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**AT-Vienna: Travel agency services
2013/S 118-200640**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Union Agency for Fundamental Rights
Schwarzenbergplatz 11

For the attention of: Procurement Section

1040 Vienna

AUSTRIA

Telephone: +43 158030610

E-mail: procurement@fra.europa.eu

Fax: +43 158030691

Internet address(es):

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

Address of the buyer profile: <http://fra.europa.eu/en/about-fra/procurement/calls-for-tender>

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:

Travel agency 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: The place of performance of the tasks shall be the contractors' premises or any other place indicated in Annex A.1 of the technical specifications.

NUTS code AT130

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: 48

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

Estimated value excluding VAT: 1 600 000 EUR

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

Provision of travel agency services for the staff members of the contracting authority, and extraordinary to the members of the management board, the members of the Scientific Committee and external experts participating in the meetings and events organised by the contracting authority.

II.1.6) Common procurement vocabulary (CPV)

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:

The maximum volume of the framework contract, for 4 years, is estimated at 1 600 000 EUR.

Estimated value excluding VAT: 1 600 000 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: 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: 48 (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:

Please refer to Section 8 of Annex A — tender specifications available at http://fra.europa.eu/fraWebsite/about_fra/procurement/procurement_en.htm

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

Please refer to Sections 7 and 8 of Annex A — tender specifications, available at http://fra.europa.eu/fraWebsite/about_fra/procurement/procurement_en.htm

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

Please refer to Sections 9 and 10 of Annex A — tender specifications, available at http://fra.europa.eu/fraWebsite/about_fra/procurement/procurement_en.htm

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: Please refer to Sections 17.1 and 17.2 of the tender specifications (Annex A), available at: http://fra.europa.eu/fraWebsite/about_fra/procurement/procurement_en.htm

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

Information and formalities necessary for evaluating if the requirements are met: Please refer to Section 17.2.1 of the tender specifications (Annex A), available at: http://fra.europa.eu/fraWebsite/about_fra/procurement/procurement_en.htm

Minimum level(s) of standards possibly required: Please refer to Section 17.2.1 of the tender specifications (Annex A), available at: http://fra.europa.eu/fraWebsite/about_fra/procurement/procurement_en.htm

III.2.3) **Technical capacity**

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

Please refer to Section 17.2.2 of the tender specifications (Annex A), available at: http://fra.europa.eu/fraWebsite/about_fra/procurement/procurement_en.htm

Minimum level(s) of standards possibly required:

Please refer to Section 17.2.2 of the tender specifications (Annex A), available at: http://fra.europa.eu/fraWebsite/about_fra/procurement/procurement_en.htm

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-SE-13-T04.
- IV.3.2) **Previous publication(s) concerning the same contract**
no
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**
Time limit for receipt of requests for documents or for accessing documents: 21.7.2013
- IV.3.4) **Time limit for receipt of tenders or requests to participate**
26.7.2013 - 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**
Any EU official language
Other: But preferably in 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: 2.8.2013 - 10:30
Place:
European Union Agency for Fundamental Rights, Schwarzenbergplatz 11, 1040 Vienna, AUSTRIA.
Persons authorised to be present at the opening of tenders: yes
Additional information about authorised persons and opening procedure: An authorised representative of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending a fax or e-mail at least 48 hours in advance to the fax or e-mail given under Section I.1 of the present document. This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

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**
The tender documents will be available for download at the address indicated under heading I.1. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.
- 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
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. 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**

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

10.6.2013