

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:71537-2013:TEXT:EN:HTML>

**LV-Riga: Provision of professional event organisation services in Europe  
and in the Republic of Latvia for BEREC and BEREC Office events  
2013/S 045-071537**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

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

Office of the Body of European Regulators for Electronic Communications (BEREC Office)

Z. A. Meierovica Bulv. 14, 2nd floor

For the attention of: Iskra Stoilova-Tsoneva

Riga, LV-1050

LATVIA

Telephone: +371 66117590

E-mail: [procurement@berec.europa.eu](mailto:procurement@berec.europa.eu)

**Internet address(es):**

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

**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**

General public services

**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:**

Provision of professional event organisation services in Europe and in the Republic of Latvia for BEREC and BEREC Office events.

**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: Any EU Member State, the EFTA Member States or the States which are candidates for accession to the EU.

NUTS code LV006

**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 months: 12

**Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 420 000 EUR

Frequency and value of the contracts to be awarded: Renewable up to 3 times, with maximum total duration not exceeding 4 years.

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

The BEREC Office is seeking to conclude (a) framework service contract(s) for the provision of professional event organisation services in the Republic of Latvia (lot 1) and Europe-wide (lot 2) for BEREC and BEREC Office events.

Tenderers are allowed to submit an offer for 1 or more lots. Detailed information about the scope of each lot is presented in 'Information about lots'.

The framework service contract(s) will be concluded for an initial duration of 1 year.

Subject to budgetary availability and satisfactory performance during the initial framework service contract(s), the latter may be renewed up to 3 times, with total maximum duration up to 4 years.

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

55120000, 55300000, 63000000, 79416000, 79530000, 79540000, 79800000, 79421000, 79500000

**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:**

The maximum cumulative value of all the orders to be concluded during the total duration of the framework service contract(s) (i.e. maximum 4 years, including the possible renewals) shall not exceed 420 000 EUR.

Estimated value excluding VAT: 420 000 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)

**Information about lots**

Lot No: 1

Lot title: Provision of professional event organisation services on the territory of the Republic of Latvia

1) **Short description**

The BEREC Office would like to conclude a contract for the provision of professional event organisation services in the Republic of Latvia for events of BEREC and the BEREC Office, which could cover some of the following services:

- event management,
- venue selection and reservation,
- selection and pre-booking of accommodation for the event participants,
- selection and reservation of restaurants for dinners or informal working breakfasts, lunches, team-building events and others,
- catering services,
- organisation of social/cultural programme of the event,
- ensuring branding and visual identity of the event, including graphic design,
- hiring technical equipment necessary for the event,
- ensuring all necessary logistics and telecommunication services at the event venue,
- printing, copying and scanning services,
- photographic, video and/or audio recording service,
- transport/transfer services,
- translation and/or interpretation service,
- communication and public relations services,
- organisation of protocol events,
- organisation of team-building events or events for exchange of experience,
- collecting, compiling and distributing documents, including through dedicated IT tools,
- any other support services related to the events organised by the BEREC Office, including providing service personnel during the events.

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

55120000, 55300000, 63000000, 79416000, 79530000, 79540000, 79800000, 79421000

3) **Quantity or scope**

The maximum cumulative value of all the orders to be concluded during the maximum duration of the framework contract, including possible renewals (i.e. maximum 4 years) for this lot shall not exceed 260 000 EUR.  
Estimated value excluding VAT: 260 000 EUR

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

Duration in months: 12 (from the award of the contract)

5) **Additional information about lots**

Lot No: 2

Lot title: Provision of professional event organisation services Europe-wide excluding the territory of the Republic of Latvia

1) **Short description**

The BEREC Office is seeking to conclude a contract for provision of professional event organisation services Europe-wide excluding the territory of the Republic of Latvia. The events may take place in any of the Member States of the European Union (EU) excluding the Republic of Latvia, the EFTA Member States or the States which are candidates for accession to the EU.

The different services covered by this tender are the following:

- event management,
- venue selection and reservation,

- selection and pre-booking of accommodation for the event participants,
- selection and reservation of restaurants for dinners or informal working breakfasts, lunches, team-building events and others,
- catering services,
- organisation of social/cultural programme of the event,
- ensuring branding and visual identity of the event, including graphic design,
- hiring technical equipment necessary for the event,
- ensuring all necessary logistics and telecommunication services at the event venue,
- printing, copying and scanning services,
- photographic, video and/or audio recording service,
- transport/transfer services,
- translation and/or interpretation service,
- communication and public relations services, including support in organisation of campaigns for raising the public awareness on specific issues, public debriefings, public hearings, public consultations and other public events,
- collecting, compiling and distributing documents, including through dedicated IT tools,
- any other support services related to the events organised by the BEREC Office, including providing service personnel during the events.

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

55120000, 55300000, 63000000, 79416000, 79530000, 79540000, 79800000, 79421000

3) **Quantity or scope**

The maximum cumulative value of all the orders to be concluded during the maximum duration of the framework contract, including possible renewals (i.e. maximum 4 years) for this lot shall not exceed 160 000 EUR.

Estimated value excluding VAT: 160 000 EUR

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

Duration in months: 12 (from the award of the contract)

5) **Additional information about lots**

**Section III: Legal, economic, financial and technical information**

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

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

See tender specifications and model framework service contract provisions (if applicable).

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

See tender specifications and model framework service contract provisions (if applicable).

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

See tender specifications.

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: See tender specifications.

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

Information and formalities necessary for evaluating if the requirements are met: See tender specifications.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:  
See tender specifications.

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:**

2013-BEREC-OT-01.

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**

19.4.2013 - 14:00

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**

Any EU official language

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

Duration in months: 11 (from the date stated for receipt of tender)

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

Date: 13.5.2013 - 10:00

Place:

BEREC Office premises, Zigfrīda Annas Meierovica bulvāris 14, 2nd floor, Riga, LV-1050, REPUBLIC OF LATVIA.

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

Additional information about authorised persons and opening procedure: 1 representative per tenderer.

Registration by 8.5.2013 by e-mail: [procurement@berec.europa.eu](mailto:procurement@berec.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

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

Internet address: <http://curia.europa.eu>

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 of the plaintiff. A complaint to the European Ombudsman does not have as 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**

Office of the Body of European Regulators for Electronic Communications (BEREC Office)

Zigfrīda Annas Meierovica bulvāris 14, 2nd floor

Riga, LV-1050

LATVIA

E-mail: [procurement@berec.europa.eu](mailto:procurement@berec.europa.eu)

Telephone: +371 66117590

Internet address: <http://berec.europa.eu>

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

21.2.2013