

Provision of events services for EEA

1. Introduction

An important element of the European Environment Agency's mandate is to make the environmental information it produces known and available to potential users. One of the activities carried out on a regular basis to fulfil this obligation is arranging events in the form of meetings, seminars, symposiums etc. These events often have both a conference and an exhibition component.

In order to ensure a high professional standard in connection with such events, there is a need to supplement the Agency's own capacity in this area with that of an external provider of events organisation services. The objective of this call for tender is to establish a framework agreement with such a provider.

The contractor should be able to assist the Agency with all technical tasks relating to the planning, preparation and execution of events.

In some cases the event will be a two- or three-party co-operation project between the EEA and national environmental institutions, international organisations or the European Commission. The contractor will be expected to liaise on technical matters also with such partners or their contractors.

2. Task description

A. Planning

The contractor is expected to take part in planning meetings for upcoming events when practical arrangements are being discussed, advice and propose alternative solutions, if needed accompanied with cost and time estimates.

B. Preparation

In many cases the Agency events will be organised at the EEA premises in Copenhagen, though sometimes, in particular when the event is arranged in collaboration with other institutions or bodies, the venue can be elsewhere. Normally this would be limited to the EEA member countries (the EU15 plus the EU accession countries, Norway, Iceland and Liechtenstein), but can also be held in other countries on special occasions.

The preparatory activities related to participants will include tasks like preparation and dispatch of invitations and background material, pre-registration, assistance with travel and accommodation arrangements, booking and technical preparation of event venue.

The display material at events with an exhibition component will normally be a combination of pre-produced material and displays designed specially for the occasion in question. The preparatory tasks of the contractor will include design and preparation of displays where needed, ensuring that material from the provider and elsewhere is transported to the venue in time and mounted there. Likewise; to dismantle displays and organise return transport of the material after the event.

C. Event personnel

The contractor may be requested to assist the Agency in manning the on-site registration and information points for the duration of the event, if needed also assisting participants on practical matters.

As for the exhibition component, assistance will include providing staff that can ensure that the exhibit remains tidy, refilling brochure racks, loading and running video machines, ensuring that demonstration pc's are running properly, hand out brochures and other printed material etc. However, this support staff will not be expected to be able to answer more qualified questions on the Agency and its products.

3. Qualifications - conditions for participation (selection criteria)

Legal status

Copy of documents confirming the tenderer's:

- inclusion in a trade register
- and/or**
- VAT registration.

Financial capacity

Evidence of economic and financial capacity shall be furnished by one 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 two 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.

Exclusion cases: The tenderer shall provide evidence that he/she is not in the situation described in Article 2.2 of the Agency's general terms and conditions

applicable to contracts. The evidence shall be a recent certificate issued by the competent authority of the country concerned. Where no such certificate is issued it may be replaced by a sworn, or failing that, a solemn statement made before a judicial or administrative authority, a notary, or a qualified professional body in his/her country of origin or provenance.

Technical capacity

Provision of evidence in the tender documents:

- that the business activity of the company is relevant from the standpoint of the task in question by listing the principal services provided and supplies delivered in the past three years, with the sums, dates and recipients, public or private.
- of relevant knowledge, by enclosing CVs of the staff proposed for delivery of the consultancy services.
- of the average annual manpower and the number of managerial staff of the tenderer in the last three years.

4. Award criteria (and relative weighting)

The economically most advantageous tender in terms of the following criteria:

- cost per day, consultancy services for planning and preparing events (20%)
- cost per day, registration desk/secretarial personnel (20%)
- quotations of costs of preparing and executing specimen events as described in Annex X (30%)
- experience in working in an international context (10%)
- experience in working with EU-related matters (10%)
- experience in planning, preparing and carrying out events on environmental matters (10%)

The purpose of the specimen quotations is to facilitate comparison between bids, and it is therefore important that they are completed.

5. Contract details

The winning contractor will be awarded a framework contract for four years on the condition that the criteria in the call for tender are constantly met.

Specific agreements will be issued under the framework contract as and when needed.