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**Greece-Heraklion: Events organisation services
2015/S 073-128263**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Union Agency for Network and Information Security
PO Box 1309

For the attention of: Procurement Officer

710 01 Heraklion

GREECE

Telephone: +30 2814409710

E-mail: procurement@enisa.europa.eu

Fax: +30 2810391410

Internet address(es):

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

Electronic access to information: <http://www.enisa.europa.eu/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: Network information security.

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:

Events 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

NUTS code GR431,GR300

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 a single operator

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: 720 000 EUR

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

ENISA invites tenders concerning the provision of event support services for meetings at the ENISA premises or elsewhere (non-residential). Events organisation entails providing support to ENISA with regard to conference-related services such as meeting rooms, local restaurant providers; local transport providers; local caterers; local technical support, reception facilities, technical equipment, registration handling and possibly interpretation services.

Additionally, prospective bidders should be in the position to support ENISA with regard to the provision of suitable hotel accommodation either directly or through a contractor such as a travel agent and/or a hotel chain.

Venues for ENISA events vary according to the priorities of the interest group that organises or supports such meetings; prospective tenderers may be requested to make arrangements at locations throughout Member States' capitals or major cities.

II.1.6) Common procurement vocabulary (CPV)

79952000, 79951000, 63510000

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:

Estimated value excluding VAT: 720 000 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:

No.

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

As per tender documentation.

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

As per tender documentation.

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 per tender documentation.

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

Information and formalities necessary for evaluating if the requirements are met: As per tender documentation.

Minimum level(s) of standards possibly required: As per tender documentation.

III.2.3) **Technical capacity**

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

As per tender documentation.

Minimum level(s) of standards possibly required:

As per tender documentation.

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:**

F-COD-15-T29.

- IV.3.2) **Previous publication(s) concerning the same contract**
no
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**
Payable documents: no
- IV.3.4) **Time limit for receipt of tenders or requests to participate**
22.5.2015 - 17:00
- 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**
English.
- 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: 4.6.2015 - 10:00
Place:
Heraklion, Crete, Greece.
Persons authorised to be present at the opening of tenders: yes
Additional information about authorised persons and opening procedure: A maximum of 1 legal representative per participating tenderer may attend the opening session. Tenderers shall inform the Agency in writing, via e-mail, of their intention to attend, at least 48 hours prior to the opening session.

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**
All tender documentation is available for download on the ENISA website:
<http://www.enisa.europa.eu/procurement>
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures**
Court of Justice of the European Union
boulevard Konrad Adenauer, Kirchberg
2925 Luxembourg
LUXEMBOURG
E-mail: cfi.registry@curia.europa.eu
Telephone: +352 4303-1
Fax: +352 4303-2600
- Body responsible for mediation procedures**
The European Ombudsman
1 avenue du Président Robert Schuman, PO Box 403
67001 Strasbourg
FRANCE
E-mail: eo@ombudsman.europa.eu
Telephone: +33 388172313

Fax: +33 388179062

VI.4.2) **Lodging of appeals**

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

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

3.4.2015