

24 May 2022
EMA/317912/2022
European Medicines Agency
Strategic Planning and Governance Department

Ex ante publicity of a negotiated procedure

EMA-2022-06-ST – Provision of external meeting and conference facilities

The European Medicines Agency (hereinafter referred to as “the Agency” or “EMA”) intends to procure provision of external meeting and conference facilities for senior management meetings.

The scope of this contract shall be:

The Agency considers that it may occasionally wish to hire a suitable external meeting and conference facility for the EMA senior management meetings. The required services include but are not limited to hire of one or a maximum of two meeting rooms simultaneously, provision of corresponding stationery and necessary audio-visual equipment, lunch, tea/coffee/water and internet. The Agency envisages that most of the bookings for senior management meetings will be made for one room. Occasionally, there may be a need for an additional meeting room (e.g. workshop breakout session) in which case two rooms at the same location may be booked simultaneously.

Without this being binding, it is estimated that the number of meeting participants may vary from 10 to 20 participants, with the average number of participants per meeting estimated to be 15 which corresponds with the size of the EMA senior management team including administrative support. Nevertheless, the Agency guarantees that the minimum number of meeting participants will not be less than 10.

A negotiated tender with an indicative budget of EUR 91,000 is planned to be launched in June 2022 and the contract awarded will be awarded for 12 months and may be renewed for a period of 12 months further three times. The maximum possible duration of this contract therefore is 48 months. The Agency wishes to conclude a multiple framework contract “in cascade” with up to three service providers.

Interested economic operators meeting the minimum technical requirements and the criteria below may express their interest by sending an e-mail indicating the reference number and subject of the procurement to olivier.duquesne@ema.europa.eu together with the name, address and business details no later than on 8 June 2022 23:59 hours.

The following minimum technical requirements shall apply to this framework contract:

- Compliance with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU;

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- The working language of the Agency is English and the contractor must confirm that it will be able to communicate with the Agency in English for seamless implementation and execution of all the services covered within the scope of the contract, including responsibilities resulting from regulatory requirements such as Health and Safety and Data Protection, as well as for the efficient and timely response in respect to contract management.
- Processing of personal data in connection with this service must comply with EU data protection legislation, in particular, Regulation (EU) 2016/679 (General Data Protection Regulation).
- Services must be provided in the municipality of Amsterdam. The location of the proposed site/venue must be reachable with 45 minutes, door to door, using public transport from the Agency's seat (Domenico Scarlattilaan 6, 1083 HS Amsterdam). Website www.9292.nl will be used to verify compliance with this requirement.
- Main meeting room must comfortably accommodate 20 participants (i.e. the maximum foreseen number of meeting participants). An additional meeting room with a minimum capacity of 10 participants must also be available at the same location, for example when the Agency organises a workshop and beside of the main meeting room an additional smaller meeting room for a breakout session may be required.
- Adequate furnishing of the meeting rooms as per needs of the event (furniture that can hold multi lay-out of the meeting rooms). Meeting room must be able to hold at least two of the following three lay-outs which the Agency may request: U-Shape, Boardroom, Cabaret.
- Accessibility for disabled persons to all premises (e.g. meeting rooms, restaurant, and other available facilities).
- The meeting room(s) must be equipped with high-speed Wi-Fi internet, a projector and/or screen and microphone and speakers for audio reinforcement and/or communication via virtual meeting applications. Technical support assistance must be available on site for the duration of the meeting. The meeting room(s) must be equipped with two flip charts and marker pens. A writing pad and a pen must be provided for each meeting participant. Printing and photocopying service must be available on site in case they are needed.

Interested economic operators should comply, at least, with the following criteria:

- All tenderers must have authorisation to perform the contract under national law.
- The annual turnover of the tenderer for the last financial year must be at least EUR 40,000.
- Relevant previous experience of the tenderer in the provision of services in the fields covered by this procurement procedure: within the last three years the tenderer must have handled at least three separate contracts of a similar nature with their individual annual contract value being a minimum of EUR 20,000.00.
- The tenderer must have at its disposal at least three adequately furnished meeting rooms located at the same location with access for disabled persons. Two of these meeting rooms must comfortably accommodate 20 participants each. The third meeting room must have a minimum capacity of 10 participants. These meeting rooms must be equipped with the following technical equipment: a projector and/or a screen, microphone and speakers, high speed Wi-Fi internet. These meeting rooms must be within the municipality of Amsterdam and must be reachable with

45 minutes, door to door, using public transport from the Agency's seat (Domenico Scarlattiilaan 6, 1083 HS Amsterdam). Website www.9292.nl will be used to verify compliance with this requirement.

This publication does not constitute any obligation on the part of the Agency to invite any economic operator having expressed its interest to tender. Only the candidates invited to tender by the Agency will be admissible. Registering interest to receive an invitation to tender in a negotiated procedure of this type does not create any legal right or legitimate expectation on the part of any economic operator.