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**Luxembourg-Luxembourg: Event Management Services
2024/S 006-012238**

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 and procurement documents 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: Mr Ampeglio Amore

E-mail: procurement@esm.europa.eu

Telephone: +352 2609620

Internet address(es):

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

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://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:

Event Management Services

II.1.2) Main CPV code

79952000 Event services

II.1.3) Type of contract

Services

II.1.4) **Short description:**

To support the fulfilment of the ESM's mandate, the ESM needs to communicate with an extensive network of ESM shareholders, investors, external partners, and other parties. To promote ESM's tasks, initiatives and projects, the ESM organises various events. Events are a part of the ESM's communication efforts and an effective channel to reach ESM's targeted audience.

The ESM's events are ultimately managed by the ESM Facilities Management Team (the 'FM Team').

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.3) **Place of performance**

NUTS code: LU00 Luxembourg

Main site or place of performance:

ESM's premises.

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

The ESM requires the services of a dedicated and experienced provider. The ESM wants to sign a framework agreement for 4 years.

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 February 2025.

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.1.2) **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**

The procurement involves the establishment of a framework agreement
Framework agreement with a single operator

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: 26/02/2024

Local time: 11:00

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

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:**

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: 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: ESM Procurement Review Panel

Town: Luxembourg

Country: Luxembourg

E-mail: procurementreview@esm.europa.eu

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

02/01/2024