



**EUROJUST**

The European Union's Judicial Cooperation Unit

P.O. Box 16183 - 2500 BD The Hague • The Netherlands

---

# **Invitation to Apply**

Phase I - Selection of candidates

**Ref: 2015/EJ/09/PN**

**Catering services for Eurojust**



## Table of Contents

Foreword .....	3
1. introduction .....	3
1.1. Eurojust.....	3
1.2. new premises for Eurojust.....	3
1.3. general information .....	5
1.4. description of the required services .....	5
1.5. description of the procurement procedure.....	11
2. specific information for participation .....	12
2.1. timetable .....	12
2.2. lots.....	13
2.3. exclusion criteria.....	13
2.4. selection criteria.....	13
2.5. award criteria .....	14
2.6. consortia and subcontracting.....	14
2.6.1. consortia.....	14
2.6.2. subcontracting and applicable thresholds .....	14
3. applications.....	15
3.1. content of the Application .....	15
3.2. opening and assessment of Applications .....	15

## Annexes:

1. Application Form
2. Financial Capacity Form
3. General conditions for services framework contract



# Invitation to Apply

---

## Foreword

We thank you for the interest you have shown in this procurement procedure. Phase I of this procedure consists of the following documents:

- The contract notice;
- This Invitation to Apply and its annexes;
- Instructions and conditions applicable to Eurojust procurement procedures (I&C). *Please note that during Phase I “tenderers” shall be read as “candidates” in the I&C.*

All the above documentation is available for download on the *e-Tendering* website <https://etendering.ted.europa.eu>.

Candidates are invited to regularly check the *e-Tendering* website (<https://etendering.ted.europa.eu>) where any additional information or clarifications concerning this procedure will be made available.

The terms of this Invitation to Apply and its annexes shall take precedence over the terms of the I&C.

## 1. introduction

### 1.1. Eurojust

The [Council Decision 2002/187/JHA of 28 February 2002](#), setting up Eurojust with a view to reinforcing the fight against serious crime, established Eurojust as a “body of the Union” with legal personality.

Eurojust stimulates and improves the coordination of investigations and prosecutions between the competent authorities in the Member States and improves the cooperation between the competent authorities of the Member States, in particular by facilitating the execution of international mutual legal assistance and the implementation of extradition requests. Eurojust supports in any way possible the competent authorities of the Member States to render their investigations and prosecutions more effective when dealing with cross-border crime. The expected number of employees for 2017 will be approximately 350. Yearly approximately 6.000 guests visit Eurojust.

Further information on Eurojust’s activities is available on its website at the address <http://www.eurojust.europa.eu>.

### 1.2. new premises for Eurojust

Since 2002 Eurojust has been located in The Hague. As a consequence of an increase in number of tasks and personnel at Eurojust the two current locations no longer provide sufficient space for the organization. At the moment Eurojust occupies two office buildings in The Hague area, i.e., the Haagse Arc building B-wing located at the Maanweg 174, The Hague, and the Haagse Veste 1 building (floors 6, 7 and 8) located at the Saturnusstraat 9, The Hague. However, a new location for permanent housing has now been identified in the World Forum Area, the heart of the International Zone of the



## Invitation to Apply

city of The Hague; therefore, at the beginning of 2017 Eurojust is planning to move to the new premises in The Hague.

The new Eurojust premises will be located on Johan de Wittlaan 9. Eurojust will be on the “green” side, and must therefore fit harmoniously into its location. The premises will be constructed facing the original buildings on the side of Johan de Wittlaan. The high-rise portion of the building, with twelve floors, will be on this side. The low-rise portion will protrude into the wooded area, in scale with the buildings directly surrounding it.

The building itself has a light facade of alternating open and closed composite elements, creating a playful, variegated surface. Some glass panels lean forward, others backward, or they are rotated to the left or right. Inside, a double-height lobby with floor-high windows dominates the space. The lower portions of the building offer more privacy. A broad staircase with a garden view descends to the underground floors. The gardens surrounding the new building are designed as a sloping dune landscape harmonizing, in both form and ground covering, with the direct, green environment of Zorgvliet.

Please find below some characteristics of the old and new premises:

Table 1: characteristics of the current and new premises

	Current premises	New premises
<b>Square meters</b>	15.000 m2	18.500 m2
<b>Number of workplaces</b>	Approximately 400	Approximately 440
<b>Location</b>	Located in industrial zone without garden	Located in International zone surrounded by garden
<b>Parking facilities</b>	Shared parking area within walking distance	Underground parking spaces with direct building access
<b>Building</b>	Housed in separate buildings	Single building with no shared occupancy
<b>Lobby and reception</b>	Small lobby/reception area	Separate reception area and large centrally located lobby
<b>Meeting facilities</b>	Meeting facilities on multiple floors across two buildings	Dedicated conference centre and meeting facilities around workplaces
<b>Sustainability</b>	Outdated sustainability certificate	BREEAM sustainability rating 'very good'

For more information see [www.nieuwbouweurojust.nl](http://www.nieuwbouweurojust.nl).

## 1.3. general information

Title	<b>Catering services for Eurojust</b>
Procedure	Negotiated procedure following publication of a contract notice in the Official Journal
Expected Start	Contract signature - 2 <sup>nd</sup> quarter 2016; actual delivery of services - 1 <sup>st</sup> quarter 2017
Type of contract	Framework Service Contract
Framework Type	Single provider
Number of envisaged Candidates	Maximum 3 candidates will be invited to Phase II of this procedure <sup>1</sup>
Number of envisaged Contractors	One
Duration	3 years + renewable for 1 year
Maximum estimated expenditure	1,400,000.00 euro over complete duration of contract
Main place of delivery	The Hague, The Netherlands
Lots	This tender is not divided into Lots
Variants	Not permitted
Consortia	Permitted but must be clearly described in the application.
Subcontracting	Permitted but must be clearly described in the application.

## 1.4. description of the required services

As the result of this procurement procedure Eurojust will procure catering services for the new premises for the restaurant and executive dining room with table service, coffee bar and banqueting services. Contract will be concluded with one contractor. Vending services are excluded from this procurement procedure. The catering services are offered from Monday till Friday, 243 days per year.

The restaurants, coffee bar and banqueting services will be required to ensure a high variety and high quality of products tailored to the multinational environment at Eurojust. The restaurants must also provide a variety of hot meals, prepared in-house.

In order to fulfil the main tasks assigned to Eurojust, many meetings/seminars must be organized by Eurojust and during these meetings catering has to be ensured. Thus the lunches in the restaurant and executive dining room and other banqueting services are important part of this contract.

<sup>1</sup> Provided that there is a sufficient number of economic operators who satisfy the selection criteria.



## Invitation to Apply

---

As part of the contract the catering concept at the restaurants and coffee bar should be authentically branded in close cooperation with a contractor. The brand should reflect the Eurojust identity. In addition, hospitality is an important part of the welcoming areas at Eurojust, so it must be ensured also in catering.

The following assumptions may be taken into account in relation to the resulting contract:

- Opening days Monday – Friday;
- 243 opening days per year;
- Approximately 350 employees;
- Approximately 440 workplaces;
- Approximately 6,000 guests per year.
- Contract contribution by Eurojust maximum 80,000.00 euro.

The catering concept is briefly described in the following principles:

- **Restaurant**

*Product*

- Serving hours servery: 12 until 14.30 PM (expected).
- Various assortments reflecting the composition of Eurojust with 28 European nationalities. The share of Dutch staff members is below 20%.
- Healthy, fresh, varied and sustainable products, preferably non-packaged products.
- Assortment contains: hot meals (meat, fish and vegetarian), hot snacks, soups (one vegetarian), salad bar, sandwiches (pre-made & a la minute), bread & butter, sandwiches, dairy product, fruit & freshly squeezed fruit juices & smoothies, soft drinks & water.
- Self-and counter service combined, including preparation in front of the guests.

*Environment*

- Fancy, but professional character.
- Servery concept is all about (food & beverage) experience and seduction.
- Seating area is composed of various seating styles and comfort levels – hence stimulate multifunctional usage.
- Multifunctional seating area (lunch, work, informal meetings).
- Self-service payment registers, no cash, only bank card.

Outside the opening hours of the servery, the coffee bar is available.



- **Coffee bar**

*Product*

- Minimum serving hours: 8 AM until 16.30 PM (expected).
- Guests receive a free consumption coffee/tea at the coffee bar.
- Changing assortment during the day (e.g. breakfast in the morning).
- High quality coffee & tea.
- Assortment contains: sweet and savoury snacks, take-away products, healthy snacks, yoghurts, fruits, bottled water (still & sparkling), soft drinks, fruit juices, sweets & nibbles, etc.
- Products are to be presented using environmentally friendly disposables.

## *Environment*

- The coffee bar is positioned at the entrance of the new premises so it can also be used as a welcoming facility and meeting point.
- Multifunctional seating area.
- Combination of standing places and seating areas (sit high up) to enforce the ambiance of the coffee bar.
- Payment by bank card and only cash payment possible for guests.
- Integration of a 'social-bar'.



- **Banqueting services**

## *Product*

- Meeting room services. Including beverages and simple practical lunches – e.g. sandwiches.
- Services for small events – e.g. receptions.

## *Environment*

- Foyer at level -1 and -2 with enough space with buffet/ cabinet outside the meeting room.
- The foyer at level -1 and -2 has a luxurious coffee machine with fresh milk to provide guests with coffee and tea via self-service. The delivery of ingredients and service of these two machines are part of this contract.
- Multifunctional buffet with service and self-service possibilities.





- **Executive dining room**

*Product*

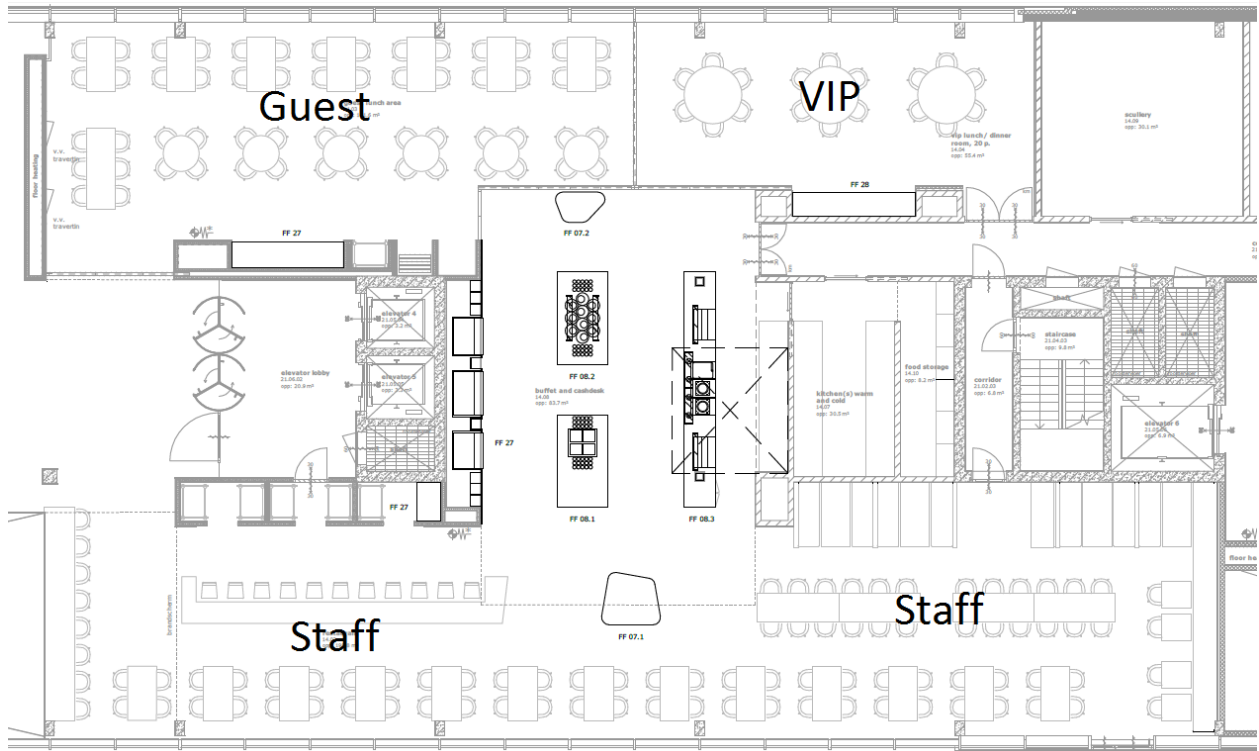
- Serving hours: lunch and dinner on request.
- Cohesion between restaurant menu & meeting room/ banqueting services.
- Table service, buffet service for larger groups or vouchers for guests can be ordered via the Events department. Guests who receive a voucher can select their own lunch in the restaurant and make use of the seating area of the executive dining room.
- The services for the executive dining room will be included in the banqueting catalogue.

*Environment*

- Separate 'Executive area' in a flexible way.
- Sufficient seat capacity.
- Flexible, small tables to increase the possibility to table for larger groups.

- **Events**

For all services outside the banqueting catalogue a separate quotation must be designed. The supplier has no exclusivity to in-house catering events but will be preferred supplier.



- **Pricing:**

Fixed fee for:

- Exploitation of restaurant and coffee bar.
- Daily operations of the two luxurious full automatic coffee machines on the hospitality floors.

Additional costs for:

- Voucher costs.
- Free consumptions coffee/tea for guests at the coffee bar.
- Executive dining room with table service.
- Costs ingredients two luxurious full automatic coffee machines on the hospitality floors.
- Banqueting services.
- Event and party catering service.

No rights can be derived from this overview. The specific required products and services required from the catering company will be described in a Programme of Requirements which will be shared with the selected companies after the Phase I.

### 1.5. description of the procurement procedure

This negotiated procedure with publication of a Contract Notice in the Official Journal of the European Union is carried out in two phases:

#### **Phase I:**

This is the current phase.

Economic operators are requested to express their interest in taking part in this procurement procedure by sending a completed and signed 'Application Form'. The application must be accompanied by the requested documentary evidence in order to prove they meet the exclusion and selection criteria. The application will be assessed on the basis of the selection criteria as defined in the Contract Notice and in this invitation.

The purpose of Phase I is to identify and shortlist the most suitable candidates for providing the services or supplies. At this phase of the procedure, only a broad description of the technical requirements is being made available. Candidates shortlisted at the end of Phase I may be required to sign a non-disclosure declaration, after which they will receive the complete Invitation to Tender including Technical Specifications.

Candidates who are not shortlisted at the end of Phase I will be notified accordingly.

#### **Phase II:**

In Phase II of the procedure, the candidates shortlisted following Phase I will be invited to submit a tender on the basis of the complete Invitation to Tender.

The Invitation to Tender will be composed of the Technical Specifications (a Programme of Requirements), Model Contract and other documents, including information about the award criteria against which tenders will be evaluated.

After receipt of the tenders the contracting authority will negotiate the tenders to adapt them to the requirements set out in the Invitation to Tender in order to find the tender offering the best value for money, while ensuring that tenderers are treated equally.

The contracting authority may reduce the number of tenders to be negotiated, by applying the award criteria set out in the Invitation to Tender.

At the end of Phase II the tenderer scoring the highest number of points against the award criteria will be identified and recommended for contract.

It should be noted that Eurojust reserves the right to cancel or abandon the process at any phase and at any time prior to the contract signature, without thereby incurring any liability to the affected economic operators.

## 2. specific information for participation

### 2.1. timetable

Milestone	Date*	Notes
Requests for additional information and/or clarifications	07/12/2015	<u>Must</u> be made through the 'Questions & answers' section of <a href="https://etendering.ted.europa.eu">https://etendering.ted.europa.eu</a> . See <b>point 2</b> of I&C for additional information.
<b>Deadline for dispatching applications<sup>2</sup></b>	<b>15/12/2015</b>	See <b>points 8, 9, 10</b> of I&C for additional information
First meeting of the evaluation committee	Within 2 weeks following the deadline	<i>Estimated</i>
Notification of the outcome of Phase I to all candidates	Within 1 week after the decision is made	<i>Estimated</i>
Invitation to submit the tender (Phase II)	Q1/Q2 2016	<i>Estimated</i>

**CET = Central European Time**

**\* Please note that Eurojust holidays for the remainder of 2015 and for 2016 are as follows:**

- **24-31 December, 2015.**
- **1 January; 24, 25, 28 March; 27 April; 5, 6, 9, 16 May; 15 August; 1,2 November; 26-30 December, 2016.**

<sup>2</sup> In the case of hand delivery, the Application must be **received** by Eurojust no later than **16:00hrs CET** on this date.

### 2.2. lots

This procurement procedure is not divided into lots. The candidate must be able to provide all goods and services requested in this invitation to apply.

### 2.3. exclusion criteria

Requirement:

- In order to participate in this procurement procedure, candidates must **not** be in one of the situations described in **point 3** of I&C.

Proof of the above is to be provided by:

- Signed declaration that can be found as **form 3** of the **Application Form**;
- All supporting documents indicated in **Annex 1** of the **Application Form**.

### 2.4. selection criteria

Candidates must have the overall capacities (legal, economic & financial, and technical & professional) to perform the contract.

**All requirements, proofs of meeting the requirements, including the requested documents and the scoring system are specified in the Application Form.**

Please note that:

- Candidates who fail the '***Pass/Fail***' requirements shall be considered as not satisfying / not fulfilling the selection criteria and shall not be further assessed.
  - Candidates who do not reach the '***Passing score***' for any of the requirements shall be considered as not satisfying / not fulfilling the selection criteria and shall not be further assessed.
- **Candidates satisfying the selection criteria will be ranked in descending order based on the total score received for the selection criteria and the top 3 candidates will be selected for Phase II of the procedure.**

If two or more top ranked candidates receive the same total score and thus there are more than 3 top ranked candidates, Eurojust will rank these candidates with the same total scores among themselves in order to reduce the number of candidates to 3, by applying "priority criteria". To this end, candidates who received higher scores for the "priority criteria" will be ranked higher *than other candidates with the same total score*.

## Invitation to Apply

---

The “priority criteria” are listed below and they will be used in the following order:

- **Priority criterion 1:** criterion 3.5;
- **Priority criterion 2:** criterion 3.6. (To be used after applying “Priority criterion 1” only if it is necessary to further rank *candidates with the same total score* among themselves.)

For clarity the application of the “priority criteria” is explained in an EXAMPLE, below.

Hypothetical scenario:

*Candidate 1: 75 points (as total score)*  
*Candidate 2: **90** points (as total score)*  
*Candidate 3: 75 points (as total score)*  
*Candidate 4: 75 points (as total score)*

*Candidate 2 will indisputably pass as it has the highest score. In order to reduce the rest of the candidates to a selection of 3, candidates 1, 3 and 4 will be ranked among themselves on the basis of “Priority criterion 1”.*

*Candidate 1: 25 points for priority criterion 1*  
*Candidate 3: 25 points for priority criterion 1*  
*Candidate 4: 25 points for priority criterion 1*

*In this case all the candidates have the same score for “Priority criterion 1”; therefore, the number of candidates should be further reduced in order to select only 3 candidates. Candidates 1, 3 and 4 will be ranked among themselves on the basis of “Priority criterion 2”.*

*Candidate 1: **20** points for priority criterion 2*  
*Candidate 3: **25** points for priority criterion 2*  
*Candidate 4: **25** points for priority criterion 2*

*As a result, in this example, only Candidates 2, 3 and 4 would be shortlisted to be invited to Phase II of the procurement procedure.*

## 2.5. award criteria

The applicable award criteria will be provided to selected candidates in Phase II of the procedure.

## 2.6. consortia and subcontracting

### 2.6.1. consortia

Consortia of economic operators are authorised to submit applications in compliance with the terms and conditions provided in **point 15** of I&C.

### 2.6.2. subcontracting and applicable thresholds

The candidate may subcontract the tasks specified in the description of the required supplies/services to other economic operators in compliance with the terms and conditions for subcontracting specified in **point 15** of I&C.



## Invitation to Apply

---

If the candidate intends to subcontract above 50% of the total contract amount to other economic operators, and the subcontractor(s) is/are already identified, the candidate shall provide the following documentation for each subcontractor as defined in **point 2.3** and **2.4** of the Invitation to Apply:

- The relevant forms for subcontractor/consortia members that can be found in the Application Form;
- Documentation related to the technical and professional capacity of the subcontractor (documentation to be provided to the extent of the activities that will be subcontracted);
- Documentation related to the economic and financial capacity of the subcontractor;
- Documentation related to the legal capacity of the subcontractor.

### 3. applications

#### 3.1. content of the Application

In order to identify and shortlist the best candidates, the candidates **must** submit the following in accordance with **point 7** of the I&C:

- one completed and signed original of the Application Form including all documents requested under exclusion and selection criteria in **points 2.3** and **2.4** of this Invitation.
- a USB flash drive containing an electronic copy of all documents submitted as mentioned above.

The information in the USB flash drive must be provided in PDF format and may take the format of one or more files. The name of the tenderer must be clearly marked on the USB flash drive.

#### 3.2. opening and assessment of Applications

The opening of Applications will not be public and will be carried out in line with **point 12** of the I&C.

All applications found compliant with the opening requirements, will be assessed against the exclusion (eligibility) criteria and selection criteria as specified in **point 2.3** and **2.4**.