WB3C.002.26 – Framework contract for the provision of hotel rooms and dining services as part of the activities of WB3C training center in Podgorica, and CEPS Project Activities in the Western Balkans

Service

SERVICE CONTRACT NOTICE

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PROJECT DESCRIPTION

1. Type of contract

Framework contract – International restricted procedure

2. Contract description

As part of its activities in Montenegro, Civipol regularly organises training sessions, workshops, seminars and conferences in Podgorica, Montenegro.

Civipol intends to establish a framework contract with one hotel service provider for the accommodation of participants attending these events. Expected services requested as part of this tender are: hotel rooms, continental breakfast and dining services. The hotel should be equipped with enough rooms to welcome groups of approximately 20 people, have adequate housekeeping personnel, dining space and cooking area.

The objective of this contract is to ensure the provision of accommodation under predictable financial conditions while offering sufficient flexibility to accommodate changes in participants and reservations.

3. Number and titles of lots

1 lot

4. Maximum budget

DÉBUT DE DÉPÔT

DATE LIMITE DE RÉPONSE

BUDGET DU MARCHÉ

640000€

DURÉE DU PROJET

72 Mois

Zone d'intervention

Europe et Asie centrale

640.000,00 euros (all taxes included – where applicable -) until 1st of March 2029. The framework contract shall terminate automatically either when the maximum amount is reached or upon expiry of its term, whichever occurs first.

PARTICIPATION CONDITIONS

5. Eligibility

Participation in the tender process is open without limitations.

The participation of an ineligible entity shall result in the automatic elimination of the tender concerned.

6. Number of tenders

A legal entity may not submit more than one tender, irrespective of the form of its participation (as an individual legal entity or as leader or member of a consortium submitting a tender). Should a natural or legal person submit more than one tender, all tenders in which that person participates shall be eliminated.

7. Situations of exclusion

Applicants shall submit a signed declaration, included in the standard submission form, that they are not in any of the situations referred to in section 2.2.2 of the Guide to Procurement Procedures and Contract Award Rules.

8. Subcontracting possibilities

Subcontracting is not permitted.

PLANNED TIMETABLE OF OPERATIONS

9. Expected start date of the contract

The contract is expected to be signed in October 2026 and run until the 1st March 2029.

10. Duration of contract implementation

The framework contract shall take effect on the date of its signature by both parties and shall remain in force until 1st of March 2029, corresponding to the end date of the program.

Should the program be extended, the Framework contract may be prolonged by means of an amendment signed before the 1st of March 2029, provided that the total duration of the framework contract does not exceed four (4) years in total. The signing of an amendment shall in no circumstances change the maximum value of the framework contract as defined in point 4 of this Contract Notice.

SELECTION AND AWARDING CRITERIA

11. Selection criteria

The following selection criteria shall be applied to tenderers. In the event that tenders are submitted by a consortium, these selection criteria will apply to the consortium as a whole:

1) Economic and financial capacity of the tenderer

The tenderer's average annual turnover shall be greater than 90.000€ per year over the last 3 fiscal years.

2) Tenderer's professional capacity

At least 3 persons in the tenderer's workforce are currently working in fields relevant to this procurement (hotel/restaurant/service/housekeeping).

3) Technical capacity of the tenderer

The tenderer has performed at least 5 contracts with a budget at least 3.000 euros in areas related to the present contract (provision of hotel rooms with or without restaurant services) over the last 3 years.

12. Awarding criteria

Economically the most advantageous bid.

SUBMISSION OF THE TENDER

13. Deadline for receipt of applications

Deadline for receipt of applications: 24th August 2026 at 14:00 Paris time.

14. Methods of sending applications

Applications must be received before 24th August 2026 at 14:00 Paris time, by submitting your application via the platform e-marchespublics.com (https://private.e-marchespublics.com – Reference 1176013), using the “dépôt simplifié” option. An acknowledgement of receipt indicating date and hour of the submission will be automatically addressed to you by the platform. We recommend that you keep this email as a proof of submission. The date and time of receipt by the platform will be considered as the official date and time of submission, regardless of when it was submitted by the tenderer. It is advised to ensure that you submit your application way before the deadline to avoid technical difficulties.

The application must comprise:

o The tender submission form and tender declarations duly filled in and signed by the candidate’s official representative of the company.

o Official registration documents of the company applying.

o Official document confirming the identity of the person duly authorized to represent the company.

16. Language

All written communications for this tender procedure and contract shall be in English.

17. Legal basis

The Guide to CIVIPOL Procurement Procedures and Contract Award Rules. (https://www.civipol.fr/en/tenders)