

**Belgium-Uccle: Photographic and ancillary services**

OJ S 30/2021 12/02/2021

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Institut bruxellois francophone pour la formation professionnelle

National registration number: 0252.168.920\_29808

Postal address: Rue de Stalle 67

Town: Uccle

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Postal code: 1180

Country: Belgium

Contact person: Adeline Lumumba

E-mail: [servicejuridique@bruxellesformation.brussels](mailto:servicejuridique@bruxellesformation.brussels)**Internet address(es):**Main address: [www.bruxellesformation.brussels](http://www.bruxellesformation.brussels)Address of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=400790>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=400790>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [https://eten.](https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=Bruxelles+Formation-BF%2FCOM%2F21%2F001-F02)[publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=Bruxelles+Formation-BF%2FCOM%2F21%2F001-F02](https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=Bruxelles+Formation-BF%2FCOM%2F21%2F001-F02)Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://enot.publicprocurement.be/enot-war/displayForum.do?forumId=34403>**I.4. Type of the contracting authority**

Body governed by public law

**I.5. Main activity**

Education

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Marché de services de photographies et vidéos

Reference number: Bruxelles Formation-BF/COM/21/001-F02\_0

**II.1.2. Main CPV code**

79960000 Photographic and ancillary services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

Le présent marché porte sur des prestations de services ayant trait à des photographies et vidéos (prises de vue pour Bruxelles Formation) afin d'illustrer la documentation papier et les supports Web (sites internet, intranet, réseaux sociaux, etc.).

**II.1.5. Estimated total value****II.1.6. Information about lots**

This contract is divided into lots: yes  
Tenders may be submitted for all lots

**II.2. Description****II.2.1. Title**

Photos numériques  
Lot No: 1

**II.2.2. Additional CPV code(s)**

79960000 Photographic and ancillary services

**II.2.3. Place of performance**

NUTS code: BE Belgique / België  
Main site or place of performance: Bruxelles-Capitale.

**II.2.4. Description of the procurement**

Bruxelles Formation doit disposer d'une photothèque à jour (photos d'événements, photos portraits et de groupes, photos sur les formations/les métiers, les bâtiments et les infrastructures). Les photos doivent nous être fournies en haute définition (utilisation: supports imprimés) et en basse définition (format web).

**II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Qualité technique et artistique / Weighting: 50

Quality criterion - Name: Délais d'intervention et de livraison / Weighting: 20

Price - Weighting: 30

**II.2.6. Estimated value****II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: no

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: yes

Description of options:

Quatre options sont exigées:

Option 1: prix TTC, par kilomètre, pour les déplacements en dehors des 19 communes de la région de Bruxelles-Capitale + inclure les frais de parking éventuels;  
Option 2: tarif horaire TTC pour prestations en-dehors des jours ouvrables;  
Option 3: forfait TTC ½ journée pour prestations en-dehors des jours ouvrables;  
Option 4: forfait TTC pour maquilleur ½ journée.

#### **II.2.12. Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

Accord-cadre pluri-attributaire.

### **II.2. Description**

#### **II.2.1. Title**

Vidéos

Lot No: 2

#### **II.2.2. Additional CPV code(s)**

92111220 Advertising video-tape production

#### **II.2.3. Place of performance**

NUTS code: BE Belgique / België

Main site or place of performance: Bruxelles-Capitale.

#### **II.2.4. Description of the procurement**

Les vidéos doivent nous être fournies dans un format pour une utilisation et une diffusion web (site, intranet, réseaux sociaux).

Vidéos en français – avec sous-titrage en français.

Pour chacune des vidéos, Bruxelles Formation collabore au script.

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Qualité technique et artistique / Weighting: 50

Quality criterion - Name: Délais d'intervention et de livraison / Weighting: 20

Price - Weighting: 30

#### **II.2.6. Estimated value**

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

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#### **II.2.10. Information about variants**

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#### **II.2.11. Information about options**

Options: yes

Description of options:

Quatre options sont exigées:

- Option 1: prix TTC, par kilomètre, pour les déplacements en dehors des 19 communes de la Région de Bruxelles-Capitale + inclure les frais de parking éventuels;  
Option 2: tarif horaire TTC pour prestations en-dehors des jours ouvrables;  
Option 3: forfait TTC ½ journée pour prestations en-dehors des jours ouvrables;  
Option 4: forfait TTC pour maquilleur ½ journée.

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The procurement is related to a project and/or programme financed by European Union funds:  
no

#### **II.2.14. Additional information**

Accord-cadre pluri-attributaire.

### **Section III: Legal, economic, financial and technical information**

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#### **III.1. Conditions for participation**

##### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

Critères d'expérience.

Minimum level(s) of standards possibly required:

- une mission de prestations similaires, avec un ou plusieurs organismes publics (photographie du personnel interne mais également des bénéficiaires);
- deux expériences avec un public précarisé ou fragilisé (chercheurs d'emploi, travailleurs, jeunes, peu scolarisés, etc.) dans le cadre de la formation, l'enseignement, l'emploi ou la réinsertion sociale.

#### **III.2. Conditions related to the contract**

##### **III.2.3. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

### **Section IV: Procedure**

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#### **IV.1. Description**

##### **IV.1.1. Type of procedure**

Open procedure

##### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators Envisaged maximum number of participants to the framework agreement: 3

##### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

#### **IV.2. Administrative information**

**IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 12/03/2021 Local time: 11:00

**IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates****IV.2.4. Languages in which tenders or requests to participate may be submitted**

French

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

**IV.2.7. Conditions for opening of tenders**

Date: 12/03/2021 Local time: 11:00

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:  
2025.

**VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

**VI.3. Additional information****VI.4. Procedures for review****VI.4.1. Review body**

Official name: Conseil d'État

Postal address: Rue de la Science 33

Town: Bruxelles

Postal code: 1040

Country: Belgium

Internet address: <http://www.raadvst-consetat.be/?lang=fr>

**VI.5. Date of dispatch of this notice**

08/02/2021