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**Luxembourg-Luxembourg: Provision of Events Management Services
2020/S 176-424047**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: European Stability Mechanism (ESM)

Postal address: 6a Circuit de la Foire Internationale

Town: Luxembourg

NUTS code: LU000 Luxembourg

Postal code: L-1347

Country: Luxembourg

Contact person: Asta Gerhardt

E-mail: procurement@esm.europa.eu

Telephone: +352 2609620

Internet address(es):

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

I.2) Information about joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.esm.europa.eu>

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

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Provision of Events Management Services

Reference number: FM/13/ESM/AG/20

II.1.2) Main CPV code

79952000 Event services

II.1.3) Type of contract

Services

II.1.4) Short description:

The ESM requires events management services of a dedicated and experienced single provider (the 'Service Provider') with which the ESM wants to sign a Framework Agreement (the 'Framework Agreement' or 'Contract'). The ESM anticipates that the Service Provider selected following this procurement procedure will be required to commence providing the event management Services to the ESM in Q1 2021.

The Framework Agreement to be awarded as a result of this RfP will have a four (4) year term.

II.1.5) **Estimated total value**

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)**

79952000 Event services

79952100 Cultural event organisation services

II.2.3) **Place of performance**

NUTS code: LU000 Luxembourg

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

The Service Provider will perform event management Services (the 'Services' or 'Event Services') as described in detail in these terms of reference and will remain the single contact person for the delivery and management of Services. The Service Provider will be expected to work alongside with the FM team other divisions and with various other internal clients throughout the ESM. The Service Provider will be the main contact person to the internal event requestors. The role of the Service Provider will be to not only maintain business continuity of the Services, but also to add value in standardising and improving the quality of the Services (e.g. to be proactive in identifying improvements and delivering efficiently). The Framework Agreement to be awarded as a result of this RfP will have a four (4) year term.

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**

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

Duration in months: 48

This contract is subject to renewal: no

II.2.9) **Information about the limits on the number of candidates to be invited**

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:
As stated in the procurement documents.

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

List and brief description of selection criteria:
Selection criteria as stated in the procurement documents.

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

List and brief description of selection criteria:
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:**

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**

Competitive procedure with negotiation

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.1.5) **Information about negotiation**

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: 07/10/2020

Local time: 11:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 26/10/2020

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

English

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**

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

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

VI.3) **Additional information:**

Neither Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014, nor Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council (as amended) apply to the ESM. The ESM procures supplies, services and works on its own behalf and for its own account pursuant to the ESM Procurement Policy as published on the ESM website. This procurement is carried out by the ESM under a negotiated procedure in the meaning of the ESM Procurement Policy. Please refer to the ESM website for additional details.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: ESM Procurement Review Panel
Postal address: 6a, Circuit de la Foire
Town: Luxembourg
Postal code: L-1347
Country: Luxembourg
E-mail: procurementreview@esm.europa.eu

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

Official name: ESM Procurement Review Panel
Postal address: 6a, Circuit de la Foire
Town: Luxembourg
Postal code: L-1347
Country: Luxembourg
E-mail: procurementreview@esm.europa.eu

VI.4.3) **Review procedure**

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

Official name: ESM Procurement Review Panel
Town: Luxembourg
Country: Luxembourg
E-mail: procurementreview@esm.europa.eu

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

03/09/2020