications (BEREC Office)
Zigfrīda Annas Meierovica bulvāris 14, 2nd floor
Riga, LV-1050
LATVIA
E-mail: procurement@bereg.europa.eu
Telephone: +371 66117590
Internet address: <http://bereg.europa.eu/>

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

3.8.2015