

Italy-Quartu Sant'Elena: Supply services of office personnel

OJ S 43/2023 01/03/2023

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: COMUNE DI QUARTU SANT'ELENA

Postal address: via Eligio Porcu n. 141

Town: QUARTU SANT'ELENA

NUTS code: ITG2F Cagliari

Postal code: 09045

Country: Italy

Contact person: Laura Marcello

E-mail: l.marcello@comune.quartusantelena.ca.it

Telephone: +39 07086012366

Internet address(es):Main address: <https://www.comune.quartu.ca.it>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.comune.quartu.ca.it/documenti-e-dati/bandi-di-gara>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.sardegnaecat.it/esop/ita-ras-host/public/web/login.jst>

Tenders or requests to participate must be submitted to the abovementioned address

I.4. Type of the contracting authority

Regional or local authority

I.5. Main activity

General public services

Section II: Object

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

SERVIZIO DI SUPPORTO ALL'ATTIVITA' DEGLI AFFARI GENERALI, ORGANI ISTITUZIONALI, DEMOGRAFICI, URP

Reference number: 79621000

II.1.2. Main CPV code

79621000 Supply services of office personnel

II.1.3. Type of contract

Services

II.1.4. Short description

Procedura aperta per il servizio di supporto a) all'attività di Verbalizzazione delle sedute delle Commissioni Consiliari, b) Assistenza ai Matrimoni civili, c) supporto all'Ufficio Relazioni con il Pubblico (URP), d) all'attività di front office e back office del Protocollo, e) all'ufficio back office dei Messi, e) all'attività dei Servizi demografici, nonché la fornitura della strumentazione necessaria all'espletamento dei servizi (personal computer, eventuali stampanti, materiale di consumo).

II.1.5. Estimated total value

Value excluding VAT: 1 161 280,00 EUR

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.3. Place of performance

NUTS code: ITG2F Cagliari

Main site or place of performance: Quartu Sant'Elena

II.2.4. Description of the procurement

Procedura aperta per il servizio di supporto a) all'attività di Verbalizzazione delle sedute delle Commissioni Consiliari, b) Assistenza ai Matrimoni civili, c) supporto all'Ufficio Relazioni con il Pubblico (URP), d) all'attività di front office e back office del Protocollo, e) all'ufficio back office dei Messi, e) all'attività dei Servizi demografici, nonché la fornitura della strumentazione necessaria all'espletamento dei servizi (personal computer, eventuali stampanti, materiale di consumo).

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

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

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

L'appalto prevede una durata triennale con possibilità di applicazione dell'art. 63, comma 5 del D.Lgs. n. 50/2016 per una ulteriore annualità.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: yes

Description of options:

Opzione di rinnovo per ulteriori 12 mesi in applicazione dell'art. 63, comma 5 del D.Lgs. n. 50 /2016

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

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

Si veda il Disciplinare di gara

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

List and brief description of selection criteria:

Si veda il disciplinare di gara

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

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

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information

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

Date: 14/03/2023 Local time: 23:59

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

Italian

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

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 16/03/2023 Local time: 10:30

Place:

Quartu Sant'Elena

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

VI.2. Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

Official name: TAR Sardegna

Town: Cagliari

Country: Italy

VI.5. Date of dispatch of this notice

24/02/2023