

EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY

Directorate D - Nuclear Safety and Fuel Cycle
The Director

Luxembourg, **22 MARS 2013**
 ENER-D2/JCV-sk D(2013)372014

Dear Sir/Madam,

Subject: Invitation to tender ENER/D2/2013-191 for a service contract regarding installation and operation of video/sound equipment for ENEF 2013 plenary meeting in Prague

1. The European Commission is planning to award the public contract referred to above. Please find enclosed the related tender specification listing all the documents that must be produced in order to submit a tender, and the draft contract.
2. If you are interested in this contract, you should submit a tender in one original and one copy in one of the official languages of the European Union.

Tenderers shall submit tenders by letter:

- a) either by post or by courier not later than (12/04/2013), in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the address indicated below;
- b) or delivered by hand not later than 16.00 on (12/04/2013) to the address indicated below. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery.

The department is open from 08.30 to 17.30 Monday to Thursday, and from 08.30 to 16.30 on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

<p><u>By post:</u></p> <p>CALL FOR TENDERS ENER/D2/2013-191 European Commission Directorate-General ENER, D2, 04/383A For the attention of Mrs Zsuzsanna Horvath Euroforum building Rue Robert Stumper, 10 L-2557 Luxembourg</p>	<p><u>By courier or by hand:</u></p> <p>CALL FOR TENDERS ENER/D2/2013-191 European Commission Directorate-General ENER, D2, 04/383A For the attention of Mrs Zsuzsanna Horvath Euroforum building Rue Robert Stumper, 10 L-2557 Luxembourg</p>
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Tenders must be placed inside two sealed envelopes. **The inner envelope, addressed as indicated above, should be marked as follows: "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT "**. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

For your bid to be found admissible the confidentiality thereof must have been ensured and the deadline for the submission of the bids met.

4. Tenders will be opened at 10 a.m. on 18/04/2013 at Euroforum building, Rue Robert Stumper, 10, meeting room 4292, L-2557 Luxembourg (Directorate- General for Energy).

Tenderers may attend the meeting but be represented by not more than one person. At the end of the opening session, the Chairman of the opening committee will indicate the name of the tenderers and the decision concerning the admissibility of each offer received. The prices mentioned in the bids will not be communicated.

5. Tenders must be:
 - signed by a duly authorised representative of the tenderer. The original signature of the single tenderer's or lead partner's authorised representative (preferably in blue ink) on the identification form (Annex 1 of the technical specifications) shall be considered as the signature of the tender, binding the single tenderer or the group of partners to the terms included in the tender;
 - perfectly legible so that there can be no doubt as to words and figures.
6. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is six months from the final date for submission.
7. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
8. All costs incurred during the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
9. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
 - Before the final date for submission of tenders:
 - * At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing only to ENER-LUX-D2-TENDERS@ec.europa.eu.

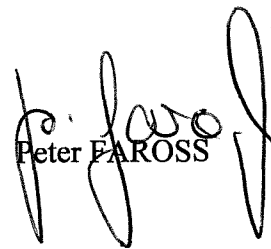
Requests for additional information received less than five working days before the final date for submission of tenders will not be processed.

- * The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.
 - * Any additional information including that referred to above will be posted on http://ec.europa.eu/energy/index_en.htm#t 0 3 The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.
- After the opening of tenders
- * If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.
 - * The contracting authority may negotiate with tenderers the tenders they have submitted, in order to adapt them to the requirements set out in the contract notice, tender specifications or any additional document and in order to find the tender offering best value for money. During negotiations equal treatment of all tenderers will be ensured.
10. This invitation to tender is in no way binding on the Commission. The Commission's contractual obligation commences only upon signature of the contract with the successful tenderer.
 11. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
 12. Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.
 13. You will be informed of the outcome of this procurement procedure.
 14. If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Director of Shared Resources ENER/MOVE, acting as data controller. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

15. Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm), or

- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE).


Peter FAROSS



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY
Directorate D – Nuclear Safety and Fuel Cycle

CALL FOR TENDERS

N°ENER/D2/2013-191

**"Installing and operating video/sound equipment for ENEF 2013
plenary session in Prague on 30-31 May 2013"**

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1. Participation

The invitation was sent to 5 candidates but participation in this tender procedure 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 a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement¹ concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

The tenderer should bear in mind the contract provisions which specify the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

1.3. Subcontracting

Subcontracting is permitted in the tender but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers must give an indication of the part of the services and proportion of the contract that they intend to subcontract.

Tenderers are required to identify subcontractors whose share of the contract is above 20%.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

1.4. Content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.5)

Part B: Evidence for exclusion criteria (see section 2.2)

Part C: Evidence for selection criteria (see section 2.3)

Part D: Technical offer (see section 2.5)

Part E: Financial offer (see section 2.6)

Part F: Power of attorney (for consortia only)

¹ See http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm

1.5. Identification of the tenderer: legal capacity and status

- The tenderer's identification form in **Annex 1** shall be filled in and signed by:
 - the tenderer,
 - subcontractor(s) whose share of the work represent more than 20% of the contract.
- In order to prove their legal capacity and their status, all tenderers must provide a signed **Legal Entity Form with its supporting evidence**. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm.

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

- If it has not been included with the Legal Entity Form, tenderers must provide the following information:
 - For legal persons, a legible copy of the notice of appointment of the **persons authorised to represent the tenderer** in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
 - For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.
- The tenderer must provide a **Financial Identification Form and supporting documents**. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm.

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

- (1) verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- (2) selection of tenderers on the basis of selection criteria;
- (3) evaluation of tenders on the basis of the award criteria (technical and financial evaluation).

Only tenders meeting the requirements of one step will pass on to the next step.

2.2. Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 2.

The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 20%.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority.

2.3. Selection criteria

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

2.3.1. Economic and financial capacity criteria and evidence

In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium) must comply with the following criteria:

- evidence of professional risk indemnity insurance;
- if, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide the above document, he or she may prove his or her economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.2. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

The tenderer must prove experience in the field of installation and operation of sound/video equipment for meetings with minimum 200 participants and with simultaneous interpretation in open or closed spaces with at least 10 projects delivered in this field in the last three years with a minimum value for each project of € 20 000.

b. Criteria relating to the conformity of installed interpretation material

The team delivering the service should provide the form in Annex 5 certifying that the installed interpretation booths correspond to the SCIC specification in Annex 4 and describing the equipment installed for the simultaneous interpretation.

c. Evidence

The following evidence should be provided to fulfil the above criteria:

- list of relevant services provided in the past three years, with dates and events, location and number of participants. Presence of interpreters has to be underlined.
- The professional qualifications of the persons who will provide the operational service for this tender and the experience in relation with the above events.

2.4. Award criteria

The tender will be awarded according to the best-value-for -money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **Quality of the proposed service (60 points -- minimum threshold 60%)**

Sub-criterion 1.1 (40 points – minimum threshold 50%): efficiency of visual support.

The offer has to describe the equipment to be installed in order to offer interpreters and each participant, including members of the panel, a picture of excellent quality. The picture will present the speaker or the panel or one participant or will project Power Point presentations (graphics of high density of information). The offer will be evaluated on the solution proposed to guarantee each participant a high quality of picture by reducing the number of screens in the conference room. The offer should detail the optimisation of the lay-out and sizing of the screens.

Sub-criterion 1.2 (20 points – minimum threshold 50%): lighting of the rooms.

The offer should also detail the selections proposed for the lighting of the conference room and the press conference room. The offer will be evaluated on the ratio: light intensity for installed electrical power, so as to reduce the warming of the room. Optimal brightness and excellent contrast for the panel table should be described as well as the solution for an adequate lighting of the room with the objective to compensate the absence of natural light through windows.

- **Organisation of the work (40 points – minimum threshold 60%)**

This criterion will assess how the selected firm will organise the work to be carried out. It also assesses the global allocation of time and resources to the project and to each task, including the preparation of the material and the testing, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

Tenders must score above 60% for each criterion and sub-criterion, and above 70% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money.

The contract will be awarded to the tender which offers the best ratio quality/price X 10.000.

2.5. Technical offer

The technical offer must cover all aspects and tasks required in the technical specification and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

2.6. Financial offer

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

The quoted price must be a **fixed amount** which includes all charges, including transportation and insurances costs. Travel and subsistence expenses are not refundable separately.

3. TECHNICAL SPECIFICATIONS

- General background

The European Nuclear Energy Forum is an initiative launched by the European Spring Summit in March 2007 dedicated to Energy. The objective is to examine the risks and opportunities presented by the nuclear energy. Regular meetings on specific topics related to this exercise are taking place between the concerned stakeholders. The annual plenary meeting, taking place in Prague or Bratislava (see ENEF website*), should deliver the progress made by this initiative to an attendance mainly composed of major deciders in the sector of energy (government representatives, CEO of firms), NGO's, etc. The Czech and Slovak government, as hosting authorities, are represented by the Prime Minister. European Commissioner for Energy will also attend the plenary meeting.

The European Commission supports the costs related to the interpretation CS-EN-FR-DE. The general objective of this tender is to select one firm or organisation providing the equipment used by the interpreters and operating a sound system enabling the participants

to follow the debate in 4 languages. Giving the size of the room, adequate visual support should also be given to the interpreters and also to the participants. ENEF 2013 plenary meeting is scheduled to take place in Prague at the hotel MARRIOTT, V Celnici 8, 11000 Prague on 30 and 31 May 2013 from 12:00 (30 May) until 14:30 (31 May).

* http://ec.europa.eu/energy/nuclear/forum/forum_en.htm

- Specific objectives and requirements

For this event, the three conference rooms Bohemia have been reserved (lay-out and picture available on the hotel website). Main conference is planned to take place in rooms Bohemia 2 and 3 with an indicated area of 340 m². In this room, with no natural light, it is foreseen to install:

- the panel with 7 persons,
- 300 seats,
- 4 booths for the interpreters.

Press conference is planned to take place in the room Bohemia 1 with an indicated area of 141 m². This room is also planned to be used as listening room for the journalists during the event.

a) equipment to be installed in the conference room:

- 1) 4 booths for the interpreters: 3 for 2 interpreters (DE-FR-EN) and 1 booth for 3 interpreters (CS). Booths have to be installed on a podium;
- 2) sound management system integrating a simultaneous interpretation system;
- 3) video system enabling the interpreters to follow visually the speaker giving its presentation and also to identify the single detail of the Power Point presentations. This system should also help all the participants to follow the details of the debate;
- 4) adequate lighting of the panel complemented by side lightning of the room so as to guarantee optimal contrast and brightness (attendance of 2 Prime Ministers and European Commissioner).

In the evaluation of the offer, special attention will be brought to solutions avoiding unnecessary heating of the room.

b) equipment to be installed in the press conference room:

- 1) a radiator as one of main screens enabling the journalists to follow the opening session and the later debate. This system has to be switched off during the press conference;
- 2) a radiator, a press-split and 6 microphones on the conference table;

Pictures of the Conference will be taken by the TV-channels present at the press conference. Lighting will be provided by the hotel. Additional lighting could increase the brightness of the speakers table.

c) requirements:

The installed equipment has to fulfil the technical specifications for conference rooms with simultaneous interpretation booths – see Annex 4.

d) timing:

The event will start on 30 May at 12:00. All equipment should be installed and tested with satisfaction before 30 May at 11:00.

The equipment has to be removed on 31 May after 14:30. Please note that no assurance can be given on the availability of the conference space the days before the event.

4. ANNEXES

1. Tenderer's Identification Form
2. Declaration related to the exclusion criteria and absence of conflict of interest
3. Draft Contract or purchase order
4. Technical specifications for conference rooms with simultaneous interpretation installations – issued by the Commission service providing the interpretation
5. Declaration of compliance

ANNEX 1

IDENTIFICATION OF THE TENDERER

(Each service provider, including any member of a consortium or grouping and subcontractor(s) whose share of the work is more than 20% of the contract must complete and sign this identification form)

Call for tender ENER D2/2013-191

Identity	
Name of the tenderer	
Legal status of the tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) ²	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager):	

² For natural persons

Telephone number: Fax number: E-mail address:	
Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
Declaration by an authorised representative of the organisation³ I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

³ This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

ANNEX 2

Declaration of honour on exclusion criteria and absence of conflict of interest

(Complete or delete the parts in grey italics in parentheses)

[Choose options for parts in grey between square brackets]

The undersigned *(insert name of the signatory of this form)*:

- in **[his][her]** own name *(for a natural person)*
or
- representing the following legal person: *(only if the economic operator is a legal person)*

full official name:

official legal form:

full official address:

VAT registration number:

- declares that **[the above-mentioned legal person][he][she]** is not in one of the following situations:
- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
 - c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
 - d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
 - e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
 - f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

- ~~(Only for legal persons other than Member States and local authorities, otherwise delete)~~ declares that the natural persons with power of representation, decision-making or control⁴ over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
- declares that ~~[the above-mentioned legal person][he][she]~~:
 - g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
 - h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
 - i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
 - j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;
- acknowledges that ~~[the above-mentioned legal person][he][she]~~ may be subject to administrative and financial penalties⁵ if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

⁴ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

⁵ As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation.


If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name

Date

Signature

ANNEX 3
DRAFT PURCHASE ORDER

 PURCHASE ORDER FOR LOW VALUE CONTRACT				
DG and unit (also acting as data controller): Tel.: E-mail:	Number: Currency of payment: EUR Offer (date and reference):	Name and address of contractor:		
<p>This purchase order constitutes acceptance of the above contractor's offer (quote). By agreeing to this order (contract), the contractor [accepts the specification sent on [date] attached to this document, and] waives all other terms of sale or performance of services and accepts the general conditions updated in 10.2012 published on the Internet at: http://ec.europa.eu/budget/contracts_grants/info_contracts/lowVal_contracts/LowVal_contracts_en.cfm</p>				
DESCRIPTION OF THE SUPPLIES OR SERVICES	UNIT	QUANTITY	PRICE in €	
			UNIT PRICE	TOTAL
Pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the Commission is exempt from all taxes and dues, including value added tax, on payments due in respect of this contract. For intra-community purchases, the mention "VAT Exemption / European Union / Article 151 of Council Directive 2006/112/EC" should be added on the invoice.		Packaging: Insurance: Transport: Assembly: VAT: TOTAL :		
Place of delivery/performance and/or Incoterms: Delivery/performance dates and hours: [from ... to ...] [date] Payment: 30 days from receipt of the invoice. Contractor's bank account:		Contractor's signature Name: Position: Date:		
Acceptance of the quote by the Commission: Date of issue : Signature [name and position]:				
The invoice shall be paid only if the contractor has returned the signed purchase order. This contract shall be governed by Community law, complemented, where necessary, by Luxembourg law and any dispute shall be brought before the courts of Luxembourg.				

ANNEX 4

Technical specifications for conference rooms with simultaneous interpretation installations – issued by the Commission service providing the interpretation



EUROPEAN COMMISSION
DIRECTORATE GENERAL FOR INTERPRETATION

RESOURCES AND SUPPORT DIRECTORATE
Management of Technical Infrastructure

TECHNICAL SPECIFICATIONS FOR CONFERENCE ROOMS WITH SIMULTANEOUS INTERPRETATION

BUILT-IN BOOTHS (ISO 2603:1998)

1. Minimum interior dimensions

Width: 2.50m for 2 interpreters
3.20m for 3 interpreters
(exceptionally for 4 interpreters)
Depth: 2.40m
Height: 2.30m

2. Doors

Each booth shall be fitted with a door operating silently and providing satisfactory acoustic insulation.

3. Ventilation / Air Conditioning

The ventilation and air-conditioning system shall be efficient and soundless in accordance with ISO standard 2603:1998.

4. Windows

Front windows shall be across the full width of the booth. Vertical supports shall be avoided. Front and side windows shall consist of untainted anti-glare glass, satisfying the sound insulation requirements.

If the built-in booths or simultaneous interpretation equipment do not meet ISO 2603:1998 or the above technical specifications, mobile booths and equipment will have to be used.

MOBILE BOOTHS (ISO 4043:1998)

1. Minimum interior dimensions

Width: 2.40m (3.20m if the languages involved require 4 interpreters in the booth)
Depth: 1.60m
Height: 2.00m

N.B. For very short meetings (maximum 1 hour) sometimes 1.60m wide booths are allowed, after consultation with DG Interpretation.

2. Doors

Each booth shall have a hinged door that opens outwards, providing direct access from the room or platform. It shall operate silently, not be lockable and may be placed either in the back or in the side of the booth.

3. Ventilation

The booth shall be fitted with an effective ventilation system, ensuring complete renewal of the air at least seven times per hour, without causing draughts on seated occupants. It shall operate as soundlessly as possible. This means at least 2 ventilators per booth.

4. Windows

Each booth shall have front and side windows. For maximum visibility, front windows should span the whole width of the booth. Vertical support shall be as narrow as possible and shall not be in the central field of view of any working position. Windowpanes shall be untainted, clean and free from scratches.

5. Platform

Mobile booths should be placed on a carpeted platform about 30cm high, which produces no mechanical noise, leaving a passage of +/- 1.50m width behind the booth, at the same height as the booth floor; it has safe access.

6. Distance between booths and participants

A free space (minimum 1.50m) shall be provided between the last row of chairs and the booths to avoid participants being disturbed by voices from the booths.

REQUIREMENTS APPLICABLE TO ALL CONFERENCE ROOMS

Whether with built-in or mobile simultaneous interpretation installations

1. Number of booths: (at least) one booth is required for every language into which interpretation is provided.

2. Equipment in the booths: one individual interpretation console per interpreter.

Each console shall comprise:

- One control panel with an outgoing channel switch and a relay control. Each console shall have at least 3 single button relay pre-selections or 5 in the case of interpretation from more than 6 languages.
- One microphone.
- One set of headphones (AKG K10 or similar). If foam pads are used they should be removable.

3. Delegates' microphones

i) Fixed: Normal practice is at least one microphone for every 2 delegates, or one per delegation, at the main conference table.

ii) Roving: Where a speaker has to move around to illustrate slides or overheads a suitable lapel/buttonhole microphone (Lavalier) must be provided.

For conferences cordless microphones may be used for participants wishing to ask questions.

To avoid confusion, the conference equipment should only allow one microphone to be switched on at any given time.

(FIFO 1 = First In - First Out with 1 active microphone)

4. Simultaneous Interpretation Equipment

The technical equipment and booths shall be in perfect condition and installed with the utmost care. A fully qualified simultaneous interpretation installation technician (sometimes two) should remain in the room throughout the meeting to intervene if necessary.

N.B. Good co-operation between the sound-system supplier and the simultaneous interpretation equipment technicians is essential where two separate firms are involved. The simultaneous interpretation sound technicians must be given the lead role in these cases.

5. Additional requirements

Compliance with fire and safety regulations for safe access and exit from booths must be ensured.

All booths must afford the interpreters a direct and unobstructed view of all proceedings in the room and of the other interpreting booths. **Meeting rooms cannot have pillars and columns obstructing the interpreters' view.**

If projection screens are used they must be fully visible from all booths and close enough to allow interpreters to read words and numbers. If necessary, small (max. 17") screens can be placed in the booths, one screen for two interpreters, two screens for three interpreters.

If videos or films are to be shown, interpreters must be given the script in advance and the soundtrack must be fed into the interpretation system.

If you are considering videoconferences etc. with simultaneous interpretation, please consult the Directorate General for Interpretation (DG SCIC) in advance to check on the feasibility of your plans.

The booth shall be equipped with a firm working surface covered with shock-absorbent material. Interpreters shall be provided with an individual adjustable compact table light, a comfortable chair with five legs on wheels and adjustable in height, paper, writing material (no pencils), water and glasses in the booth.

A drawing of the positioning of the booths in the meeting room shall be sent to the Directorate General for Interpretation (DG SCIC) for approval.

Contact:

European Commission Directorate General for Interpretation (DG SCIC.S.4) Technical Compliance Tel: +32 229 74569 E-mail: scic-conform@ec.europa.eu

ANNEX 5 - DECLARATION OF COMPLIANCE

EN2013

English

TENDER ENER/D2/2013-191

1. Meeting:

Title: ENEf plenary meeting 2013, Prague

Date:

2. Conference room:

Name: Hotel MARRIOTT, room Bohemia Contact: _____

Country: Czech Republic Town: Prague

Street: _____ N° _____

3. Local organizer:

Name: Ministry of Industry and Trade Contact: _____

Country: Czech Republic Town: Prague

Street: _____ N° _____

Telephone: _____ Mobile: _____

Email: _____ Website: _____

4. Technical information about the interpretation installation:

Built-in booths shall comply with ISO 2603:1998,
Mobile booths with ISO 4043:1998.

* Number of booths : Mobile booths: Brand:
type :

* Manufacturer:

* Size of booths (net interior dimensions) :

Width: (m) Depth: (m) Height: (m)

* Ventilation : Yes: No : which system ? _____
please turn

* Total size of carpeted platform (for mobile booths): 0.3 m high x 3 m deep x m wide

* Built-in/mobile simultaneous interpretation system:

◦ Make and type: _____

◦ System: Wired: High Frequency: Infrared: Automatic: Manuel:

◦ Number of interpreters' consoles per booth:

◦ Number of single button pre-selections for relay:

◦ Number of microphones per booth :

◦ Number of headphones per booth :

◦ Make and type of interpreters' headphones : _____

◦ Number of booths with screens: Number of screens per booth:

* Switching of output channels?
("retour" from language A to B) ?

Yes

No

Equipment & booth supplier:

Name: _____ **Contact:** _____

Country: _____ **Town:** _____

Street: _____ **N°** _____

Telephone: _____ **Mobile:** _____

Email: _____ **Website:** _____

*I certify the compliance of this installation with the appended technical specifications.
I undertake to supply this equipment in perfect condition.*

Date:

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Signature:

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