

**Czechia – Catering services for other enterprises or other institutions – Procurement Procedure for the Provision of Catering Services to EUSPA HQ****OJ S 38/2025 24/02/2025****Contract or concession notice – standard regime - Change notice Services**

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**1. Buyer****1.1. Buyer**

Official name: European Union Agency for the Space Programme

Email: [tenders@euspa.europa.eu](mailto:tenders@euspa.europa.eu)

Legal type of the buyer: EU institution, body or agency

Activity of the contracting authority: General public services

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**2. Procedure****2.1. Procedure**

Title: Procurement Procedure for the Provision of Catering Services to EUSPA HQ

Description: The subject matter of the procurement procedure is the provision of catering services at EUSPA Headquarters (Janovského 438/2, Prague, Czech Republic). The objective of this procurement procedure is to conclude a multiple framework contract for the provision of catering services in cascade with maximum 3 (three) Contractors. The FWC shall have a maximum total duration of four years (including renewals). The items to be provided include, but are not limited to, coffee and beverages, finger food, warm lunches and dinners, food boxes, in the context of conferences, meetings, formal receptions, etc.

Procedure identifier: fff29919-9865-4c55-ac49-0c929f340877

Internal identifier: EUSPA/PRG/2025/OP/0004

Type of procedure: Open

**2.1.1. Purpose**

Main nature of the contract: Services

Main classification (cpv): 55523000 Catering services for other enterprises or other institutions

**2.1.4. General information**

Additional information: Please note that the reference to Financial Regulation (EU, Euratom) 2018/1046 under Section 2.1.4 of the Contract Notice (as published and as amended) shall read as a reference to Regulation (EU, Euratom) 2024/2509. In case of unavailability or disruptions in the functioning of the electronic means of communication provided in Section 5.1.11 in the last 5 calendar days before the time limit for receipt indicated in Section 5.1.12, the contracting authority reserves the right to extend this time limit and publish the extension at the Internet address provided in Section 5.1.11, without a preceding publication of a corrigendum to this notice. Economic operators interested in this procurement are invited to subscribe to the call for tenders at the address in Section 5.1.11 in order to get notified when new information or documents are published.

Legal basis:

Regulation (EU, Euratom) 2018/1046

**2.1.6. Grounds for exclusion**

Bankruptcy: For the full list of exclusion grounds please consult the procurement documents.

**5.1. Lot: LOT-0001**

Title: Procurement Procedure for the Provision of Catering Services to EUSPA HQ

Description: The subject matter of the procurement procedure is the provision of catering services at EUSPA Headquarters (Janovského 438/2, Prague, Czech Republic). The objective of this procurement procedure is to conclude a multiple framework contract for the provision of catering services in cascade with maximum 3 (three) Contractors. The FWC shall have a maximum total duration of four years (including renewals). The items to be provided include, but are not limited to, coffee and beverages, finger food, warm lunches and dinners, food boxes, in the context of conferences, meetings, formal receptions, etc.

Internal identifier: EUSPA/PRG/2025/OP/0004

**5.1.1. Purpose**

Main nature of the contract: Services

Main classification (cpv): 55523000 Catering services for other enterprises or other institutions

**5.1.3. Estimated duration**

Duration: 48 Months

**5.1.4. Renewal**

The buyer reserves the right for additional purchases from the contractor, as described here:

The framework contract is concluded for an initial period of 12 (twelve) months, renewable 3 (three) time(s). Please consult the draft framework contract in the procurement documents.

**5.1.6. General information**

Reserved participation: Participation is not reserved.

Procurement Project fully or partially financed with EU Funds.

Information about European Union funds

EU funds programme: European Space Programme (2021/2027)

The procurement is covered by the Government Procurement Agreement (GPA): no

Information about previous notices:

Identifier of the previous notice: 644897-2024

**5.1.9. Selection criteria**

Criterion:

Type: Suitability to pursue the professional activity

Description: Please consult the procurement documents.

Criterion:

Type: Economic and financial standing

Description: Please consult the procurement documents.

Criterion:

Type: Technical and professional ability

Description: Please consult the procurement documents.

**5.1.10. Award criteria**

Criterion:

Type: Quality

Description: Please consult the procurement documents.

Weight (percentage, exact): 60

Criterion:

Type: Price

Description: Please consult the procurement documents.

Weight (percentage, exact): 40

#### **5.1.11. Procurement documents**

Deadline for requesting additional information: 12/03/2025

Address of the procurement documents: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/fff29919-9865-4c55-ac49-0c929f340877-CN?#anchorDocuments>

Ad hoc communication channel:

Name: Funding and Tenders Portal

URL: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/tender-details/fff29919-9865-4c55-ac49-0c929f340877-CN?#anchorDocuments>

#### **5.1.12. Terms of procurement**

Terms of submission:

Electronic submission: Required

Address for submission: <https://webgate.ec.europa.eu/digit/opsys/esubmission?cftUuid=fff29919-9865-4c55-ac49-0c929f340877>

Languages in which tenders or requests to participate may be submitted: Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

Electronic catalogue: Not allowed

Deadline for receipt of tenders: 20/03/2025 17:00:59 (UTC+1)

Deadline until which the tender must remain valid: 9 Months

Information about public opening:

Opening date: 21/03/2025 12:00:00 (UTC+1)

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No

Electronic invoicing: Allowed

Electronic ordering will be used: no

Electronic payment will be used: yes

#### **5.1.15. Techniques**

Framework agreement: Framework agreement, without reopening of competition

Information about the dynamic purchasing system: No dynamic purchase system

#### **5.1.16. Further information, mediation and review**

Review organisation: Court of Justice of the European Union

TED eSender: European Commission

## **8. Organisations**

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### **8.1. ORG-0001**

Official name: European Union Agency for the Space Programme  
Registration number: EUSPA  
Department: EUSPA.OED - EXECUTIVE DIRECTOR,EUSPA.OED.01 - OFFICE OF THE EXECUTIVE DIRECTOR  
Postal address: Janovského 438/2, Prague 7 – Holesovice  
Town: Prague  
Postcode: 170 00  
Country subdivision (NUTS): Hlavní město Praha (CZ010)  
Country: Czechia  
Email: [tenders@euspa.europa.eu](mailto:tenders@euspa.europa.eu)  
Telephone: +420 234 766 000  
Internet address: <https://www.euspa.europa.eu/about/how-we-work/procurement>  
**Roles of this organisation:**  
Buyer

#### 8.1. ORG-0002

Official name: Court of Justice of the European Union  
Registration number: CURIA  
Postal address: Rue du Fort Niedergrünwald  
Town: Luxembourg  
Postcode: L-2925  
Country subdivision (NUTS): Luxembourg (LU000)  
Country: Luxembourg  
Email: [GC.Registry@curia.europa.eu](mailto:GC.Registry@curia.europa.eu)  
Telephone: +352 4303-1  
Internet address: <http://curia.europa.eu>  
**Roles of this organisation:**  
Review organisation

#### 8.1. ORG-0003

Official name: European Commission  
Registration number: EUCOM  
Postal address: Mondrian (CDMA), Rue du Champ de Mars 21  
Town: Brussels  
Postcode: B-1050  
Country subdivision (NUTS): Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad (BE100)  
Country: Belgium  
Email: [tenders@euspa.europa.eu](mailto:tenders@euspa.europa.eu)  
Telephone: +32 2 299 11 11  
Internet address: <https://commission.europa.eu/>  
**Roles of this organisation:**  
TED eSender

## 10. Change

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Version of the previous notice to be changed: 609bc1bf-9992-4a70-a213-5ff7b337e43c-01

Main reason for change: Information updated

Description: The Change is needed to remove from the description of the procedure the procurement of services outside the EUSPA HQ premises and to update the general description in line with the published tender documentation

## 11. Notice information

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### 11.1. Notice information

Notice identifier/version: 2e5f8a9d-bc0a-4120-90bb-c19874cb3d70 - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice subtype: 16

Notice dispatch date: 20/02/2025 17:01:15 (UTC+1)

Languages in which this notice is officially available: English

### 11.2. Publication information

Notice publication number: 121416-2025

OJ S issue number: 38/2025

Publication date: 24/02/2025