

**Portugal-Sintra: Data-processing services**

OJ S 45/2016 04/03/2016

**Contract notice****Services****Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Serviços Municipalizados de Água e Saneamento Câmara Municipal Sintra

Postal address: Av.<sup>a</sup> Movimento das Forças Armadas n.º 16

Town: Sintra

Postal code: 2714-503

Country: Portugal

Contact person: Secção de aprovisionamento e stocks

**Internet address(es):**Electronic access to information: <http://govpt.vortal.biz>Electronic submission of tenders and requests to participate: <http://govpt.vortal.biz>**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity****I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

**Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Concurso limitado por prévia qualificação n.º 01LF/2016 — prestação de serviços de finishing.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 7: Computer and related services

NUTS code

**II.1.3. Information about a framework agreement or a dynamic purchasing system****II.1.4. Information about framework agreement****II.1.5. Short description of the contract or purchase(s)**

Prestação de serviços de finishing, incluindo os serviços de processamento de ficheiros

fornecidos pelos SMAS Sintra ou pelo prestador de serviços do sistema de gestão comercial, fornecimento de papel e envelopes, impressão, envelopagem, expedição através dos CTT de documentos comerciais, bem como desenvolvimentos (alteração de textos/campos variáveis em documentos).

**II.1.6. CPV code(s)**

72310000 Data-processing services

**II.1.7. Information about the Government Procurement Agreement (GPA)**

**II.1.8. Lots**

**II.1.9. Information about variants**

**II.2. Scope of the procurement**

**II.2.1. Total quantity or scope**

**II.2.2. Information about options**

**II.2.3. Information about renewals**

**II.3. Duration of the contract or time limit for completion**

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

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**III.1. Conditions related to the contract**

**III.1.1. Deposits and guarantees required**

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

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

**III.1.4. Contract performance conditions**

**III.2. Conditions for participation**

**III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

**III.2.2. Economic and financial ability**

**III.2.3. Technical and professional ability**

**III.2.4. Information about reserved contracts**

**III.3. Conditions specific to services contracts**

**III.3.1. Information about a particular profession**

**III.3.2. Information about staff responsible for the performance of the contract**

**Section IV: Procedure**

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**IV.1. Type of procedure**

**IV.1.1. Type of procedure**

Restricted

**IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

**IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

**IV.2. Award criteria**

**IV.2.1. Award criteria**

**IV.2.2. Information about electronic auction**

**IV.3. Administrative information**

**IV.3.1. File reference number attributed by the contracting authority**

**IV.3.2. Previous publication concerning this procedure**

no

**IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

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

11.4.2016 - 17:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

Portuguese.

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

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

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

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

29.2.2016