

This notice in TED website: <https://ted.europa.eu/udl?uri=TED:NOTICE:342813-2023:TEXT:EN:HTML>

**Germany-Frankfurt am Main: Event Agency Management Works and Services in Frankfurt
2023/S 110-342813**

Social and other specific services – public contracts

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: European Central Bank
Postal address: Sonnemannstrasse 22
Town: Frankfurt am Main
NUTS code: DE712 Frankfurt am Main, Kreisfreie Stadt
Postal code: 60314
Country: Germany
Contact person: Central Procurement Office
E-mail: procurement@ecb.europa.eu
Telephone: +49 69/13440
Fax: +49 69/13447110

Internet address(es):

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

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted electronically via: <http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>
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

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Event Agency Management Works and Services in Frankfurt
Reference number: PRO-006388

II.1.2) Main CPV code

79952000 Event services

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The European Central Bank (ECB) is seeking interested parties through this call for expression of interest in participating in a procurement procedure for the provision of event agency management works and services in Frankfurt (PRO-006388).

To organise and participate in such events the ECB envisages to conclude one framework agreement (the 'Contract') for a total duration of 48 months with the supplier offering the best value for money (the 'Contractor') for the provision of works and services (the 'Deliverables') related to:

1. concept advice and development;
2. activity management and coordination;
3. venue management;
4. event administration;
5. host/hostess services; and
6. related tasks.

It is envisaged that the vast majority of deliverables will need to be provided in Frankfurt am Main, Germany.

II.1.5) **Estimated total value**

Value excluding VAT: 7 000 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.3) **Place of performance**

NUTS code: DE712 Frankfurt am Main, Kreisfreie Stadt

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

The European Central Bank (ECB) is seeking interested parties through this call for expression of interest in participating in a procurement procedure for the provision of event agency management works and services in Frankfurt (PRO-006388).

To organise and participate in such events the ECB envisages to conclude one framework agreement (the 'Contract') for a total duration of 48 months with the supplier offering the best value for money (the 'Contractor') for the provision of works and services (the 'Deliverables') related to:

1. concept advice and development;
2. activity management and coordination;
3. venue management;
4. event administration;
5. host/hostess services; and
6. related tasks.

It is envisaged that the vast majority of deliverables will need to be provided in Frankfurt am Main, Germany.

II.2.6) **Estimated value**

Value excluding VAT: 7 000 000.00 EUR

II.2.7) **Duration of the contract or the framework agreement**

Duration in months: 48

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.1.4) Objective rules and criteria for participation

List and brief description of rules and criteria:

Selection criteria as stated in the call to express interest to participate.

Section IV: Procedure

IV.1) Description

IV.1.1) Form of procedure

Procedure involving negotiations

IV.1.3) Information about framework agreement

The procurement involves the establishment of a framework agreement

IV.1.10) Identification of the national rules applicable to the procedure:

IV.1.11) Main features of the award procedure:

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate / Time limit for receipt of expressions of interest

Date: 04/07/2023

Local time: 12:00

IV.2.4) Languages in which tenders or requests to participate may be submitted:

English

Section VI: Complementary information

VI.2) Information about electronic workflows

Electronic invoicing will be accepted

VI.3) Additional information:

The total aggregate value of the orders to be issued under the framework agreement shall not exceed EUR 7 000 000.

This tender procedure is conducted via the ECB's electronic tendering system (e-tendering) which can be accessed via the following internet address:

<http://www.ecb.europa.eu/ecb/jobsproc/sourcing/html/index.en.html>

If you have not used the ECB's electronic tendering system before, you need to register via the above link (click on 'Register'). Subsequently to the registration, you will receive an automated notification with your user credentials to log in (click on 'Login') and to access the tender documentation. Please note that:

— A registration to the above system is only required once and you can reuse your user credentials in all future procedures of the ECB which are conducted via the above system. Therefore, please keep your user credentials for the future;

— In case you should have participated in previous ECB tender procedure(s) in the past which were conducted via the ECB's prior online system, you nevertheless need to register once to the ECB's electronic tendering system under the above address;

— Your mere registration does not constitute an application/tender. You must submit your application/tender via the ECB's electronic tendering system as further instructed in the application/tender documentation.

The system reference number for the above procurement is: RFX-35Q-2023-000008: PRO-006388-R1-Event Agency Frankfurt.

To download the tender documents, log on to the ECB's electronic tendering system with your login and password. Expand the field 'Public Tenders – Upcoming Events'. Click on 'Click to request an invitation to this

event' for the above procedure and close the new window which opens. Once the request is completed (this can take a few minutes), the status of the participation request will change to 'Invited' and the RFX documentation will be accessible via the RFX tab.

Under the above link you also find user guides for detailed information on how to use the system and contact details for technical support.

Should you require technical help when using the system, please contact the ECB's technical support team at sourcing.support@ecb.europa.eu by quoting the reference number and the problem experienced.

Any other queries relating to this procurement procedure and the content of the procurement documentation shall be submitted as message via the ECB's e-tendering system (under the tab 'Discussion').

The ECB endeavours to answer all queries as quickly as possible but cannot guarantee a minimum time response. The ECB shall not be bound to reply to queries received less than seven calendar days before the time-limit for the submission of tenders.

The tender procedure shall be open on equal terms to all natural or legal persons resident or located in the European Union and to all natural and legal persons resident or located in a country which has ratified the World Trade Organisation Agreement on Government Procurement or has concluded with the European Union a bilateral agreement on procurement under the conditions laid down in the said agreements.

The tender procedure is conducted in accordance with Decision ECB/2016/2 laying down the rules on procurement (as amended), available at

<https://www.ecb.europa.eu/ecb/legal/1001/procurement/html/index.en.html>

And in EUR-Lex:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:02016D0002-20200501>.

VI.4) Procedures for review

VI.4.1) Review body

Official name: General Court of the European Union

Postal address: Rue du Fort Niedergrünewald

Town: Luxembourg

Postal code: L-2925

Country: Luxembourg

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 43031

Fax: +352 4302100

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

VI.4.2) Body responsible for mediation procedures

Official name: The European Ombudsman

Postal address: 1 avenue du Président Robert Schuman, CS 30403

Town: Strasbourg Cedex

Postal code: 67001

Country: France

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

Official name: Central Procurement Office of the European Central Bank
Postal address: Sonnemannstrasse 22
Town: Frankfurt am Main
Postal code: 60314
Country: Germany
E-mail: procurement@ecb.europa.eu
Telephone: +49 6913440
Fax: +49 6913447110
Internet address: <http://www.ecb.europa.eu>

VI.5) **Date of dispatch of this notice:**
30/05/2023