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**Slovenia-Ljubljana: Provision of catering services for the Agency for the Cooperation of Energy Regulators
2014/S 096-166892**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

Agency for the Cooperation of Energy Regulators

Trg republike 3

Contact point(s): Igor Hacin

SI-1000 Ljubljana

SLOVENIA

Telephone: +386 82053400

E-mail: acer-op-admin-04-2014@acer.europa.eu

Fax: +386 82053413

Internet address(es):

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

Electronic access to information: http://www.acer.europa.eu/The_agency/Public_Procurement/Pages/

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:

Provision of catering services for the Agency for the Cooperation of Energy Regulators.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 17: Hotel and restaurant services

Main site or location of works, place of delivery or of performance: Contractor's premises.

NUTS code

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 years: 4

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

Estimated value excluding VAT:

Range: between 0,01 and 240 000 EUR

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

The subject of the contract is the provision of catering services for various meetings, workshops, presentations, events which are organised by the Agency.

II.1.6) Common procurement vocabulary (CPV)

55520000

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 framework contract will be concluded for a period of 12 months and may be renewed up to 3 times, each time for a period of 12 months. The maximum duration of the framework contract shall not exceed 4 years.

Estimated value excluding VAT:

Range: between 0,01 and 240 000 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: Range: between 1 and 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: 12 (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:

Not applicable.

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

As described in the tender specifications.

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

As described in the tender specifications.

- 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: As described in the tender specifications.
- III.2.2) **Economic and financial ability**
Information and formalities necessary for evaluating if the requirements are met: As described in the tender specifications.
- III.2.3) **Technical capacity**
Information and formalities necessary for evaluating if the requirements are met:
As described in the tender specifications.
- 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**
Lowest price
- 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:**
ACER/OP/ADMIN/04/2014.
- IV.3.2) **Previous publication(s) concerning the same contract**
no
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**
Payable documents: no
- IV.3.4) **Time limit for receipt of tenders or requests to participate**
10.7.2014 - 16:00
- 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

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: 17.7.2014 - 12:00

Place:

Agency for the Cooperation of Energy Regulators, Trg republike 3/VI floor, SI-1000 Ljubljana, SLOVENIA.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: Tenderers wishing to attend the opening session must send an e-mail to acer-op-admin-04-2014@acer.europa.eu at least 48 hours before the day of opening, quoting the reference number of this tender.

A maximum of 1 representative per tenderer may attend the opening session and their participation will be restricted to an observer role.

This representative should give evidence of his/her legal capacity for attending the opening session (legal representative of the company or person having delegation of power) and should present his/her ID card or passport.

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

Tender documents will be made available within 3 calendar days of the publication of the contract notice on the Agency's website at the following address: http://www.acer.europa.eu/The_agency/Public_Procurement/Pages/Open-calls.aspx

Tenderers can download the tender documents and, eventually, any additional documents and information from this website. The site will be updated regularly and it is the tenderer's 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 of the European Union
boulevard Konrad Adenauer
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 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:**
8.5.2014