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**Hungary-Budapest: Services to Support CEPOL Project Activities in the Western Balkans  
2018/S 148-337743**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

**I.1) Name and addresses**

European Union Agency for Law Enforcement Training (CEPOL)

Ó utca 27

Budapest

1066

Hungary

Telephone: +36 18038084

E-mail: [tenders@cepol.europa.eu](mailto:tenders@cepol.europa.eu)

NUTS code: HU110

**Internet address(es):**

Main address: <http://www.cepol.europa.eu/>

Address of the buyer profile: <https://www.cepol.europa.eu/who-we-are/working-with-cepol/procurement>

**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://www.cepol.europa.eu/who-we-are/working-with-cepol/procurement>

Additional information can be obtained from the abovementioned address

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:**

Services to Support CEPOL Project Activities in the Western Balkans

Reference number: CEPOL/PR/OP/2018/003

**II.1.2) Main CPV code**

79952000

**II.1.3) Type of contract**

Services

**II.1.4) Short description:**

Within the framework of the Financial Investigation In-Service Training Programme Western Balkan 2017-19 (CEPOL FI project), CEPOL will organize a number of events in the Western Balkan jurisdictions, such as training sessions, workshops, round-table events, conferences and other events. These events are mainly organised for law enforcement officials coming from Western Balkan jurisdictions and from the EU member states.

**II.1.5) Estimated total value**

Value excluding VAT: 240 000.00 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)**

55110000

55120000

55520000

60170000

**II.2.3) Place of performance**

NUTS code: 00

NUTS code: ME

NUTS code: MK

Main site or place of performance:

Albania, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Kosovo\*, Montenegro, Serbia

**II.2.4) Description of the procurement:**

For the purpose of the project CEPOL intends to conclude a framework contract with a services provider with extensive and proven experience for events taking place in each of the six Western Balkan jurisdictions: Albania, Bosnia and Herzegovina, Former Yugoslav Republic of Macedonia, Kosovo\*, Montenegro, Serbia. The main services under the contract in each country shall include, but not be limited to:

- Booking, changing, cancellation of accommodation services,
- Booking conference packages in hotels,
- Booking of meeting venues and ancillary services,
- Booking of restaurants,
- Booking of local transportation services,
- Providing print outs and photocopies of conference material (black and white/colour), name tag/badges for meetings, name holders/plates for meetings,
- Providing 24/7 travel assistance to travellers,
- Settling bills for unexpected services.

\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ Opinion on the Kosovo declaration of independence.

**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: 240 000.00 EUR

**II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

End: 31/12/2019

This contract is subject to renewal: yes

Description of renewals:

The FWC is renewed automatically up to one (1) time for six (6) months, unless one of the parties receives formal notification to the contrary at least one (1) month before the end of the ongoing duration. Renewal does not change or postpone any existing obligations.

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: yes

Identification of the project:

Instrument for Pre-Accession Assistance (IPA II) 2014-2020

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**

List and brief description of conditions:

See Internet address provided in Section I.3.

III.1.2) **Economic and financial standing**

Selection criteria as stated in the procurement documents

III.1.3) **Technical and professional ability**

Selection criteria as stated in the procurement documents

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:**

See Internet address provided in Section I.3.

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: 05/09/2018

**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:**

Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

**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: 12/09/2018

Local time: 10:00

Place:

European Union Agency for Law Enforcement Training (CEPOL), 1066 Budapest, Ó utca 27, Hungary

Information about authorised persons and opening procedure:

See Internet address provided in Section I.3.

**Section VI: Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: no

**VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

**VI.3) Additional information:**

**VI.4) Procedures for review**

**VI.4.1) Review body**

General Court

Rue du Fort Niedergrünwald

Luxembourg

2925

Luxembourg

Telephone: +352 4303-1

E-mail: [GeneralCourt.Registry@curia.europa.eu](mailto:GeneralCourt.Registry@curia.europa.eu)

Fax: +352 4303-2100

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

**VI.4.2) Body responsible for mediation procedures**

**VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures:

See Internet address provided in Section I.3.

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

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

27/07/2018