

**Belgium-Nieuwpoort: Legal services**  
**OJ S 62/2021 30/03/2021**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Nieuwpoort

National registration number: 0207.485.869\_26800

Postal address: Marktplein 7

Town: Nieuwpoort

NUTS code: BE258 Arr. Veurne

Postal code: 8620

Country: Belgium

E-mail: [aankoopdienst@nieuwpoort.be](mailto:aankoopdienst@nieuwpoort.be)

Telephone: +58 224494

**Internet address(es):**

Main address: <http://nieuwpoort.be>

Address of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=405554>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=405554>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=Nieuwpoort-PD-KL-2021-01-F02>

**I.4. Type of the contracting authority**

Regional or local authority

**I.5. Main activity**

General public services

**Section II: Object**

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

Aanstelling sociaal secretariaat en implementatie van HRM-software.

Reference number: Nieuwpoort-PD-KL-2021-01-F02\_0

**II.1.2. Main CPV code**

79100000 Legal services

**II.1.3.**

## **Type of contract**

Services

### **II.1.4. Short description**

De stad Nieuwpoort (incl. OCMW Nieuwpoort) wenst over te gaan tot het uitbesteden van de dienstverlening aan een full service secretariaat dat eveneens voorziet in één geïntegreerd systeem voor haar loon- en personeelsadministratie. Het pakket moet kunnen uitgebreid worden met HR-software die het mogelijk maakt de verschillende HR-processen (vorming, aanwezigheid, evalueren, competentie management, talenten, [...]) op te volgen.

### **II.1.5. Estimated total value**

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.3. Place of performance**

NUTS code: BE258 Arr. Veurne

Main site or place of performance: 8620 Nieuwpoort.

### **II.2.4. Description of the procurement**

Aanstelling sociaal secretariaat en implementatie HRM-software.

### **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**

Start: 01/01/2022 End: 31/12/2025

This contract is subject to renewal: yes

Description of renewals:

Vier x twaalf maanden verlenging mogelijk.

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **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**

HR manager Katrien Lesage

058 22 44 85

[Katrien.Lesage@nieuwpoort.be](mailto:Katrien.Lesage@nieuwpoort.be)

## **Section III: Legal, economic, financial and technical information**

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### **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:

Zie bestek.

### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV: Procedure**

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### **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: 03/05/2021 Local time: 11:00

#### **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**

Dutch

#### **IV.2.7. Conditions for opening of tenders**

Date: 03/05/2021 Local time: 11:00

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

### **VI.3. Additional information**

### **VI.4. Procedures for review**

#### **VI.4.1. Review body**

Official name: Raad van State

Postal address: Wetenschapsstraat 33

Town: Brusse

Postal code: 1040

Country: Belgium

**VI.4.2. Body responsible for mediation procedures**

Official name: Raad van State  
Postal address: Wetenschapsstraat 33  
Town: Brusse  
Postal code: 1040  
Country: Belgium

**VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Stad Nieuwpoort  
Postal address: Marktplain 7  
Town: Nieuwpoort  
Postal code: 8620  
Country: Belgium  
E-mail: [aankoopdienst@nieuwpoort.be](mailto:aankoopdienst@nieuwpoort.be)  
Internet address: [www.nieuwpoort.be](http://www.nieuwpoort.be)

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

25/03/2021