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**Czechia-Prague: Administrative Support to EUSPA
2021/S 227-596324**

Contract notice

Services

Legal Basis:

Regulation (EU, Euratom) No 2018/1046

Section I: Contracting authority

I.1) Name and addresses

Official name: European Union Agency for the Space Programme (EUSPA)

Postal address: Janovskeho 438/2

Town: Prague

NUTS code: CZ010 Hlavní město Praha

Postal code: 17000

Country: Czechia

E-mail: tenders@euspa.europa.eu

Internet address(es):

Main address: www.euspa.europa.eu/opportunities/procurement

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=9701>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=9701>

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

Other activity: Global navigation satellite systems

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Administrative Support to EUSPA

Reference number: EUSPA/OP/19/21

II.1.2) Main CPV code

75120000 Administrative services of agencies

II.1.3) Type of contract

Services

II.1.4) Short description:

The objective of this procurement procedure is to conclude multiple framework contracts with maximum 2 (two) contractors in cascade per lot for the provision of administrative support to EUSPA. The scope of the procurement comprises of the following:

- lot 1: 'Administrative support to EUSPA Headquarters (Czech Republic)',
- lot 2: 'Administrative support to EUSPA's sites (France and Spain)'.

II.1.5) **Estimated total value**

Value excluding VAT: 5 600 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: yes
Tenders may be submitted for all lots

II.2) **Description**

II.2.1) **Title:**

Administrative Support to EUSPA Headquarters (CZ)
Lot No: 1

II.2.2) **Additional CPV code(s)**

75120000 Administrative services of agencies

II.2.3) **Place of performance**

NUTS code: CZ Česko
Main site or place of performance:
Prague.

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

EUSPA will request administrative support across all the internal units of its headquarters in Prague.

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**

Value excluding VAT: 4 600 000.00 EUR

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

Duration in months: 12
This contract is subject to renewal: yes
Description of renewals:
Three automatic renewals of 12 months up to the total duration of 48 months.

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**

II.2) **Description**

II.2.1) **Title:**

Administrative Support to EUSPA`s sites (France and Spain)
Lot No: 2

II.2.2) **Additional CPV code(s)**

75120000 Administrative services of agencies

II.2.3) **Place of performance**

NUTS code: ES300 Madrid

NUTS code: FR103 Yvelines

NUTS code: FRJ23 Haute-Garonne

Main site or place of performance:

Saint-Germain-en-Laye, Toulouse, Madrid.

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

Provision of administrative support to EUSPA sites in France and Spain.

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**

Value excluding VAT: 1 000 000.00 EUR

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

Three automatic renewals of 12 months up to the total duration of 48 months.

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

III.2) **Conditions related to the contract**

III.2.2) **Contract performance conditions:**

As stated in the procurement documents.

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Open procedure

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 several operators

Envisaged maximum number of participants to the framework agreement: 2

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: 12/01/2022

Local time: 23:59

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, Bulgarian, Danish, German, Greek, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Latvian, Lithuanian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish, Czech

IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 9 (from the date stated for receipt of tender)

IV.2.7) **Conditions for opening of tenders**

Date: 14/01/2022

Local time: 11:00

Place:

Tenders will be opened electronically on the date and time indicated in the contract notice. It is possible to attend the opening by videoconference.

Information about authorised persons and opening procedure:

Please consult the procurement documents available at the address indicated in Section I.3).

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.3) **Additional information:**

Please consult the procurement documents available at the address indicated in Section I.3). In case of unavailability or disruptions in the functioning of the electronic means of communication provided in Section I.3) in the last five calendar days before the time limit for receipt indicated in Section IV.2.2), the contracting authority reserves the right to extend this time limit and publish the extension at the Internet address provided in Section I.3), 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 I.3) in order to get notified when new information or documents are published.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: General Court of the European Union

Town: Luxembourg

Country: Luxembourg

Internet address: www.curia.europa.eu

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

Official name: The European Ombudsman

Town: Strasbourg

Country: France

Internet address: www.ombudsman.europa.eu

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

Please consult the procurement documents available.

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

Official name: European Union Agency for the Space Programme (EUSPA)

Town: Prague

Country: Czechia

Internet address: www.euspa.europa.eu

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

16/11/2021