

Belgium-Marquain: General personnel services for the government

OJ S 61/2016 26/03/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Zone de secours wallonie Picarde

Postal address: Terre à Briques 22

Town: Marquain

Postal code: 7522

Country: Belgium

For the attention of: Voronine Valérie

E-mail: valerie.voronine@zswapi.be

Telephone: +69 580895

Internet address(es):Address of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=231511>**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:

Official name: Zone de secours Wallonie Picarde

Postal address: Rue de la Terre à Briques 22

Town: 7522

Postal code: Marquain

Country: Belgium

For the attention of: Valérie Voronine

E-mail: valerie.voronine@zswapi.be**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority****I.3. Main activity****I.4. Contract award on behalf of other contracting authorities****Section II: Object of the contract**

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

Désignation d'un secrétariat social pour la Zone de secours Wallonie Picarde.

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

Services

Service category No 27: Other services

Main site or place of performance: Rue de la Terre à Briques 22 à 7522 Marquain.

II.1.3. Information about a framework agreement or a dynamic purchasing system

The notice involves a public contract

II.1.4. Information about framework agreement

II.1.5. Short description of the contract or purchase(s)

Désignation d'un secrétariat social en vue d'effectuer les formalités sociales périodiques requises et exécuter les tâches administratives imposées par le législateur (salaire, pécule, prime, registre, simulation, ONSSAPL, précompte professionnel,...).

Lieu de prestation: zone de secours Wallonie Picarde, Rue de la Terre à Briques 22 à 7522 Marquain.

II.1.6. CPV code(s)

75131100 General personnel services for the government

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

II.1.8. Lots

This contract is divided into lots: no

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

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

Minimum level(s) of standards possibly required:

Classe: N/A, Catégorie: N/A.

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

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

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

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

An electronic auction will be used: no

IV.3. Administrative information

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

zswapi-MP2016-001-F02_0

IV.3.2. Previous publication concerning this procedure

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

Time limit for receipt of requests for documents or for accessing documents: 19.5.2016 - 10:15

Payable documents: no

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

20.5.2016 - 10:00

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

French.

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

IV.3.8. Conditions for opening of tenders

Date: 20.5.2016 - 10:00

Section VI: Complementary information

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

23.3.2016