

**Belgium-Brussels: Accident and sickness insurance for conference interpreting agents (ACI) recruited by the European institutions**  
OJ S 92/2014 14/05/2014  
Contract notice  
Services

**Directive 2004/18/EC**

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**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Interpretation

Postal address: VM18 03/010

Town: Brussels

Postal code: 1049

Country: Belgium

For the attention of: Ms Moreira Ribeiro

E-mail: [scic-c4-tenders@ec.europa.eu](mailto:scic-c4-tenders@ec.europa.eu)

**Internet address(es):**

General address of the contracting authority: [http://ec.europa.eu/dgs/scic/index\\_en.htm](http://ec.europa.eu/dgs/scic/index_en.htm)

Electronic access to information: [http://ec.europa.eu/dgs/scic/procurement/procurement\\_en.htm](http://ec.europa.eu/dgs/scic/procurement/procurement_en.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

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**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**

Accident and sickness insurance for conference interpreting agents (ACI) recruited by the European institutions.

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

Services

Service category No 6: Financial services a) Insurances services b) Banking and investment services

NUTS code BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

### **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)**

Provision of the insurance cover against the risk of sickness and accident, and consequent loss of income for conference interpreting agents (ACI) recruited by the European institutions.

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

66512000 Accident and health insurance services, 66512100 Accident insurance services, 66512200 Health insurance services, 66512210 Voluntary health insurance services, 66512220 Medical insurance services, 66511000 Life insurance services

### **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 premium to be paid by the contracting authority to the contractor is defined as a fixed percentage (offered by the successful tenderer) of the total value of the remuneration items paid to the ACI.

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

Options: no

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

This contract is subject to renewal: yes

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

Duration in months: 24 (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**

Performance of the contract will not involve any pre-financing, nor require guarantees.

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

The annual insurance premium will be paid 'ex post' in 4 instalments (3 interim payments and the final balance payment) according to the provisions of Article I.4 of the draft contract.

#### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Not required.

### **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**

List and brief description of conditions: To be eligible for participating in this award procedure, tenderers must not be in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of 'res judicata';
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they or persons having powers of representation, decision-making or control over them have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- f) they are subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

Contracts shall not be awarded to tenderers who, during the procurement procedure:

- a) are subject to a conflict of interests;
- b) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information;
- c) find themselves in one of the situations of exclusion, referred to in points a) to f) above for this procurement procedure.

Furthermore, each tenderer (and any subcontractor or any member of the consortium, if applicable) shall declare any link, if there is any, to the following expert: Mr Fernand De Winter from De Winter Consulting CVOA.

Mr De Winter has been contracted by the European Commission as the external insurance expert to assist in the evaluation of the tenders. If a tenderer should be in the situation of conflict of interest with the above mentioned expert, the Commission may decide to terminate the cooperation with the said expert before the evaluation phase or exclude the tenderer from the tender procedure.

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

List and brief description of conditions: To be eligible, the tenderers must demonstrate that they fulfil the selection criteria defined in the general tender specification.

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

List and brief description of conditions:

To be eligible, the tenderers must demonstrate that they fulfil the selection criteria defined in the general tender specification.

#### **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: yes  
Reference to the relevant law, regulation or administrative provision: Tenderers must be insurance companies or insurance brokers set up in conformity with the legislation of a Member State of the European Union and established in the ordinary territory of one of these Member States, offering all guarantees required by the applicable national legislation.

##### **III.3.2. Information about staff responsible for the performance of the contract**

#### **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**

SCIC C4 2014/01.

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

no

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

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

4.7.2014 - 16:00

###### **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: 11.7.2014 - 15:00

Place:

European Commission, Directorate-General for Interpretation, rue van Maerlant 18, 1040 Brussels, BELGIUM.

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

Information about authorised persons and opening procedure: If you would like one of your representatives to attend, please contact Ms Moreira Ribeiro at [scic-c4-tenders@ec.europa.eu](mailto:scic-c4-tenders@ec.europa.eu) 2 working days before the opening takes place at the latest.

The status of persons attending the opening of tenders will be checked by the opening committee and they will be required to sign an attendance list.

Prices indicated in the tenders received will not be communicated.

### **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**

At the request of the tenderer, DG SCIC may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing only to

[scic-c4-tenders@ec.europa.eu](mailto:scic-c4-tenders@ec.europa.eu)

Requests for additional information received less than a week before the final date for submission of tenders will not be processed.

— The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

— Any additional information will be posted on the following web page: [http://ec.europa.eu/dgs/scic/procurement/procurement\\_en.htm](http://ec.europa.eu/dgs/scic/procurement/procurement_en.htm)

The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.

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

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

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

Postal address: boulevard Konrad Adenauer

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

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

Telephone: +352 4303-1

Internet address: <http://curia.europa.eu>

##### **Body responsible for mediation procedures**

Official name: The European Ombudsman

Postal address: 1 avenue du Président Robert Schuman, PO Box 403

Town: Strasbourg Cedex

Postal code: 67001

Country: France

E-mail: [eu@ombudsman.europa.eu](mailto:eu@ombudsman.europa.eu)

Telephone: +33 388179062

Internet address: <http://ombudsman.europa.eu>

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it became known. A complaint to the European Ombudsman neither suspends this period nor opens a new period for lodging appeals.

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

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

2.5.2014