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**Luxembourg-Luxembourg: Provision of Travel Management Services
2022/S 146-416596**

Contract notice

Services

Legal Basis:

Neither Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 nor Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 (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. Please refer to the ESM website for more information.

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: Marion Courbis
E-mail: procurement@esm.europa.eu
Telephone: +352 2609620

Internet address(es):

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

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.esm.europa.eu/how-we-work/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

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Provision of Travel Management Services
Reference number: FC/04/TMS/MC/22

II.1.2) Main CPV code

63516000 Travel management services

II.1.3) Type of contract

Services

II.1.4) **Short description:**

The ESM intends to establish a contract for the provision of travel management services with a single travel service provider to support the travel service needs of the ESM. The ESM has a staff of approximately 220, including a core group of frequent ESM travellers who travel to various destinations throughout the world on a planned and unplanned basis.

The ESM is seeking the travel service provider to provide high quality travel services at competitive rates which will depend on the travel demand and will be based on a transaction-fee model or management fee commercial model. The service provider is also expected to supply an online booking tool option which can be implemented according to the ESM's needs.

The contract to be awarded 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.2.2) **Additional CPV code(s)**

63500000 Travel agency, tour operator and tourist assistance services

63510000 Travel agency and similar services

63515000 Travel services

II.2.3) **Place of performance**

NUTS code: LU000 Luxembourg

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

The ESM intends to establish a contract for the provision of travel management services with a single travel service provider to support the travel service needs of the ESM. The ESM has a staff of approximately 220, including a core group of frequent ESM travellers who travel to various destinations throughout the world on a planned and unplanned basis.

The ESM is seeking the travel service provider to provide high quality travel services at competitive rates which will depend on the travel demand and will be based on a transaction-fee model or management fee commercial model. The service provider is also expected to supply an online booking tool option which can be implemented according to the ESM's needs.

The contract to be awarded 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.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

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**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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**

IV.1.5) **Information about negotiation**

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.2.2) **Time limit for receipt of tenders or requests to participate**

Date: 01/09/2022

Local time: 11:00

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

Date: 07/09/2022

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)

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.3) **Additional information:**

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VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: European Stability Mechanism (ESM), ESM Procurement Review Panel
Postal address: 6a, circuit de la Foire Internationale
Town: Luxembourg
Postal code: L-1347
Country: Luxembourg
E-mail: procurementreview@esm.europa.eu

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

Official name: European Stability Mechanism (ESM), ESM Procurement Review Panel
Town: Luxembourg
Country: Luxembourg
E-mail: procurementreview@esm.europa.eu

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

25/07/2022