

**Belgium-Brussels: Printed matter and related products**

OJ S 73/2014 12/04/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: ONE

Postal address: Chaussée de Charleroi 95

Town: Bruxelles

Postal code: 1060

Country: Belgium

For the attention of: Dominique Erculisse

E-mail: [dominique.erculisse@one.be](mailto:dominique.erculisse@one.be)

Telephone: +32 24130842

Fax: +32 24130825

**I.2. Type of the contracting authority**

Body governed by public law

**I.3. Main activity**

Other: Enfance

**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**

CSC 1402-ECO-DE-IMP

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

Services

Service category No 15: Publishing and printing services on a fee or contract basis

Main site or place of performance: ONE, Chaussée de Charleroi 95, 1060 Bruxelles.

NUTS code BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

**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)**

Impression de divers documents répartis en 39 lots.

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

22000000 Printed matter and related products

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

The procurement is covered by the Government Procurement Agreement: yes

### **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**

### **II.2.2. Information about options**

### **II.2.3. Information about renewals**

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

Information about lots

Lot No: 1

Lot title: Dossier familial

#### **1) Short description**

FSC - Format A4 + rabat - R/V - offset 80gr

#### **2) CPV code(s)**

22000000 Printed matter and related products

#### **3) Quantity or scope**

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot No: 2

Lot title: Document médical fille-garçon

#### **1) Short description**

FSC - 12 pages + 2 volets - offset blanc 120gr - pliage, agrafage

#### **2) CPV code(s)**

22000000 Printed matter and related products

#### **3) Quantity or scope**

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot No: 3

Lot title: Bilans de santé et carnets autocopiants

#### **1) Short description**

Autocopiants différents formats

#### **2) CPV code(s)**

22000000 Printed matter and related products

- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 4

Lot title: Registres

- 1) **Short description**  
FSC - différents formats
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 5

Lot title: Cartes de RV

- 1) **Short description**  
FSC - 3 versions - 250gr offset - quadri
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 6

Lot title: Planning - Registre de maternité

- 1) **Short description**  
2 brochures A5 , A4  
Couverture papier vert pâle
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 7

Lot title: Blocs papier à lettre

- 1) **Short description**  
A4 - A5, papier blanc 80gr
- 2) **CPV code(s)**  
22000000 Printed matter and related products

- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 8

Lot title: Enveloppes

- 1) **Short description**  
Différents formats, offset blanc et Kraft
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 9

Lot title: Dossier médico-social

- 1) **Short description**  
Fardes composées de 3 documents A4 papier offset
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 10

Lot title: Chemin d'enfance

- 1) **Short description**  
Un A3 plié, papier offset 120gr + 3 blocs différents
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 11

Lot title: Documents autocopiants

- 1) **Short description**  
Différents autocopiants A4
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 12

Lot title: Documents milieux d'accueil

**1) Short description**

FSC - A3 plié papier 120gr

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 13

Lot title: Carnets autocopiants

**1) Short description**

Assemblage métallique sous ruban

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 14

Lot title: Agenda TMS

**1) Short description**

A5, perforation pour classeur, intercalaires, sous bandelette

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 15

Lot title: Feuilles d'étiquettes

**1) Short description**

Planches A4 de 16 étiquettes autocollantes

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 16

Lot title: Carnets Enfants - Mère

**1) Short description**

FSC, A5, insertion dans une liseuse plastique

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 17

Lot title: Carnet des Parents

**1) Short description**

A5, plastification mat du carnet

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 18

Lot title: Brochures EDS

**1) Short description**

10 brochures différentes  
Format : 200mm x 200mm

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 19

Lot title: Brochure EDS

**1) Short description**

1 version  
Format : 210mm x 148,5mm

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 20

Lot title: Brochures EDS

**1) Short description**

4 brochures différentes

Format : 210mm x 297mm

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 21

Lot title: Brochures EDS

**1) Short description**

3 brochures différentes

Format : 210mm x 297mm

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 22

Lot title: Brochures EDS

**1) Short description**

2 brochures différentes

Format : 140mm x 140mm

**2) CPV code(s)**

22000000 Printed matter and related products

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 23

Lot title: Brochure EDS

**1) Short description**

1 version

Format :140mm x 140mm

Papier Olin

**2) CPV code(s)**

22000000 Printed matter and related products

- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 24

Lot title: Brochure EDS

- 1) **Short description**  
Format : 150mm x 150mm  
Papier recyclé
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 25

Lot title: Brochures EDS

- 1) **Short description**  
2 brochures différentes  
Format : 148,5mm x 210mm
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 26

Lot title: Documents SOS

- 1) **Short description**  
2 brochures + 1 dépliant
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 27

Lot title: Dépliant EDS

- 1) **Short description**  
1 version  
Format : 148mm x 210mm
- 2) **CPV code(s)**

22000000 Printed matter and related products

- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 28

Lot title: Dépliants EDS

- 1) Short description**  
6 versions différentes  
Différents formats et plis
- 2) CPV code(s)**  
22000000 Printed matter and related products
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 29

Lot title: Dépliants EDS

- 1) Short description**  
2 versions  
Format : 148,5mm x 210mm
- 2) CPV code(s)**  
22000000 Printed matter and related products
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 30

Lot title: Roue EDS

- 1) Short description**  
Pochette + disque à insérer
- 2) CPV code(s)**  
22000000 Printed matter and related products
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 31

Lot title: Affiches EDS

- 1) Short description**  
4 versions différentes  
Format : A2 et A5

- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 32

Lot title: Pré-impressions à thèmes

- 1) **Short description**  
Formats A4 et A3
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 33

Lot title: Fiches Cera

- 1) **Short description**  
Différents formats , 15 versions
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 34

Lot title: Programme de formation 2015

- 1) **Short description**  
Brochure A4 - quadri - 2 points métal
- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Lot No: 35

Lot title: Flyers DCVD

- 1) **Short description**  
A5 - quadri - 115gr couché machine demi mat
- 2) **CPV code(s)**

22000000 Printed matter and related products

- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 36

Lot title: Flash Accueil

- 1) Short description**  
5 versions  
A4 - quadri - 2 points métal
- 2) CPV code(s)**  
22000000 Printed matter and related products
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 37

Lot title: Brochure Milieux d'accueil

- 1) Short description**  
A4 - quadri - 2 points métal oméga
- 2) CPV code(s)**  
22000000 Printed matter and related products
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 38

Lot title: Papier en tête

- 1) Short description**  
A4 - 8 versions - quadri
- 2) CPV code(s)**  
22000000 Printed matter and related products
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 39

Lot title: Enveloppes

- 1) Short description**  
Américaines avec et sans fenêtre - A4 -A5 - Indéchirables  
Différentes versions

- 2) **CPV code(s)**  
22000000 Printed matter and related products
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

## **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**

Il est fait application des articles 25 et suivants de l'arrêté royal du 14 janvier 2013. Pour tout lot ou ensemble de lots dont le montant atteint 50 000 EUR HTVA, un cautionnement de 5 % du montant initial est constitué par le soumissionnaire pour autant que le délai d'exécution dépasse 45 jours calendrier. Ce cautionnement est constitué dans les 30 jours calendrier qui suivent le jour de la notification de l'attribution du marché. La preuve de la constitution du cautionnement doit être adressée au siège social de l'ONE (article 27 de l'arrêté royal du 14 janvier 2013). Le cautionnement est libéré à l'issue du marché conformément aux articles 33 et 93 si travaux, 33 et 133 si fournitures, 33 et 158 si services de l'Arrêté royal du 14 janvier 2013. Le pouvoir adjudicateur en délivre la mainlevée endéans les 15 jours de calendrier qui suivent le jour de la réception de la demande de procéder à la réception provisoire ou définitive.

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

Le présent marché constitue un marché à prix global (article 2 §1er 4° de l'arrêté royal du 15 juillet 2011).

#### **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**

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: Une attestation récente (d'une validité inférieure à 6 mois) du greffe du tribunal du commerce (ou son équivalent pour le candidat étranger) ou un extrait du casier judiciaire, dans lequel il apparaît que la personne morale candidate n'est pas en état de faillite ou de liquidation, qu'elle n'a pas fait de déclaration de faillite, qu'aucune procédure de liquidation ou de réorganisation judiciaire n'est en cours et qu'elle n'a pas été condamnée par un jugement coulé en force de chose jugée pour un délit qui porte atteinte à son intégrité professionnelle.

Une attestation de l'ONSS, si l'entreprise est belge, ou une attestation de l'autorité compétente si l'entreprise est étrangère. L'un ou l'autre de ces documents certifiant qu'elle est en règle en matière de cotisations de sécurité sociale (avant - dernier trimestre par rapport à la date limite de remise des offres).

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

List and brief description of conditions: Une déclaration bancaire appropriée (d'une validité inférieure à 6 mois) attestant de la capacité financière du soumissionnaire à exécuter le marché. Un modèle de déclaration bancaire est joint en annexe 3 du présent cahier spécial des charges, il reprend les mentions qui doivent figurer sur la déclaration.

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

List and brief description of conditions:

Le soumissionnaire doit disposer du matériel et des bâtiments nécessaires pour pouvoir entreposer et manipuler les imprimés en stock. Il joint à son offre une attestation certifiant cette capacité.

### **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: no

## **Section IV: Procedure**

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### **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**

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**

1402-ECO-DE-IMP

#### **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: 15.5.2014 - 10:00  
Payable documents: no

#### **IV.3.4.**

**Time limit for receipt of tenders or requests to participate**

26.5.2014 - 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**

Duration in days: 150 (from the date stated for receipt of tender)

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

Date: 26.5.2014 - 10:00

Place:

ONE, chaussée de Charleroi 95, 1060 Bruxelles.

**Section VI: Complementary information**

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**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**

@Ref:00695451/2014004519

**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**

8.4.2014