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**P-Lisbon: provision of services for international media monitoring for key EMCDDA events
2011/S 141-233387**

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)

Cais do Sodré

Attn: Vivianne Rodriguez

1249-289 Lisbon

PORTUGAL

Tel. +351 218113000

E-mail: info.procurement@emcdda.europa.eu

Fax +351 218131711

Internet address(es)

General address of the contracting authority <http://www.emcdda.europa.eu>

Address of the buyer profile <http://www.emcdda.europa.eu>

Further information can be obtained at: As in above-mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s)

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s)

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

European institution/agency or international organisation

The contracting authority is purchasing on behalf of other contracting authorities No

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority

Provision of services for international media monitoring for key EMCDDA events.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category: No 5

Main place of performance Lisbon.

NUTS code PT171

II.1.3) The notice involves

A public contract

II.1.4) Information on framework agreement

II.1.5) Short description of the contract or purchase(s)

The EMCDDA was established by Council Regulation (EEC) No 302/93 of 8.2.1993 and is one of the EU's decentralised agencies. It is based in Lisbon, Portugal.

The EMCDDA is the central reference point for drug information in Europe. Its role is to provide the EU and its Member States with factual, objective, reliable and comparable information on drugs and drug addiction. Further information about the EMCDDA, its structure and activities can be found on its website (<http://www.emcdda.europa.eu>).

Every autumn, the EMCDDA launches its annual report to the media. To date, the media coverage has been extensive and global. In the run-up to the 2011 annual report launch — provisionally set for 15.11.2011 — the agency is prospecting the market for international media monitoring and analysis.

From time to time, the EMCDDA organises ad hoc events which generate broad press coverage around the world. Under this contract, it will be possible to request media monitoring for such events.

II.1.6) **Common procurement vocabulary (CPV)**

79000000, 79342000, 79313000

II.1.7) **Contract covered by the Government Procurement Agreement (GPA)**

No

II.1.8) **Division into lots**

No

II.1.9) **Variants will be accepted**

No

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope**

The total estimated amount for the maximum duration of the contract (4 years) will be 160 000 EUR (excluding VAT).

The estimated amount for the first year of the contract will be 40 000 EUR (excluding VAT).

Excluding VAT 160 000 EUR

II.2.2) **Options**

No

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

Duration in months: 48 (from the award of the contract)

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required**

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them**

Please see relevant conditions of the draft service contract attached to the specifications available on the EMCDDA website at the following address: <http://www.emcdda.europa.eu>

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Participation in tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the treaties and to all natural and legal persons in a third country which has with the European Union a special agreement in the field of public procurement under the conditions laid down in that agreement.

Where the Multilateral Agreement on Government Procurement concluded within the WTO applies, the contracts are also open to nationals of the countries that have ratified this agreement, on the conditions it lays down.

As a rule subcontracting is allowed but proposed subcontractors have to be approved by the EMCDDA.

Tenderers should indicate in their bids any intended subcontracting, and the proportion of the contract they

intend to subcontract. The EMCDDA is entitled to demand that the selection and exclusion criteria be applied not just to the tenderer but also to any subcontractors proposed (whether in the tender or during performance of the contract).

Consortia of economic operators are authorised to tender. For the submission of a tender, the European agencies do not require that consortia of economic operators have a specific legal form, but the consortium must specify the person heading the project and must also submit a copy of the document authorising this company or person to submit a bid or to sign a contract on behalf of the consortium.

III.1.4) Other particular conditions to which the performance of the contract is subject

No

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if requirements are met: Candidates or tenderers shall be excluded from participation in this procurement procedure 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 EMCDDA can justify;
- d. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the EMCDDA 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 EU budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

For this purpose the tenderer shall complete and sign the declaration on honour attached to the specifications.

The tenderer to whom the contract is to be awarded shall submit with the tender additional documents described below as proof that the tenderer is not in any of the exclusion situations described above.

1. The EMCDDA will regard the presentation of a recent extract from the judicial record or, in the absence thereof, of a recent, equivalent document issued by a legal or administrative authority in the country of origin or of provenance allowing it to be inferred that these requirements are satisfied as sufficient proof that the candidate or tenderer does not fall into one of the cases referred to in subparagraphs (a), (b) or (e) above.

2. The EMCDDA will regard the presentation of a certificate issued by the competent authority of the State in question as sufficient proof that the candidate or tenderer does not fall into the situation referred to in subparagraph (d) above.

When such a document or certificate is not issued by the country in question, it may be replaced by a sworn statement or, in the absence thereof, by a solemn statement on the part of the interested party before a legal or administrative authority, a notary public or a qualified professional body in the country of origin or of provenance.

3. The EMCDDA will regard the presentation of a sworn statement as sufficient proof that the candidate or tenderer does not fall into the situation referred to in subparagraphs (c) and (f) above.

4. Under the terms of the national legislation of the country where the tenderer or candidate is established, the documents listed in points 1 and 2 relate to corporate bodies and to individuals, including, if appropriate and

provided the EMCDDA deems this to be necessary, the directors of the company or any person with powers of representation, decision or control regarding the candidate or tenderer.

III.2.2) Economic and financial capacity

Information and formalities necessary for evaluating if requirements are met: To prove their financial and economic capacity, tenderers are requested to submit, with their tender, the following documents:

- 1) financial capacity form (attached as Appendix 4 of the tender specifications), with data on balance sheets for the last 3 financial years, for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;
- 2) statement of overall turnover of the company's last 3 financial years.

III.2.3) Technical capacity

Information and formalities necessary for evaluating if requirements are met:

To prove their technical and professional capacity, tenderers are requested to submit, with their tender, the following documents:

- 1) a detailed description of the company (e.g. presentation brochure, description or other promotional literature);
- 2) brief description of similar media monitoring projects carried out (maximum 3 pages);
- 3) examples of media analysis report, press books and web platform carried out for any previous project.

III.2.4) Reserved contracts

No

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Execution of the service is reserved to a particular profession

No

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service

Yes

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure

Open

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate

IV.1.3) Reduction of the number of operators during the negotiation or dialogue

IV.2) AWARD CRITERIA

IV.2.1) Award criteria

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) An electronic auction will be used

No

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) File reference number attributed by the contracting authority

CT.11.COM.051.1.0.

IV.3.2) Previous publication(s) concerning the same contract

No

IV.3.3) Conditions for obtaining specifications and additional documents

Time limit for receipt of requests for documents or for accessing documents 1.9.2011
Payable documents No

IV.3.4) **Time-limit for receipt of tenders or requests to participate**
8.9.2011 - 17:00

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**
Duration in month(s): 6 (from the date stated for receipt of tender)

IV.3.8) **Conditions for opening tenders**

Date: 19.9.2011 - 15:00

Place

EMCDDA, Cais do Sodré, 1249-289 Lisbon, PORTUGAL.

Persons authorised to be present at the opening of tenders Yes

This opening session will be public. A representative for each tenderer may attend the opening session of the bids. At the end of the opening session, the chairperson of the opening committee will indicate the names of the tenderers and the admissibility of each offer received. The prices indicated in each received bid will not be communicated. To attend the opening session a request must be sent at least 5 days before the date of the meeting, to the contact point stated in point I.1, indicating the name of the attending person and the tenderer he/she represents.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT**

No

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS**

No

VI.3) **ADDITIONAL INFORMATION**

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures**

General Court of the European Union

boulevard Konrad Adenauer

2925 Luxembourg

LUXEMBOURG

E-mail: cfi.registry@curia.europa.eu

Tel. +352 4303-1

Internet: <http://curia.europa.eu>

Fax +352 433766

Body responsible for mediation procedures

The European Ombudsman

1 avenue du Président Robert Schuman, PO Box 403

67001 Strasbourg

FRANCE

Tel. +33 388172313

Internet: <http://www.ombudsman.europa.eu>

Fax +33 388179062

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period nor to open a new period of lodging appeals.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

General Court of the European Union
boulevard Konrad Adenauer
2925 Luxembourg
LUXEMBOURG

E-mail: cfi.registry@curia.europa.eu

Tel. +352 4303-1

Internet: <http://curia.europa.eu>

Fax +352 433766

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

14.7.2011