

**B-Brussels: Professional training services in the fields of surveillance, firefighting, first aid at work and the operational aspects of a security control centre on the European Parliament's 3 sites**

OJ S 86/2013 03/05/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Parliament, Directorate-General for the Presidency

Postal address: rue Wiertz 60, PHS 07C93

Town: Brussels

Postal code: 1047

Country: Belgium

For the attention of: Programming, Budget Management and Contracts Unit

E-mail: [marches-tenders@ep.europa.eu](mailto:marches-tenders@ep.europa.eu)

Fax: +32 22843038

**Internet address(es):**General address of the contracting authority: <http://www.europarl.europa.eu>Electronic access to information: <http://www.europarl.europa.eu/tenders/invitations.htm>**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**

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

Professional training services in the fields of surveillance, firefighting, first aid at work and the operational aspects of a security control centre on the European Parliament's 3 sites.

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

Services

Service category No 24: Education and vocational education services

Main site or place of performance: Brussels, Luxembourg and Strasbourg.

**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 months: 48

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

This tender aims to conclude a 1-year framework contract, renewable 3 times, for the provision of professional training services concerning fire prevention and firefighting, first aid at work and the basic knowledge necessary to carry out surveillance and security control operator activities. In the framework of creating a visible in-house security presence, the European Parliament's Directorate of Security intends to recruit approximately 400 security and surveillance staff over the next 3 years for the European Parliament's sites in Brussels, Luxembourg and Strasbourg. The Directorate of Security wishes the staff recruited to attend a common basic training course which takes account of the European Parliament's particular characteristics.

In addition to the basic training, the European Parliament would also like each staff member to attend an annual refresher course in each of the fields mentioned.

The training and refresher courses will be given in English and/or French.

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

80000000 Education and training services, 80500000 Training services, 80530000 Vocational training services, 80560000 Health and first-aid training services, 80562000 First-aid training services, 80570000 Personal development training services, 80610000 Training and simulation in security equipment

**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: 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**

The total value of the contract is estimated at 1 000 000 EUR. This estimate is given for information only and may, where applicable, be increased or decreased by the European Parliament's authorising department

**II.2.2. Information about options**

Options: no

**II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 3

### **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**

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### **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**

see invitation to tender documents.

#### **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: 1. all tenderers must provide the following evidence when submitting their tender: a solemn declaration, duly signed and dated, declaring that they are not in any of the situations mentioned in Articles 106 and 107 of the Financial Regulation. The template for the required solemn declaration will be attached to the specifications.

2. The tenderer to whom the contract is to be awarded must submit the following means of proof within 15 calendar days of notification of provisional contract award and before contract signature:

— recent extract from the judicial record or, failing this, an equivalent document recently issued by a judicial or administrative body in the country of origin or provenance, showing that the tenderer to be awarded the contract is not in any of the situations mentioned in points (a), (b) or (e) of Article 106(1) of the Financial Regulation,  
— recent certificate issued by the appropriate body in the country concerned as proof that the tenderer is not in the situation mentioned in point (d) of Article 106(1) of the Financial Regulation,

— where the documents or certificates indicated above are not issued in the country concerned, and for the other exclusion cases referred to in Article 93 of the Financial Regulation, they may be replaced by a statement under oath or, failing that, a solemn declaration made by the interested party before a judicial or administrative body, a notary or a qualified professional body in the country of origin or provenance,

— solemn declaration, duly signed and dated, declaring that he is not in any of the situations mentioned in Articles 106 and 107 of the Financial Regulation. The template for the required solemn declaration will be attached to the specifications.

3. The tenderer to whom the contract is to be awarded is exempt from having to provide the documentary evidence referred to in paragraph 1 if it has already been submitted as part of another European Parliament procurement procedure, and provided that the documents in question are less than 1 year old and still valid. In such a case, the tenderer must solemnly declare that the supporting documents have already been provided for a specified previous contract award procedure and that no change in his situation has occurred.

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

List and brief description of conditions: the tenderer must have sufficient economic and financial capacity to perform the contract in accordance with the contract provisions and taking into account the value and scope of the contract. If, in the light of the information provided by the tenderer, the European Parliament has doubts as to the tenderer's financial capacity or if the latter proves to be insufficient to carry out the contract, the tender may be rejected without the tenderer being entitled to any financial compensation.

Furthermore, for the contract referred to in this invitation to tender, the European Parliament requires tenderers to have a minimum financial and economic capacity, which shall be assessed on the basis of the following:

- a consolidated average annual turnover of at least 300 000 EUR,
- positive operating result for the past 3 financial years.

The financial and economic capacity will be assessed on the information contained in the following documents, to be supplied by tenderers:

- balance sheets, profit and loss accounts and any other related financial information covering at least the past 3 financial years for which accounts have been closed, where publication of the balance sheets is stipulated by company legislation in the country where the economic operator resides, and
- statement as to overall turnover, and turnover for the works, services or supplies related to the field of the contract and realised over a period covering the past 3 financial years.

If the tenderer is unable to furnish the means of proof required, he may prove his economic and financial capacity by any other means which the European Parliament deems appropriate. The tenderer may also make use of the capacities of other bodies irrespective of the legal relationship between himself and said bodies. In such an event, he must provide the European Parliament with proof that he will have the resources needed to carry out the contract, for example, by a commitment from said bodies to make such resources available. In this case, the European Parliament is entitled to refuse the application or tender submitted if it has any doubts about the third party's commitment or its financial capacities.

Under the same terms and conditions, a grouping of economic operators may make use of the capacities of members of the grouping or of other bodies.

Furthermore, the tenderer may still rely on the economic capacities of 1 or more subcontractors provided that the latter undertake to participate in contract performance. In this case, the European Parliament will assess the capacities of the subcontractor(s) in relation to the extent of their participation in contract performance.

Should the tenderer be unable to provide the proof required during the period stipulated in the tender specifications as he has not been in business for long, and should he be unable to rely on the capacities of other bodies, he may, in this particular instance, be accepted by the European Parliament on condition that he submits a performance bond for a value which may represent up to 10 % of the contract value. The conditions for setting up and releasing this bond will be stipulated in the contract, in accordance with the provisions of the regulations applicable to contracts financed by the budget of the European Union.

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

List and brief description of conditions:

the tenderer must have sufficient technical and professional capacity to perform the contract in accordance with the contract provisions and taking into account the value and scope of the contract. If, in the light of the information provided by the tenderer, the European Parliament has doubts as to the tenderer's technical and professional capacities or if the latter prove to be insufficient to carry out the contract, the tender may be rejected without the tenderer being entitled to any financial compensation.

For the contract referred to in this invitation to tender, the European Parliament requires tenderers to have the following technical and professional capacities:

1) capacity to design, organise and hold programmed training courses covering the following subjects — inspection of people and visual recognition, management of verbal and physical violence, parcel bombs/suspect packages, use of luggage scanners and security gates, escorting VIPs, management of videoconferences, operational aspects of a security control centre, first aid at work (basic and advanced levels) and fire protection (basic and advanced levels).

In his tender, the tenderer must enclose a complete catalogue/list of face-to face training courses he offers to any audience in the fields of surveillance, firefighting and first aid at work which are in effect on the date of the tender (2013) or any other equivalent documents;

2) at least 3 years' experience in designing, organising and holding programmed training courses covering the following subjects — inspection of people and visual recognition, management of verbal and physical violence, parcel bombs/suspect packages, use of luggage scanners and security gates, escorting VIPs, management of videoconferences, operational aspects of a security control centre, first aid at work (basic and advanced levels) and fire protection (basic and advanced levels).

In his tender, the tenderer must enclose an official catalogue/list of face-to-face training courses for each of the past 3 years (2010, 2011 and 2012) given by the tenderer to any audience in the fields of surveillance, firefighting and first aid at work;

3) at least 3 years' experience in designing, organising and holding tailor-made training courses covering the following subjects — inspection of people and visual recognition, management of verbal and physical violence, parcel bombs/suspect packages, use of luggage scanners and security gates, escorting VIPs, management of videoconferences, operational aspects of a security control centre, first aid at work (basic and advanced levels) and fire protection (basic and advanced levels).

In his tender, the tenderer must enclose a list of at least 5 tailor-made training courses he has designed and actually carried out since 2010. The tenderer will indicate the exact title, aims and summary of the content of each course, the duration of course, the number of participants, the profile of trainers, etc. In this list, the tenderer must enclose, for each of the aforementioned courses, a certificate proving the quality of the services provided;

4) statement of the tenderer indicating the numbers of both senior and junior trainers who will be available to the contractor to provide the services described in the specifications and at least 3 anonymous CVs per profile ('senior' and 'junior');

5) for each of the years 2010, 2011 and 2012, a statement by the tenderer detailing the total permanent staff of the company as well as, if applicable, the proportion of independent trainers. Any false declarations on the part of the tenderer will automatically lead to his exclusion.

#### **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**

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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**

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**

EP/DGPRES/SEC/SER/2013-008.

##### **IV.3.2. Previous publication concerning this procedure**

no

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

Payable documents: no

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

14.6.2013 - 12:00

##### **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**

Any EU official language

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

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

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

Date: 21.6.2013 - 10:00

Place:

European Parliament, Directorate-General for the Presidency, rue Wiertz 60, 1047 Brussels, BELGIUM.

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

Information about authorised persons and opening procedure: tenderers wishing to attend the opening of tenders should, on pain of being refused access, confirm their attendance at least 2 working days beforehand, by fax to +32 22843038 or by e-mail to the electronic address:

[marches-tenders@ep.europa.eu](mailto:marches-tenders@ep.europa.eu) to the department responsible for managing this contract, limiting their representation to 2 people. The names of people attending the opening of tenders must be given in the aforementioned notification.

## Section VI: Complementary information

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### VI.1. Information about recurrence

### 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

### VI.4. Procedures for review

#### VI.4.1. Review body

Official name: General Court of the Court of Justice of the European Union

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

#### VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: Please contact the body responsible for appeal procedures.

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

### VI.5. Date of dispatch of this notice

23.4.2013