

Spain-Vitoria-Gasteiz: Office-support services

OJ S 71/2018 12/04/2018

Contract notice**Services****Directive 2004/18/EC****Section I: Contracting authority**

I.1. Name and addresses

Official name: Lanbide — Servicio Vasco de Empleo

Postal address: C/ José de Atxotegi, 1

Town: Vitoria-Gasteiz

Postal code: 01009

Country: Spain

Contact person: Servicio de Contratación de Lanbide — Servicio Vasco de Empleo

For the attention of: Carlos Garcia

E-mail: administra.licitaciones@euskadi.eus**Internet address(es):**General address of the contracting authority: <http://www.lanbide.eus>**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 agency/office

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

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

Servicio de ensobrado, impresión y clasificación de las comunicaciones periódicas y masivas de Lanbide

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

Services

NUTS code

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)

Servicio de ensobrado, impresión y clasificación de las comunicaciones periódicas y masivas de Lanbide.

II.1.6. CPV code(s)

79500000 Office-support services

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

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

Estimated value excluding VAT: 526 446,28 EUR

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: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

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

Start 8.8.2018. Completion 31.12.2019

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

5 % del importe de licitación, IVA excluido.

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

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

III.2.2. Economic and financial ability

List and brief description of conditions: Volumen anual de negocio.

Minimum level(s) of standards possibly required: Los operadores económicos deberán acreditar un volumen anual de negocio por un importe mínimo de 300 000,00 EUR (sin IVA) referido al año de mayor volumen de negocio de los siguientes 3 años: 2015, 2016 y 2017.

III.2.3. Technical and professional ability

List and brief description of conditions:

Realización contratos del mismo tipo o naturaleza al del objeto del contrato.

Minimum level(s) of standards possibly required:

El importe anual acumulado en la realización de contratos del mismo tipo o naturaleza al del objeto del contrato en el año de mayor ejecución de los ejercicios 2013, 2014, 2015, 2016 y 2017 debe ser igual o superior a 195 000,00 EUR (sin IVA), coincidente con el importe anual medio del contrato (sin IVA).

III.2.4. Information about reserved contracts

The contract is reserved to sheltered workshops and economic operators aiming at the social and professional integration of disabled or disadvantaged persons

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

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

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 Criteria below

1. Precio. Weighting 60
2. Plazo de puesta a disposición en el operador postal. Weighting 5
3. Metodología de trabajo. Weighting 18
4. Gestión del servicio y planificación del trabajo. Weighting 15
5. Mejoras. Weighting 2

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

LAN/A-16/2018

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: 16.5.2018 - 11:00

Payable documents: no

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

16.5.2018 - 11:00

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

Spanish.

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

Duration in months: 2 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: Un año.

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: OARC

Postal address: C/ Donostia — San Sebastián, 1

Town: Vitoria-Gasteiz

Country: Spain

VI.4.2. Review procedure

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

Official name: Servicio de Contratación de Lanbide — Servicio Vasco de Empleo

Postal address: C/ José de Atxotegi, 1

Town: Vitoria-Gasteiz

Postal code: 01009

Country: Spain

E-mail: administra.licitaciones@lanbide.eus

Telephone: +34 945181403

Internet address: www.lanbide.euskadi.eus

VI.5.

Date of dispatch of this notice

10.4.2018