

Belgium-Brussels: Business and management consultancy services

OJ S 68/2014 05/04/2014

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Stafdiensten AGO

Postal address: Boudewijnlaan 30, bus 50

Town: Brussel

Postal code: 1000

Country: Belgium

For the attention of: Van den Langenbergh Herman Lodewijk

E-mail: herman.vandenlangenbergh@bz.vlaanderen.be

Telephone: +32 25534975

Internet address(es):Address of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=171988>Electronic submission of tenders and requests to participate: https://eten.publicprocurement.be/etendering/prepare.do?tile=selectAuthentication&extWS=Staf_AGO-0114-F02&userType=SUPPLIER&language=NL**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****Section II: Object of the contract**

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

Consultancy in Organisatieontwikkeling.

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: Brussel.

NUTS code BE2 Vlaams Gewest

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 several operators

Maximum number Envisaged maximum number of participants to the framework agreement
: 3

Duration of the framework agreement

Duration in years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 2 300 000 EUR

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

Consultancy in Organisatieontwikkeling. De opdracht is opgedeeld in twee percelen: een perceel procesmanagement en een perceel m.b.t. het opmaken van personeelsplanningen.

II.1.6. CPV code(s)

79410000 Business and management consultancy 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: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

De opdracht is een opdracht volgens prijslijst waarvan de eenheidsprijzen voor de prestaties forfaitair zijn. Het aantal mensdagen wordt geraamd op 2 000 (voor beide percelen samen en over de volledige looptijd van de opdracht).

Estimated value excluding VAT: 2 300 000 EUR

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

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

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

Information about lots

Lot No: 1

Lot title: Procesmanagement

1) Short description

Procesmanagement: uittekenen en optimaliseren van processen inclusief uitvoeren van strategische en operationele risico-analyse.

2) CPV code(s)

79410000 Business and management consultancy services

3)

Quantity or scope

250 mensdagen op jaarbasis.

Estimated value excluding VAT: 1 150 000 EUR

4) Indication about different time frame or duration**5) Additional information about lots**

Zie Bestek.

Lot No: 2

Lot title: Opmaken van personeelsplanningen.

1) Short description

Opmaken van personeelsplanningen - inclusief het koppelen aan de functieclassificatie van de Vlaamse overheid.

2) CPV code(s)

79410000 Business and management consultancy services

3) Quantity or scope

250 mensdagen op jaarbasis.

Estimated value excluding VAT: 1 150 000 EUR

4) Indication about different time frame or duration**5) Additional information about lots**

Zie bestek.

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract**III.1.1. Deposits and guarantees required**

De borgtocht dient als onderpand voor het nakomen van de verplichtingen van de opdrachtnemer tot de opdracht volledig is uitgevoerd. De borgtocht wordt bepaald op een eenmalig, bij de aanvang van de opdracht te storten forfaitair bedrag van 5 000 EUR per perceel.

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

De aanbestedende overheid verwijst voor dit punt naar de bepalingen van het bestek.

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**

List and brief description of conditions: Door in te schrijven op deze opdracht, verklaart de inschrijver zich niet in een toestand van uitsluiting te bevinden, zoals bedoeld in artikel 61 van de wetgeving overheidsopdrachten.

III.2.2. Economic and financial ability

List and brief description of conditions: De aanbestedende overheid verwijst voor dit punt naar de bepalingen van het bestek.

III.2.3. Technical and professional ability

List and brief description of conditions:

De aanbestedende overheid verwijst voor dit punt naar de bepalingen van het bestek.

Minimum level(s) of standards possibly required:

Klasse: N/A, Categorie: N/A.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

Execution of the service is reserved to a particular profession: no

III.3.2. 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: yes

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

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Staf_AGO-0114-F02_0

IV.3.2. Previous publication concerning this procedure

no

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: 30.4.2014 - 18:00

Payable documents: no

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

19.5.2014 - 15:00

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
Dutch.

IV.3.7. Minimum time frame during which the tenderer must maintain the tender
Duration in days: 150 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 19.5.2014 - 15:00

Place:

Boudewijngebouw, Boudewijnlaan 30, 1000 Brussel, Lokaal Balkon 2 Links.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Opening in openbare zitting.

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

De aanbestedende overheid organiseert op vrijdag 30.4.2014 om 14:00 uur in het Boudewijngebouw, lokaal Balkon 2 Links, Boudewijnlaan 30, 1000 Brussel een informatievergadering waarop de kandidaatinschrijvers een antwoord krijgen op de vragen die zij daar stellen of die zij eventueel op voorhand indienden.

VI.4. Procedures for review

VI.4.1. Review body

Official name: Raad van State

Postal address: Wetenschapsstraat 37

Town: Brussel

Postal code: 1040

Country: Belgium

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Tegen de genomen beslissingen kan er overeenkomstig artikel 19 van de gecoördineerde wetten op de de Raad van State een beroep worden ingesteld. De inleiding van het beroep gebeurt door een gedagtekend verzoekschrift dat door de inschrijver of door een advocaat ondertekend moet zijn. Het verzoekschrift moet bij aangetekende brief verstuurd worden t.a.v. de Eerste Voorzitter van de Raad van State, Wetenschapsstraat 33, 1040 Brussel.

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

VI.5. Date of dispatch of this notice

1.4.2014