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**Latvia-Riga: Provision of Reimbursement Services of Travel/
Accommodation Expenses for Experts Participating in BEREC Events
2019/S 229-561106**

Contract notice

Services

Legal Basis:

Regulation (EU, Euratom) No 2018/1046

Section I: Contracting authority

I.1) Name and addresses

Official name: Agency for Support for BEREC (BEREC Office)

Postal address: Z.A. Meierovica bulvaris 14, 2nd floor

Town: Riga

NUTS code: LV006

Postal code: LV-1050

Country: Latvia

E-mail: procurement@berec.europa.eu

Internet address(es):

Main address: <https://berec.europa.eu>

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=5704>

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=5704>

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

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Provision of Reimbursement Services of Travel/Accommodation Expenses for Experts Participating in BEREC Events

Reference number: BEREC/2019/08/OT

II.1.2) Main CPV code

79950000

II.1.3) Type of contract

Services

- II.1.4) **Short description:**
The subject matter of the FWC is provision of services related to reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the Agency for support for BEREC (BEREC Office) and invited to attend meetings in an expert capacity.
- II.1.5) **Estimated total value**
Value excluding VAT: 3 000 000.00 EUR
- II.1.6) **Information about lots**
This contract is divided into lots: no
- II.2) **Description**
- II.2.1) **Title:**
- II.2.2) **Additional CPV code(s)**
- II.2.3) **Place of performance**
NUTS code: LV006
Main site or place of performance:
Riga, Latvia.
- II.2.4) **Description of the procurement:**
The contractor shall be requested to collect via designated email address all the supporting document necessary for processing applications for reimbursement of the travel, accommodation and other expenses incurred in the course of journeys made by persons not employed by contracting authority and invited to attend meetings in an expert capacity, to prepare the calculation of the amount due and to reimburse the eligible participants to the bank account of the National Regulatory Authority concerned or other bank accounts specified in case of reimbursement of private experts. The applicable rules for reimbursement for each event will be communicated to the contractor, together with the list of participants of each event.
- II.2.5) **Award criteria**
Price is not the only award criterion and all criteria are stated only in the procurement documents
- II.2.6) **Estimated value**
Value excluding VAT: 3 000 000.00 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 duration of the FWC is 12 months renewable automatically up to 3 times for further period of 12 months each, with a total maximum duration of 48 months.
- 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

III.1.2) Economic and financial standing

III.1.3) Technical and professional ability

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: 06/01/2020

Local time: 15:00

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: 07/01/2020

Local time: 11:00

Place:

BEREC Office, Z.A. Meierovica Bulv. 14, Riga, Latvia.

Information about authorised persons and opening procedure:

Tenders will be opened in public at the time and place indicated under Heading IV.2.7) of the contract notice where local time shall be understood as 11.00 Riga time (UTC+02.00).

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about electronic workflows

VI.3) Additional information:

The time-limit for receipt of tenders is indicated under Heading IV.2.2) of the contract notice where local time shall be understood as 15.00 Riga time (UTC+02.00).

VI.4) Procedures for review

VI.4.1) Review body

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

VI.4.2) Body responsible for mediation procedures

VI.4.3) Review procedure

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

VI.5) Date of dispatch of this notice:

20/11/2019