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**FI-Helsinki: provision of services relating to events organised by the Agency
2012/S 14-021382**

Call for expressions of interest

Ref.: 2012/ECHA/CEI-1

1. Details of contracting authority:

European Chemicals Agency (ECHA), Annankatu 18, PO Box 400, FI-00121Helsinki, FINLAND. E-mail: procurement@echa.europa.eu. Internet: <http://echa.europa.eu>

2. Purpose:

The purpose of this call for expressions of interest is to establish a list of preselected candidates for the provision of services relating to events organised by the Agency.

Any interested company is hereby invited to submit an application in accordance with the provisions set out below. Applicants are requested to specify for which sub-list(s) they are applying.

Each time ECHA intends to conclude a contract related to one of the fields listed in point 4, ECHA will send either to all the candidates on the relevant sub-list or to certain candidates, selected on the basis of appropriate objective and non-discriminatory criteria, an invitation to tender and the technical specifications relating to the contract in question.

Inclusion on the list does not constitute any legal commitment on the part of the Agency to award a contract nor to invite candidates to tender.

3. Use of the list:

The list resulting from this notice will be used exclusively for public contracts under Article 7(a) of Directive 2004/18/EC.

4. Description of the fields covered by the call for expressions of interest:

List of fields for which ECHA may send out invitations to tender for the conclusion of contracts for the provision of services relating to events organised by the Agency:

Sub-list 1 — ECHA conferences:

Description of required services:

Provision of conference room facilities, catering and related services for large-scale conferences for ECHA stakeholders.

Organising conferences is an important channel for ECHA to enhance dialogue with its stakeholders. They give stakeholders an opportunity to receive information and to meet with ECHA experts to discuss the latest issues related to the implementation processes of European chemicals legislation.

Typical examples of services to be requested may include:

- conference room facilities,
- up to 2 rooms for breakout groups,
- area allowing up to 25 stations for one-to-one discussions with participants. Stations should accommodate at least 4 people seated around a table,
- area for information stands displaying promotional material within close proximity of the conference room,
- technical equipment (screens, LCD displays, microphones, headsets, loudspeakers, beamers, printers and photocopier, scanner, laptops, wireless Internet connection),
- technical assistance (sound, screen and lighting control),

- broadcasting via Web-streaming and hosting of the recorded file following each event,
- audio recording,
- photography,
- catering (coffee breaks, lunch),
- cabinet lunch area for a smaller group,
- cloakroom services,
- online registration tool,
- set-up of the conference venue,
- logistical support including transportation of material to the venue from the Agency,
- English-speaking hostesses,
- compiling of conference folders,
- other related services.

The above list is non-exhaustive. Services will be outlined in more detail in the Agency's invitation to tender, depending on the specific needs for each event.

Sub-list 2 — ECHA Corporate Days:

Description of required services:

Provision of event facilities, catering and related services for the annual European Chemicals Agency's (ECHA) Corporate Days for Agency staff.

The ECHA Corporate Day is an internal event of the Agency, targeted at the Agency's multicultural staff of approximately 600 people. The day aims to increase unity, cohesion and commitment among staff, thereby adding to staff well-being and job satisfaction, to acknowledge and celebrate the efforts and hard work of the staff, reflect on the Agency's corporate identity and its impact on daily work and to deliver strategic, visionary and motivational messages in person — by the Executive Director and other senior management.

Typical examples of services to be requested may include:

- conference room facilities,
- cloakroom services,
- decoration of rooms,
- area for information stands displaying promotional material within close proximity of the conference room,
- technical equipment (microphones, headsets, loudspeakers, laptops, DVD player, beamer, projection screen, wireless Internet connection),
- technical assistance (sound, screen and lighting control),
- catering (coffee breaks, lunch, dinner),
- set-up of the event venue,
- English-speaking hostesses,
- other related services.

The above list is non-exhaustive. Services will be outlined in more detail in the Agency's invitation to tender, depending on the specific needs for each event.

Applicants may submit an application for inclusion on 1 or more of the sub-lists and must clearly state which sub-list(s) they wish to apply for.

5. **Place of provision of services:**

- For sub-list 1 — ECHA conferences: an external venue provided by the contractor in the Helsinki metropolitan area (Helsinki, Espoo, Vantaa, Kauniainen).
- For sub-list 2 — ECHA Corporate Day: the maximum distance of the provided venue should be no further than 3,5 kilometres from the Agency's premises.

6. **Period of validity of the list resulting from the call for expressions of interest:**

The list of preselected candidates resulting from this call for expressions of interest will be valid for a period of 3 years from the date of publication in the 'Official Journal of the European Union' (OJ).

Applications to be included on this list may be submitted at any time during the period of validity of the list, with the exception of the last 3 months. Applications received during the last 3 months of validity of the list will not be considered.

The first preselection of candidates will start within 30 calendar days from the date of publication in the 'Official Journal of the European Union' (OJ). After that ECHA will evaluate newly received applications every 3 months or more frequently in case of any urgent operational need.

All applicants will be informed of the outcome of their application and whether or not they have been included in the list of preselected candidates, in writing, within 30 calendar days after the evaluation took place.

Unsuccessful applicants will be informed of the grounds for the decision not to include them on the list.

7. Legal form of applicants:

No particular legal form is required at this stage. Where a grouping is involved, the criteria in points 8 and 9 will apply both to the grouping as a whole and to its individual members for the exclusion criteria, and for the parts of the selection criteria which concern the professional competence and economic standing of the company but only to the grouping as a whole for the parts of the selection criteria which concern the technical capacity.

If a contract is awarded to a grouping, the grouping must take on a legal form prior to the signature of the contract if it will act as a sole service provider, or designate one of its members as a group leader to represent the other members. All the members of the grouping will be jointly and severally liable for the execution of any contract awarded to them.

8. Criteria for inclusion on one or more of the sub-lists

8.1 Exclusion criteria:

Applicants shall be excluded if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of 'res judicata';

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the EU's financial interests;

(f) following another procurement procedure or grant award procedure financed by the European Union budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations and are currently subject to an administrative penalty.

Applicants must certify in writing that none of these exclusion criteria apply by duly filling out and signing the exclusion criteria form which is downloadable from:

<http://echa.europa.eu/web/guest/about-us/procurement#callsforexpressioninterest>

ECHA may ask for evidence concerning this information if there is doubt as to whether the candidate to whom a contract is to be awarded is in one of the situations of exclusion.

Candidates who are subject to a conflict of interest or who are guilty of making false declarations will be excluded from the list.

8.2 **Selection criteria:**

1. All applicants must supply the following information:

— an identification sheet indicating the name, address, telephone number, fax number and e-mail address of the applicant together with the legal status and VAT number. The identification sheet is downloadable from: <http://echa.europa.eu/web/guest/about-us/procurement#callsforexpressioninterest>

— proof of authorisation to be commercially active in the fields involved in this call for expressions of interest (e.g. a copy of the certificate of membership on a professional or trade register).

2. Sufficient economic and financial capacity to guarantee satisfactory performance throughout the envisaged lifetime of the list of potential service providers.

All applicants must supply copies of their annual accounts (balance sheet, profit and loss account, notes on the accounts and auditors' remarks when applicable) of the last 3 years.

3. Professional experience and language requirements:

The applicant has at least 3 years of experience in the field of professional event organisation.

All applicants must supply a description of 3 recent assignments undertaken by the applicant (name of clients, amounts, services provided and contract lengths) relevant for a particular sub-list of this call. Applicants are also requested to provide a statement of the applicant's capacity to deliver services and products in English.

4. Technical capacity, location and venue:

Technical skills necessary to deliver the requested services:

All applicants must supply a statement that they can fulfil the criteria by providing all required technical skills and equipment.

Venue:

Suitable space/venue structure for the implementation of the services required including all the relevant technical support (e.g. relevant software and technical equipment) and the capacity to accommodate up to 600 people.

All applicants must supply a short description of the premises used to organise the event, if possible supported by a floor plan.

Location:

For sub-list 1, the conference venue must be located in the Helsinki metropolitan area (Helsinki, Espoo, Vantaa, Kauniainen). For sub-list 2, the venue must be within walking distance from the Agency, no further than 3,5 kilometres.

9. **Arrangements for submitting and presenting applications:**

a) The original application form duly filled in and signed, together with all the mandatory information and supporting documents referred to in point 8, must be placed inside a sealed envelope clearly marked:

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Not to be opened by the internal mail service.'

b) This sealed envelope is then to be placed inside another envelope and sent:

i) either by registered mail; or

ii) by courier service*; or

iii) delivered by hand* in person or by an authorised representative;

to the following address:

European Chemicals Agency, ECHA/2012/CEI-1, Finance Unit, attention: Head of Unit, PO Box 400, Annankatu 18, FI-00121 Helsinki, FINLAND.

* Opening hours for deliveries: from 8:00 to 16:00 from Monday to Friday, except ECHA official holidays. The calendar of ECHA holidays can be found at: <http://echa.europa.eu/web/guest/contact/opening-hours>

c) Applications may be submitted in any of the official languages of the European Union. However, ECHA would prefer to receive all documentation in English.

d) Applications must be duly signed by the applicant, or by a representative of the applicant authorised to sign contracts with third parties.

10. **Other information:**

i) Questions regarding this call for expressions of interest may be submitted in writing only to the e-mail address indicated under point 1. Questions may be sent to ECHA at any time during the period of validity of this call as specified in point 6, with the exception of the 3 months preceding the end of such period.

ii) The answers to questions and any modification to this call for expressions of interest will be made available electronically on ECHA's website at the following address: <http://echa.europa.eu/web/guest/about-us/procurement#callsforexpressioninterest>

iii) Applicants included on the list of preselected candidates will be asked to provide the following documents, duly filled out and signed:

— legal entity form, available at:

http://ec.europa.eu/budget/info_contract/legal_entities_en.htm

and

— financial identification form, available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

Applicants may submit these documents already with their application.

iv) Please note that it is the responsibility of the preselected candidates to inform ECHA immediately of any changes to their administrative, technical or financial details which would result in a change to their original application.

11. **Date of dispatch of notice:**

16.1.2012.

12. **Date of receipt by the Publications Office of the European Union:**

16.1.2012.