



EUROPEAN UNION

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## CONTRACT NOTICE

### SECTION I: CONTRACTING AUTHORITY

#### I.1) NAME, ADDRESSES AND CONTACT POINT(S)

**Official name:** EUROPEAN NETWORK AND INFORMATION SECURITY AGENCY  
**Postal address:** PO Box 1309  
Town: HERAKLION Postal code: GR 71 001  
Country: Greece  
**Contact point(s):** Procurement Officer Telephone: +302810391280  
For the attention of:  
Email: [procurement@enisa.europa.eu](mailto:procurement@enisa.europa.eu) Fax: +302810391410

**Internet address(es) (if applicable)**

General address of the contracting authority (*URL*): [www.enisa.europa.eu](http://www.enisa.europa.eu)

Address of the buyer profile (*URL*):

**Further information can be obtained at:**

- As in above-mentioned contact point(s)
- Other: please complete Annex A.I

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:**

- As in above-mentioned contact point(s)
- Other: please complete Annex A.II

**Tenders or requests to participate must be sent to:**

- As in above-mentioned contact point(s)
- Other: please complete Annex A.III

**I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES**

- Ministry or any other national or federal authority, including their regional or local sub-divisions
- National or federal agency/office
- Regional or local authority
- Regional or local agency/office
- Body governed by public law
- European institution/agency or international organisation
- Other

*(please specify):*

- General public services
- Defence
- Public order and safety
- Environment
- Economic and financial affairs
- Health
- Housing and community amenities
- Social protection
- Recreation, culture and religion
- Education
- Other

*(please specify):*

The contracting authority is purchasing on behalf of other contracting authorities

- yes
- no

**SECTION II: OBJECT OF THE CONTRACT**

**II.1) DESCRIPTION**

**II.1.1) Title attributed to the contract by the contracting authority**

Provision of travel agency and events organisation services

**II.1.2) Type of contract and location of works, place of delivery or of performance**

*(Choose one category only - works, supplies or services - which corresponds most to the specific object of your contract or purchase(s))*

**(a) Works**

- Execution
- Design and execution
- Realisation, by whatever means of work, corresponding to the requirements specified by the contracting authorities

**(b) Supplies**

- Purchase
- Lease
- Rental
- Hire purchase
- A combination of these

**(c) Services**

Service category: No03  
*(For service categories 1-27, please see Annex II of Directive 2004/18/EC)*

Main site or location of works

Main place of delivery

Main place of performance

At ENISA premises and/or at premises/places as stipulated in the tender specifications

NUTS code GR431

**II.1.3) The notice involves**

A public contract

The setting up of a dynamic purchasing system (DPS)

The establishment of a framework agreement

**II.1.4) Information on framework agreement (if applicable)**

Framework agreement with several operators

Framework agreement with a single operator

Number , OR, if applicable, maximum number of participants to the framework agreement envisaged

**Duration of the framework agreement:**

Duration in year(s): 4

or month(s):

Justification for a framework agreement, the duration of which exceeds four years:

**Estimated total value of purchases for the entire duration of the framework agreement (if applicable; give figures only):**

Estimated value excluding VAT: 3080000.00

Currency: EUR

OR Range: between and

Currency:

Frequency and value of the contracts to be awarded:(if known) :

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

LOT 1: ENISA requires an experienced travel agency in order to make travel and accommodation arrangements for ENISA staff members and external experts travelling across Europe and beyond with emphasis on the EU Member states.

LOT 2: 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

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

	<b>Main vocabulary</b>	<b>Supplementary vocabulary (if applicable)</b>
<b>Main object</b>	63510000	
<b>Additional object(s)</b>	55100000	
	63516000	
	55120000	

**II.1.7) Contract covered by the Government Procurement Agreement (GPA)**

yes       no

**II.1.8) Division into lots (for information about lots, use Annex B as many times as there are lots)**

yes       no

**If yes,** tenders should be submitted for *(tick one box only)*

one lot only       one or more lots       all lots

**II.1.9) Variants will be accepted**

yes       no

**II.2) QUANTITY OR SCOPE OF THE CONTRACT**

**II.2.1) Total quantity or scope (including all lots and options, if applicable)**

The contract(s) will be for an initial duration of 1 year and may be renewed tacitly for a further 3 periods of one year for a maximum total period of 4 years.

*If applicable, estimated value excluding VAT (give figures only):* 3080000.00

Currency: EUR

OR Range: between      and

Currency:

**II.2.2) Options (if applicable)**

yes       no

**If yes,** description of these options:

*If known,* provisional timetable for recourse to these options:

in months:      or days:      (from the award of the contract)

Number of possible renewals *(if any)*:      or Range: between      and

*If known,* in the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months:      or days:      (from the award of the contract)

**II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

Duration in months:      or days:      (from the award of the contract)

OR Starting      (dd/mm/yyyy)

Completion      (dd/mm/yyyy)

**SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

**III.1) CONDITIONS RELATING TO THE CONTRACT**

**III.1.1) Deposits and guarantees required** *(if applicable)*

As stated in the tender documentation

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

As stated in the tender documentation

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

As stated in the tender documentation

**III.1.4) Other particular conditions to which the performance of the contract is subject** *(if applicable)*

yes

no

If **yes**, description of particular conditions

**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 requirements are met:

As stated in the tender documentation

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

Information and formalities necessary for evaluating if requirements are met:

Minimum level(s) of standards possibly required *(if applicable)*:

As stated in the tender documentation

**III.2.3) Technical capacity**

Information and formalities necessary for evaluating if requirements are met:

Minimum level(s) of standards possibly required *(if applicable)*:

As stated in the tender documentation

### III.2.4) Reserved contracts *(if applicable)*

yes  no

The contract is restricted to sheltered workshops

The execution of the contract is restricted to the framework of sheltered employment programmes

### III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

#### III.3.1) Execution of the service is reserved to a particular profession

yes  no

**If yes**, reference to the relevant law, regulation or administrative provision:

#### III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service

yes  no

**SECTION IV: PROCEDURE**

**IV.1) TYPE OF PROCEDURE**

**IV.1.1) Type of procedure**

- Open
- Restricted
- Accelerated restricted
- Negotiated

Justification for the choice of accelerated procedure:

Candidates have already been selected

- yes
- no

**If yes, provide names and addresses of economic operators already selected under Section VI.3)**  
*Additional information*

- Accelerated negotiated
- Competitive dialogue

Justification for the choice of accelerated procedure:

**IV.1.2) Limitations on the number of operators who will be invited to tender or to participate**  
*(restricted and negotiated procedures, competitive dialogue)*

Envisaged number of operators

OR Envisaged minimum number and , *if applicable*, maximum number

Objective criteria for choosing the limited number of candidates:

**IV.1.3) Reduction of the number of operators during the negotiation or dialogue***(negotiated procedure, competitive dialogue)*

- Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated
- yes
  - no



**IV.2) AWARD CRITERIA**

**IV.2.1) Award criteria** (please tick the relevant box(es))

Lowest price

OR

The most economically advantageous tender in terms of

the criteria stated below (the award criteria should be given with their weighting or in descending order of importance where weighting is not possible for demonstrable reasons)

the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

Criteria	Weighting	Criteria	Weighting
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

**IV.2.2) An electronic auction will be used**

yes  no

If yes, additional information about electronic auction (if appropriate)

**IV.3) ADMINISTRATIVE INFORMATION**

**IV.3.1) File reference number attributed by the contracting authority** (if applicable)

ENISA P/14/09/AGA

**IV.3.2) Previous publication(s) concerning the same contract**

yes  no

If yes,

Prior information notice  Notice on a buyer profile

Notice number in OJ: **IS** - of (dd/mm/yyyy)

Other previous publications (if applicable)

**IV.3.3) Conditions for obtaining specifications and additional documents** (except for a DPS) or descriptive document (in the case of a competitive dialogue)

Time limit for receipt of requests for documents or for accessing documents

Date: 02/09/2009 (dd/mm/yyyy)

Time: 14:00

Payable documents

yes  no

If yes, price (give figures only): Currency:

Terms and method of payment:

**IV.3.4) Time-limit for receipt of tenders or requests to participate**

Date: 08/09/2009 (dd/mm/yyyy)

Time: 17:00

**IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates (if known)**  
(in the case of restricted and negotiated procedures, and competitive dialogue)

Date: (dd/mm/yyyy)

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up**

<b>ES</b>	<b>CS</b>	<b>DA</b>	<b>DE</b>	<b>ET</b>	<b>EL</b>	<b>EN</b>	<b>FR</b>	<b>IT</b>	<b>LV</b>	<b>LT</b>	<b>HU</b>	<b>MT</b>	<b>NL</b>	<b>PL</b>	<b>PT</b>	<b>SK</b>	<b>SL</b>	<b>FI</b>	<b>SV</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other:**

**IV.3.7) Minimum time frame during which the tenderer must maintain the tender (open procedure)**

Until: (dd/mm/yyyy)

OR Duration in month(s): 6

or days: (from the date stated for receipt of tender)

**IV.3.8) Conditions for opening tenders**

Date: 16/09/2009 (dd/mm/yyyy) Time: 10:00

Place (if applicable): ENISA, Science and Technology Park of Crete, Vassilika Vouton GR700 13

Persons authorised to be present at the opening of tenders (if applicable)

yes

no

One representative of each tendering party. Tenderers wishing to attend must send a fax or email at least 48 hours prior to the Opening session.

## SECTION VI: COMPLEMENTARY INFORMATION

### VI.1) THIS IS A RECURRENT PROCUREMENT *(if applicable)*

yes  no

If **yes**, estimated timing for further notices to be published:

### VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS

yes  no

If **yes**, reference to project(s) and/or programme(s):

### VI.3) ADDITIONAL INFORMATION *(if applicable)*

please find all tender documentation published on the ENISA website <http://www.enisa.europa.eu>

### VI.4) PROCEDURES FOR APPEAL

#### VI.4.1) Body responsible for appeal procedures

Official name: Court of First Instance of the European Communities  
Postal address: Rue du Fort Niedergrünewald  
Town: Luxembourg Postal code: L-2925  
Country: Luxembourg  
Email: CFI.Registry@curia.europa.eu Telephone: (352) 43 03-1  
Fax:  
Internet address  
(URL):

#### Body responsible for mediation procedures *(if applicable)*

Official name: The European Ombudsman  
Postal address: 1 avenue du President Robert Schuman B.P. 403  
Town: Strasbourg Postal code: F-67001  
Country: France  
Email: euro-ombudsman@europarl.europa.eu Telephone: (33) 388 17 23 13  
Fax:  
Internet address  
(URL):

#### VI.4.2) Lodging of appeals *(please fill heading VI.4.2 OR if need be, heading VI.4.3)*

Precise information on deadline(s) for lodging appeals:



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

Official name:

Postal address:

Town:

Postal code:

Country:

Email:

Telephone:

Fax:

Internet address  
(URL):

**VI.5) DATE OF DISPATCH OF THIS NOTICE:**

*14/07/2009 (dd/mm/yyyy)*

**ANNEX A**

**ADDITIONAL ADDRESSES AND CONTACT POINTS**

**I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED**

Official name:

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

**II) ADDRESSES AND CONTACT POINTS FROM WHICH SPECIFICATIONS AND ADDITIONAL DOCUMENTS (INCLUDING DOCUMENTS FOR COMPETITIVE DIALOGUE AS WELL AS A DYNAMIC PURCHASING SYSTEM) CAN BE OBTAINED**

Official name:

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

**III) ADDRESSES AND CONTACT POINTS TO WHICH TENDERS/REQUESTS TO PARTICIPATE MUST BE SENT**

Official name:

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

## ANNEX B (1)

### INFORMATION ABOUT LOTS

#### LOT NO 1 TITLE Provision of travel agency services

#### 1) SHORT DESCRIPTION

ENISA requires an experienced travel agency in order to make travel and accommodation arrangements for ENISA staff members and external experts travelling across Europe and beyond with emphasis on the EU Member states. Travel arrangements will be made on the basis of the most convenient trip (shortest schedule possible in terms of the time schedule from departure to destination) at the best possible price to ENISA.

#### 2) COMMON PROCUREMENT VOCABULARY (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	63500000	
Additional object(s)	55100000	
	63516000	

#### 3) QUANTITY OR SCOPE

The contract will be for an initial period of 1 year and may be renewed tacitly for a further 3 periods of one year each for a total maximum period of 4 years.

If known, estimated cost excluding VAT (give figures only) 1400000.00

Currency: EUR

OR Range: between

and

Currency:

#### 4) INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION (if applicable)

Duration in months: 48

or days:

(from the award of the contract)

OR Starting

(dd/mm/yyyy)

Completion

(dd/mm/yyyy)

#### 5) ADDITIONAL INFORMATION ABOUT LOTS

**ANNEX B (2)**

*INFORMATION ABOUT LOTS*

**LOT NO 2 TITLE Provision of events organisation services**

**1) SHORT DESCRIPTION**

ENISA invites tenders concerning the provision of event support services for meetings at the ENISA premises or elsewhere. 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

**2) COMMON PROCUREMENT VOCABULARY (CPV)**

	<b>Main vocabulary</b>	<b>Supplementary vocabulary (if applicable)</b>
<b>Main object</b>	55120000	
<b>Additional object(s)</b>	55100000	
	63510000	

**3) QUANTITY OR SCOPE**

The contract will be for an initial period of 1 year and may be renewed tacitly for a further 3 periods of one year each for a total maximum period of 4 years.

*If known*, estimated cost excluding VAT (*give figures only*) 1680000.00

Currency: EUR

OR Range: between

and

Currency:

**4) INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**

*(if applicable)*

Duration in months: 48

or days:

(from the award of the contract)

OR Starting

(dd/mm/yyyy)

Completion

(dd/mm/yyyy)

**5) ADDITIONAL INFORMATION ABOUT LOTS**