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**Hungary-Budapest: Travel Arrangement Services  
2017/S 244-508646**

**Contract notice**

**Services**

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) Joint procurement**

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://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:**

Travel Arrangement Services

Reference number: CEPOL/PR/OP/2017/002

**II.1.2) Main CPV code**

63510000

**II.1.3) Type of contract**

Services

**II.1.4) Short description:**

The purpose of this procurement procedure is to conclude a single framework contract with a travel agency with extensive and proven experience, able to provide the travel arrangement services and handle the volume of services as detailed in the tender specifications.

The main services under the contract shall include, but not be limited to:

- Booking, issuing, delivery, changing and cancellation of flight /train /ferryboat /bus tickets.
- Booking, Changing, Cancellation of accommodation services.
- Booking of meeting venues and ancillary services.
- Booking of restaurants.
- Booking of local transportation services.
- 24/7 travel assistance to travellers.
- Reporting on services.

II.1.5) **Estimated total value**

Value excluding VAT: 8 500 000.00 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)**

63500000  
63000000  
63515000  
63512000  
63516000

II.2.3) **Place of performance**

NUTS code: 00

Main site or place of performance:

The services will be delivered from the contractor's premises.

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

See internet address provided in Section I.3.

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: 8 500 000.00 EUR

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

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

See internet address provided in Section I.3.

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**

See internet address provided in Section I.3.

**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**

Obligation to indicate the names and professional qualifications of the staff assigned to performing 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: 02/02/2018

**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:**

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: 9 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date: 09/02/2018

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: yes

**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:**

08/12/2017