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**Hungary-Budapest: Travel arrangement services
2016/S 215-391054**

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
E-mail: tenders@cepol.europa.eu
NUTS code: HU101

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: <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

Public order and safety

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Travel arrangement services.
Reference number: CEPOL/PR/OP/2016/002.

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 establish a framework contract for the provision of travel arrangement services for missions, participants travels, exchange travels and meetings.

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

- booking, changing, cancellation of transport and accommodation services,
- 24/7 travel assistance to travellers,
- reporting on services,
- visa assistance.

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.

The maximum volume of the contract over a maximum possible duration of 48 months is estimated at: 8 500 000 EUR.

Please refer to the tender specifications for further details regarding the nature and quantity of services required. CEPOL may at a later stage exercise the option to increase the maximum contract volume via negotiated procedure with the successful tenderer in accordance with Article 134(1)(e) of Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, as last amended.

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**

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: 16/12/2016

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: 20/12/2016

Local time: 10:00

Place:

European Union Agency for Law Enforcement Training (CEPOL).

Budapest, Ó utca 27., 1066, 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

VI.3) Additional information:

VI.4) Procedures for review

VI.4.1) Review body

General Court

rue du Fort Niedergrünwald

Luxembourg

2925

Luxembourg

Telephone: +358 4303-1

E-mail: GeneralCourt.Registry@curia.europa.eu

Fax: +358 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:

27/10/2016