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**Malta-Valletta: Event organisation services
2015/S 137-251414**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Asylum Support Office (EASO)
MTC Block A, Winemakers Wharf, Grand Harbour
Valletta
MRS 1917
MALTA
E-mail: contracts@easo.europa.eu

Internet address(es):

General address of the contracting authority: <http://easo.europa.eu/>
Address of the buyer profile: <https://easo.europa.eu/finance/procurement/>
Electronic access to information: <https://easo.europa.eu/finance/procurement/>

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

Other: Asylum support.

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:

Event organisation services.

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: Lot 1: Malta.

Lot 2: Belgium.

Lot 3: EU (excluding Malta and Belgium) plus Iceland, Lichtenstein, Norway and Switzerland.

Lot 4: Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Kosovo, Montenegro and Serbia.

Lot 5: Turkey.

Lot 6: Algeria, Egypt, Jordan, Libya, Morocco and Tunisia.

NUTS code

MT001,BE10,BE,AT,BG,CH,CY,CZ,DE,DK,EE,ES,FI,FR,GR,HU,IE,IS,IT,LI,LT,LU,LV,MK,NL,NO,PL,PT,RO,SE,SI,SK,TF

II.1.3) **Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves a public contract

II.1.4) **Information on framework agreement**

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

Event organisation services.

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

55100000, 55300000, 55500000, 30100000, 60000000, 63000000, 55000000

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: yes

Tenders may be submitted for one or more lots

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:**

1 contract for each lot (with different total max amounts per lot).

Estimated value excluding VAT: 11 600 000 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: 1

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

Duration in months: 24 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Provision of event organisation services for EASO events to be held in Malta

1) **Short description**

The services shall consist in: conference venue, technical assistance and equipment, catering, assistance services.

2) **Common procurement vocabulary (CPV)**

55500000, 55120000, 30100000

3) **Quantity or scope**

1 contract in cascade with up to 3 contractors.

Estimated value excluding VAT: 400 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 24 (from the award of the contract)

5) **Additional information about lots**

The contract is renewable for 24 months.

Lot No: 2

Lot title: Provision of event organisation services for EASO events to be held in Belgium

1) **Short description**

The services shall include: conference venue, technical assistance and equipment, catering, accommodation, transportation services, assistance services.

2) **Common procurement vocabulary (CPV)**

55000000, 60000000, 63000000, 30100000

3) **Quantity or scope**

1 contract in cascade with up to 3 contractors.
Estimated value excluding VAT: 2 000 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 24 (from the award of the contract)

5) **Additional information about lots**

The contract can be renewed for 24 months.

Lot No: 3

Lot title: Event organisation services for EASO events to be held in the EU Member States (excluding Malta and Belgium), plus Iceland, Liechtenstein, Norway and Switzerland

1) **Short description**

The services shall include: conference venue, technical assistance and equipment, catering, accommodation, transportation services, assistance services.

2) **Common procurement vocabulary (CPV)**

55000000, 60000000, 63000000, 30100000

3) **Quantity or scope**

1 contract in cascade with up to 3 contractors.
Estimated value excluding VAT: 6 000 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 24 (from the award of the contract)

5) **Additional information about lots**

The contract may be renewed for 24 months.

Lot No: 4

Lot title: Event organisation services for EASO events to be held in Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Kosovo, Montenegro and Serbia

1) **Short description**

The services shall include: conference venue, technical assistance and equipment, catering, accommodation, transportation services, assistance services.

2) **Common procurement vocabulary (CPV)**

55000000, 60000000, 63000000, 30100000

3) **Quantity or scope**

1 contract in cascade with up to 3 contractors.
Estimated value excluding VAT: 1 000 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 24 (from the award of the contract)

5) **Additional information about lots**

The contract may be renewed for 24 months.

Lot No: 5

Lot title: Event organisation services for EASO events to be held in Turkey

1) **Short description**

The services shall include: conference venue, technical assistance and equipment, catering, accommodation, transportation services, assistance services.

2) **Common procurement vocabulary (CPV)**

55000000, 60000000, 63000000, 30100000

3) **Quantity or scope**

1 contract in cascade with up to 3 contractors.

Estimated value excluding VAT: 1 000 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 24 (from the award of the contract)

5) **Additional information about lots**

The contract may be renewed for 24 months.

Lot No: 6

Lot title: Event organisation services for EASO events to be held in Algeria, Egypt, Jordan, Lebanon, Libya, Morocco and Tunisia

1) **Short description**

The services shall include: conference venue, technical assistance and equipment, catering, accommodation, transportation services, assistance services.

2) **Common procurement vocabulary (CPV)**

55000000, 60000000, 63000000, 30100000

3) **Quantity or scope**

1 contract in cascade with up to 3 contractors.

Estimated value excluding VAT: 1 200 000 EUR

4) **Indication about different date for duration of contract or starting/completion**

Duration in months: 24 (from the award of the contract)

5) **Additional information about lots**

The contract may be renewed for 24 months.

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

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

As stated in the tender documents.

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

As stated in the tender documents.

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: As stated in the tender documents.

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

Information and formalities necessary for evaluating if the requirements are met: As stated in the tender documents.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:
As stated in the tender documents.

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: 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) **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:**

EASO/2015/271.

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**

31.8.2015

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: 9 (from the date stated for receipt of tender)

IV.3.8) Conditions for opening of tenders

Date: 7.9.2015 - 10:00

Place:

EASO's premises.

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

Additional information about authorised persons and opening procedure: 1 authorised representative of each tender may attend the opening as an observer. Companies wishing to attend are requested to notify their intention at least 2 working days in advance to contracts@easo.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 of the European Union

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

Telephone: +352 4303-1

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. A complaint to the European Ombudsman does not have 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

VI.5) Date of dispatch of this notice:

8.7.2015