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**I-Rome: monitoring of audiovisual media coverage of European Parliament activities and the activities of the Members of the European Parliament (MEPs)
2011/S 176-287957**

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

European Parliament, Directorate-General for Communication, Information Office in Italy
via IV Novembre 149

Attn: Mrs Stefania Scelba

00187 Rome RM

ITALY

Tel. +39 06699501

E-mail: epitalia@europarl.europa.eu

Fax +39 0669950200

Internet address(es)

General address of the contracting authority <http://www.europarl.it>

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

General public services

Other Institutional communication and information

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

Monitoring of audiovisual media coverage of European Parliament activities and the activities of the Members of the European Parliament (MEPs).

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

Services

Service category: No 26

Main place of performance At the contractor's premises. All deliverables shall be made available at the European Parliament Information Office in Italy, Rome.

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 object of the contract is the monitoring of audiovisual media coverage as provided by Italian national radio and television stations of all the news related to the European Parliament and its Members. Deliverables consist of daily reviews and monthly or ad hoc reports with accompanying audiovisual files.

The monitoring shall also cover all news related to:

- other EU institutions (European Commission, European Council, European Central Bank), and
- the most significant political issues in Italy and other EU Member States (political elections, etc.).

II.1.6) Common procurement vocabulary (CPV)

92400000

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

200 000 EUR for 4 years excluding VAT.

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

None.

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

Payment will be made within deadlines as laid down in the model contract attached to the tender documents, as follows: the contractor shall invoice monthly for his services, including all copyright fees.

To be admissible, requests for monthly payments must be accompanied by:

- the relevant invoices,
- the monthly report drawn up in accordance with the instructions set out in the technical specifications, point 2.2.2(c).

The Parliament shall have 20 calendar days from receipt of the report to approve or reject the documentation.

In cases where the European Parliament does not approve the documentation, the contractor will have 10 calendar days to submit additional information or new documentation. The time limit for the purposes of the payment period will not begin to run until the documentation in question has been approved.

If the European Parliament does not respond within the prescribed period, the report shall be deemed to have been approved.

Invoices shall be payable within 45 calendar days from the date of receipt and registration of the request for payment, provided that they have been approved by the appropriate departments of the European Parliament.

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

No particular requirement.

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: See the technical specifications, point 14, 'Exclusion criteria'.

III.2.2) **Economic and financial capacity**

Information and formalities necessary for evaluating if requirements are met: The financial and economic capacity will be assessed on the basis of the information included in the following documents, to be supplied by the tenderers:

- a statement of overall turnover and turnover relating to the services associated with the field covered by the contract for the last 3 years for which the accounts have been closed,
- profit and loss account statements for the last 3 years for which the accounts have been closed.

Minimum level(s) of standards possibly required Tenderers must have sufficient economic and financial capacity to enable them to perform the contract in compliance with the contractual provisions. If, in the light of the information supplied, the European Parliament has serious doubts about a tenderer's financial capacity, or if this is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer's being able to claim any financial compensation.

In respect of the contract which is the subject of this invitation to tender the European Parliament requires tenderers to have the following minimum financial and economic capacity:

- minimum average annual turnover of 100 000 EUR/year for each of the last 3 years for which the accounts have been closed,
- a positive operating result (profit) for each of the last 3 years for which the accounts have been closed.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if requirements are met:

The technical and professional capacity of economic operators will be substantiated by the following documents:

- a list of the principal services provided in the past 3 years, with the sums, dates and recipients, public or private. If the recipient of those services was a department of a European Union institution, economic operators shall furnish proof in the form of certificates issued or countersigned by the competent authority,
- the educational and professional qualifications of the service provider or contractor and those of the firm's managerial staff and, in particular, those of the person/persons responsible for providing the services (project leader), in the form of curricula vitae,
- a statement of the average annual manpower and the number of managerial staff of the service provider or contractor in the last 3 years,
- a description of the technical equipment to be employed to perform the contract,
- an indication of the technical support available to the tenderer, whether or not belonging directly to the firm, especially those responsible for quality control.

Minimum level(s) of standards possibly required

In respect of the contract which is the subject of this invitation to tender the European Parliament requires tenderers to have the following minimum technical and professional capacity:

- at least 3 years' experience as a provider of services similar to those required by the contract, demonstrating in particular the capacity to monitor all Italian national television stations, radio stations and online media,

- the tenderer must have sufficient technical support and expertise to ensure efficient operation and maintenance of the service,
- a sufficient knowledge of the European Union and of the role of the European Parliament and the Parliament's relationships with the other institutions of the European Union, to the extent necessary to perform the tasks under the contract — at least for the personnel responsible,
- excellent knowledge of the Italian language for the personnel responsible for delivery of the service and liaison with the IO,
- the project leader must have at least 3 years' experience in the field of monitoring media related to politics and current affairs.

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**

DGCOMM/DIRB/RM/47/2011.

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

No

IV.3.3) **Conditions for obtaining specifications and additional documents**

Payable documents No

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

26.10.2011 - 12:00

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**

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

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

Duration in month(s): 12 (from the date stated for receipt of tender)

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

Date: 7.11.2011 - 10:00

Place

European Parliament Information Office in Italy, via IV Novembre 149, 00187 Rome RM, ITALY.

Persons authorised to be present at the opening of tenders Yes

In addition to the members of the Opening Committee designated by the contracting authority, 1 representative per tenderer may attend the opening. Tenderers are requested to notify the Office at the above address if they wish to have their representative attend the opening.

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**

The tenderers are invited to download the complete tender documentation from the Internet. All documentation for this call for tender (letter of invitation to tender, technical specifications with all annexes as well as a model draft contract), including any further additional information are published on <http://www.europarl.it> Tenderers are invited to check this website regularly, as additional information might be published at any time during the procedure.

VI.4) **PROCEDURES FOR APPEAL**

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

General Court of the Court of Justice of the European Union

2925 Luxembourg

LUXEMBOURG

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

Tel. +352 4303-1

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

Fax +352 433766

Body responsible for mediation procedures

European Ombudsman

1 avenue du Président Robert Schuman, Post Box 403

67001 Strasbourg Cedex

FRANCE

E-mail: euro-ombudsman@europarl.europa.eu

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: See <http://www.curia.europa.eu>

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

See <http://www.curia.europa.eu>

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

2.9.2011