

B-Brussels: Occupational medicine services — medical department — Brussels

OJ S 68/2013 06/04/2013

Contract notice

Services

Directive 2004/18/EC**Section I: Contracting authority**

I.1. Name and addresses

Official name: European Commission, Directorate-General for Human Resources and Security, Directorate 'Shared Resource Services — Finance and Internal Control'

Postal address: Office SC 11 6/28

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: hr-contrats-marches@ec.europa.eu

Fax: +32 22991924

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

European institution/agency or international organisation

I.3. Main activity

General public services

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

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

Occupational medicine services — medical department — Brussels.

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

Services

Service category No 25: Health and social services

Main site or place of performance: Brussels.

NUTS code BE Belgique / België

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 04

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

The aim of this contract is to provide the medical department of the European Commission in Brussels with individual service providers or groupings of individual service providers, clinics, medical practices or consortia of medical specialists in the field of occupational medicine.

II.1.6. CPV code(s)

85000000 Health and social work services, 85147000 Company health services

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

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: no

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Based on statistics compiled over the past 3 years, the estimated annual volume of services is 1 650 hours.

To cover the total volume of services, the European Commission shall award 2 contracts of 825 hours/year, i.e. 20 hours/week.

Contracts will be awarded as follows:

The lowest-priced tender will be awarded the first contract for the services corresponding to the tender submitted (825 hours/year).

The second lowest-priced tender will be awarded the second contract for the services corresponding to the tender submitted (825 hours/year).

A natural person can only submit his request to participate for 825 hours/year.

Groupings of individual service providers, clinics, medical practices or consortia of service providers are permitted to submit their request to participate for 1 or several volumes provided that each of the proposed service providers does not exceed 825 hours of services per year.

In the event of several tenders having the same lowest price, the tenderers concerned will be asked to submit new prices to settle the tie.

If the lowest-priced tender was submitted by a grouping authorised to tender for the 2 volumes of 825 hours/year, this grouping will be considered as the sole successful tenderer for the contract.

However, this information is given as a guideline only and is not in any way binding on the Commission as regards the volume of work.

In accordance with Article 126(1)(f) and (3) of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, as amended by Regulation (EC, Euratom) No 1261/2005 of 20.7.2005 laying down the detailed rules for implementation, contracting authorities may use the negotiated procedure to award contracts involving the repetition of similar services entrusted to the economic operator awarded the initial contract. This procedure can only be applied during a period of 3 years following conclusion of the initial contract.

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

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

Duration in months: 48 (from the award of the contract)

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

All members of the groupings, clinics, medical practices or consortia must be jointly and severally liable for performance of the contract.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

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

List and brief description of conditions: requests to participate must be sent by 1 of the following methods:

- registered post, as evidenced by the postmark, to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR R3, Office SC-11 6/28, 1049 Brussels, BELGIUM,
- delivery (in person, or by a representative of the candidate or a courier service) to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR R3, Office SC-11 6/28, avenue du Bourget 1, 1140 Brussels (Evere), BELGIUM.

This department is open from 8:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays. It is closed at weekends and on Commission holidays.

If delivery is made via a courier service, the valid date of dispatch will be the date on the courier's delivery receipt. If the request to participate is delivered by the candidate himself, or by a representative of his, a delivery receipt will be issued, dated and signed by the official from the Commission's Central Mail Department who takes delivery of the documents.

Candidates may rely on the capacities of other bodies, regardless of the legal nature of the links which they have with them. In such an event, they must provide the contracting authority with proof that they will have the resources needed to carry out the contract by, for example, producing a written commitment by said bodies to make such resources available.

Candidates (individual candidates or groupings) must:

- quote reference 'HR/R3/PR/2013/012' in their request to participate,
- enclose all documents and information required under points III.2.1 to III.2.3,
- enclose a detailed identity sheet (groupings shall provide these separately for each member and state which is the lead company) as follows: name, legal status, nationality, postal address, e-mail address, telephone and fax numbers, contact name and e-mail address, VAT

number, legal registration number (where applicable) and bank details.

NB: in the case of a grouping, the documents and the information required must be provided separately for each member — enclose the legal position — references required: name of the country in which candidates have their head office or are domiciled, along with the corresponding attestations, in accordance with the law in their country of residence (groupings must furnish these documents individually for each member).

Candidates' requests to participate must include a duly signed and dated solemn declaration, stating that they are not in any of the situations which would disqualify them from participating in the contract. This document is available at the following address:

http://ec.europa.eu/dgs/human-resources/markets_fr.htm

Groupings must furnish separate solemn declarations for each member.

Requests to participate submitted by consortia, groupings or associations of companies must include:

- (a) a document detailing the composition and constitution of the entity or the legal form of this cooperation in the event they are awarded the contract;
- (b) a letter signed by each grouping member, stating that they undertake to carry out the work, and specifying their role, qualifications and experience. Candidates who fail to provide this document may be automatically excluded.

In the case of consortia or groupings, 1 grouping member must be designated lead member and must take full responsibility for the contract, should he be awarded it, vis-à-vis the European Commission. The framework contract will be signed between the European Commission and the designated main contractor.

III.2.2. Economic and financial ability

List and brief description of conditions: candidates who fail to provide the documents specified, or who do not comply, based on the documents provided, with the criteria given below will be excluded.

Candidates must demonstrate that they have sufficient economic and financial resources to be able to carry out the tasks specified in this contract notice.

The following documents must be provided as proof of economic and financial capacity.

* Individual service providers:

— solemn declaration on annual turnover for the past 3 financial years in the field of occupational medicine.

— a solemn declaration or any other documentary evidence showing that the candidate has been in business in the field of occupational medicine for the past 3 years.

* Groupings of individual service providers, clinics, medical practices or consortia of service providers:

— balance sheets, or summaries thereof, and profit and loss accounts for the past 3 financial years for which accounts have been closed, where publication of balance sheets is prescribed under company law in the country in which the economic operator is resident,

— statement as to overall annual turnover in the past 3 financial years.

Should the request to participate be submitted by a grouping, the aforementioned information must be submitted to the contracting authority in the form of a separate document for each grouping member and a document summarising the consolidated data for the grouping as a whole.

If, for some exceptional reason which the contracting authority considers to be justified, the candidate is unable to produce the means of proof required, he is permitted to provide evidence of his economic and financial capacity by any means which the contracting authority deems suitable.

If the candidate wishes to call upon the services of subcontractors or make use of the

capacities of other entities, he must therefore prove that he will have the resources needed to carry out the contract by producing, for example, a written commitment from the entities in question to make such resources available.

III.2.3. Technical and professional ability

List and brief description of conditions:

each candidate must provide the following documents:

- medical degree. This degree must have been issued by a Member State of the European Union,
- qualification in occupational medicine. This qualification must have been issued by a Member State of the European Union,
- 5 years' professional clinical experience. The professional experience includes years of work after obtaining all the qualifications required,
- authorisation to practice medicine, bearing the registration number with the medical board, issued by the Member State in accordance with the laws in force in the Member State in which he practices,
- dated and signed CV,
 - solemn declaration of proficiency in English or French to level B2-C1 according to the Council of Europe's criteria (see: <http://europass.cedefop.europa.eu/en/documents/european-skills-passport/language-passport>),
- statement under oath or any other documentary evidence showing the length of service in the profession.

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

Restricted

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

Lowest price

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

HR/R3/PR/2013/012.

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

10.5.2013

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

Any EU official language

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

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

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

VI.3. Additional information

1. The attention of interested parties is drawn to the aim of this notice, i.e. to select candidates who will receive the specifications and be invited to tender.

2. NB: interested parties are requested to strictly observe the conditions listed in point III.2 when submitting their requests to participate, namely:

— to send their application by post prior to the date given in point IV.3.4,

— to enclose all documents and information required under points III.2.1 to III.2.3.

3. Interested parties should refrain from requesting further information at this stage.

4. Any candidates who have been the subject of disciplinary measures, warnings or reprimands from their professional authorities will be excluded from this contract.

5. Any candidates with civil servant status or other agents working at the European institutions at the time of publication of this invitation to tender will be excluded from this contract.

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.europa.eu>

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: within 2 months of the plaintiff being notified or, failing this, of the date on which it became known to them. A complaint made to the European Ombudsman neither suspends this period nor opens a new period for lodging appeals.

VI.4.3. Service from which information about the review procedure may be obtained**VI.5. Date of dispatch of this notice**

27.3.2013