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**Denmark-Copenhagen: Support Services Related to Participation to or Organization of Events and Exhibitions for the European Environment Agency (2 Lots)
2019/S 107-260329**

Contract notice

Services

Legal Basis:

Regulation (EU, Euratom) No 2018/1046

Section I: Contracting authority

I.1) Name and addresses

European Environment Agency
Kongens Nytorv 6
Copenhagen K
1050
Denmark
E-mail: procurement@eea.europa.eu
NUTS code: DK011

Internet address(es):

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

I.2) Information about joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4897>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted electronically via: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4897>
Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Support Services Related to Participation to or Organization of Events and Exhibitions for the European Environment Agency (2 Lots)
Reference number: EEA/COM/19/002

II.1.2) Main CPV code

79956000

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The EEA seeks to establish framework service contracts for each of the 2 lots with service providers that will provide support to the EEA in the areas of organizing events and exhibitions, with a view to reaching the objectives formulated in the communication framework.

II.1.5) **Estimated total value**

Value excluding VAT: 400 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: yes
Tenders may be submitted for all lots

II.2) **Description**

II.2.1) **Title:**

Support on Participation to or Organization of Events
Lot No: 1

II.2.2) **Additional CPV code(s)**

79952000
79956000

II.2.3) **Place of performance**

NUTS code: DK011

Main site or place of performance:

At the contractor's premises, at conference/exhibition venues, in most cases in one of the EEA member countries, or occasionally at the EEA premises in Copenhagen.

II.2.4) **Description of the procurement:**

The future contractor will normally be involved in planning meetings for upcoming events, give creative input and advice and propose alternative technical/logistical solutions, if needed, accompanied with cost and time estimates.

The preparatory activities related to event participants may include preparation and dispatch of invitations and background material such as meeting programme, conference papers, pre-submitted presentations, merchandise material, etc., and assistance with pre-registration and associated activities.

As for tasks related to events venues, these may include booking and technical preparations, and in some cases it will comprise contact and follow-up with subcontractors like providers of audio-visual, catering and security services. The contractor may be requested to assist the EEA in providing staff for on-site registration and information points for the duration of the event and, if needed, assisting participants on practical matters. The contractor should also be able to assist the EEA with the evaluation of the event, using surveys and other tools.

II.2.5) **Award criteria**

Criteria below

Quality criterion - Name: Understanding of the objectives of the contract and the work to be carried out /
Weighting: 35

Quality criterion - Name: Management approach in terms of organisation, flexibility and service orientation /
Weighting: 20

Quality criterion - Name: Risks and obstacles and quality assurance and control / Weighting: 15
Price - Weighting: 30

II.2.6) **Estimated value**

Value excluding VAT: 200 000.00 EUR

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

The successful tenderer(s) will be awarded a framework service contract for an initial period of 12 months, starting from the date of signature, with the possibility of maximum 3 (three) renewals for a period of 12 (twelve) months each.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

II.2) **Description**

II.2.1) **Title:**

Support on Participation to or Organization of Exhibitions

Lot No: 2

II.2.2) **Additional CPV code(s)**

79952000

79956000

II.2.3) **Place of performance**

NUTS code: DK011

Main site or place of performance:

At the contractor's premises, at conference/exhibition venues, in most cases in one of the EEA member countries, or occasionally at the EEA premises in Copenhagen.

II.2.4) **Description of the procurement:**

The future contractor may be requested to take part in planning meetings for future exhibitions, give creative input and advice and propose alternative technical/logistical solutions, if needed, accompanied with cost and time estimates.

The preparatory tasks of the contractor will include preparing creative proposals and preparation of posters and other forms of displays, flyers, hand-outs and other material, transport to the venue and mounting there; likewise, to dismantle displays and organise return transport of material after the exhibition.

Preparations for exhibitions will also include contact with the technical organisers, booking of exhibitions space, rental of furniture, computer and audio-visual equipment, electricity, catering, insurance and other services as needed.

At exhibitions, staffing assistance may include providing support personnel that can deal with practical and maintenance tasks. However, the support staff provided by the contractor will not be expected to answer more in-depth questions from stand visitors on the EEA and its products. The contractor should also be able to assist the EEA with evaluation of the exhibition, using surveys and other tools.

II.2.5) Award criteria

Criteria below

Quality criterion - Name: Understanding of the objectives of the contract and the work to be carried out /

Weighting: 35

Quality criterion - Name: Management approach in terms of organisation, flexibility and service orientation /

Weighting: 20

Quality criterion - Name: Risks and obstacles and quality assurance and control / Weighting: 15

Price - Weighting: 30

II.2.6) Estimated value

Value excluding VAT: 200 000.00 EUR

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The successful tenderer(s) will be awarded a framework service contract for an initial period of 12 months, starting from the date of signature, with the possibility of maximum 3 (three) renewals for a period of 12 (twelve) months each.

II.2.10) Information about variants

Variants will be accepted: no

II.2.11) Information about options

Options: no

II.2.12) Information about electronic catalogues

II.2.13) Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) Additional information

Section III: Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

As specified in Section 2.2.1 of the tender specifications.

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

III.1.5) Information about reserved contracts

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

III.2.2) Contract performance conditions:

III.2.3) Information about staff responsible for the performance of the contract

Section IV: Procedure

IV.1) Description

- IV.1.1) **Type of procedure**
Open procedure
- IV.1.3) **Information about a framework agreement or a dynamic purchasing system**
The procurement involves the establishment of a framework agreement
Framework agreement with a single operator
- IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**
- IV.1.6) **Information about electronic auction**
- IV.1.8) **Information about the Government Procurement Agreement (GPA)**
The procurement is covered by the Government Procurement Agreement: no
- IV.2) **Administrative information**
- IV.2.1) **Previous publication concerning this procedure**
- IV.2.2) **Time limit for receipt of tenders or requests to participate**
Date: 05/07/2019
Local time: 14:00
- IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**
- IV.2.4) **Languages in which tenders or requests to participate may be submitted:**
English, Bulgarian, Danish, German, Greek, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Latvian, Lithuanian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish, Czech
- IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**
Duration in months: 6 (from the date stated for receipt of tender)
- IV.2.7) **Conditions for opening of tenders**
Date: 08/07/2019
Local time: 10:00
Place:
EEA premises located at Kongens Nytorv 6, 1050 Copenhagen K, DENMARK.
Information about authorised persons and opening procedure:
Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform the EEA's procurement services in advance and at the latest by 5.7.2019 (16:00), CET by e-mail at procurement@eea.europa.eu

Section VI: Complementary information

- VI.1) **Information about recurrence**
This is a recurrent procurement: no
- VI.2) **Information about electronic workflows**
Electronic invoicing will be accepted
- VI.3) **Additional information:**
Tenderers can download the procurement documents and any additional information from the e-tendering website: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=4897>
This website will be updated regularly and it is the tenderer's responsibility to check for updates and modifications during the tendering period.
During the 3 years following the entry into force of the original contract the EEA reserves the right to exercise the option of conducting a negotiated procedure without prior publication of a contract notice for new services

with the future contractor in accordance with point (e) of the second subparagraph of point 11.1 and point 11.4 of Annex I to the Financial Regulation.

VI.4) **Procedures for review**

VI.4.1) **Review body**

General Court
rue du Fort Niedergrünwald
Luxembourg
2925
Luxembourg
Telephone: +352 4303-1
E-mail: generalcourt.registry@curia.europa.eu
Fax: +352 4303-2100
Internet address: <http://curia.europa.eu>

VI.4.2) **Body responsible for mediation procedures**

European Ombudsman
1 avenue du Président Robert Schuman
Strasbourg
67001
France
Telephone: +33 388172313
E-mail: eo@ombudsman.europa.eu
Fax: +33 388179062
Internet address: <http://www.ombudsman.europa.eu>

VI.4.3) **Review procedure**

VI.4.4) **Service from which information about the review procedure may be obtained**

General Court
rue du Fort Niedergrünwald
Luxembourg
2925
Luxembourg
Telephone: +352 4303-1
E-mail: generalcourt.registry@curia.europa.eu
Fax: +352 4303-2100
Internet address: <http://curia.europa.eu>

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

24/05/2019