

**Poland-Warsaw: Security Guard and Reception / Switchboard services for the premises of the EU-House in Poland**

OJ S 75/2018 18/04/2018

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission Representation in Poland

Postal address: ul. Jasna 14/16a

Town: Warsaw

NUTS code: PL911 Miasto Warszawa

Postal code: 00-041

Country: Poland

Contact person: Head of Administration

E-mail: [COMM-REP-WAW-PROCUREMENT@ec.europa.eu](mailto:COMM-REP-WAW-PROCUREMENT@ec.europa.eu)

Telephone: +39 06699991

Fax: +39 066791658

**Internet address(es):**Main address: [http://ec.europa.eu/poland/home\\_pl](http://ec.europa.eu/poland/home_pl)Address of the buyer profile: [http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/representations/index\\_en.htm](http://ec.europa.eu/dgs/communication/contracts-and-grants/contracts/representations/index_en.htm)**I.3. Communication**

Access to the procurement documents is restricted. Further information can be obtained at:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3457>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3457>

Tenders or requests to participate must be submitted to the abovementioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=3457>**I.4. Type of the contracting authority**

European institution/agency or international organisation

**I.5. Main activity**

General public services

**Section II: Object**

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

Security Guard and Reception / Switchboard services for the premises of the EU-House in Poland

Reference number: PR/2018-06 SEC/WAR

**II.1.2. Main CPV code**

79710000 Security services

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

The European Commission Representation in Poland, acting also on behalf of the European Parliament Information Office, is looking for Security Guard and Reception / Switchboard services for the EU-House premises in Warsaw and Wroclaw. The objective is the provision of a uniformed and trained, unarmed, security guard service to perform routine protective and access control duties and reception/switchboard services.

**II.1.5. Estimated total value**

Value excluding VAT: 385 000,00 EUR

**II.1.6. Information about lots**

This contract is divided into lots: yes  
Tenders may be submitted for all lots

**II.2. Description**

**II.2.1. Title**

Lot 1: Security Guard and Reception / Switchboard services for the premises of the EU-House in Poland – Warszawa, ul. Jasna 14/16a  
Lot No: 1

**II.2.2. Additional CPV code(s)**

79992000 Reception services, 79710000 Security services

**II.2.3. Place of performance**

NUTS code: PL911 Miasto Warszawa  
Main site or place of performance: European Commission. Directorate General Communication. Representation in Poland. Ul. Jasna 14/16a. 00-041 Warsaw, Poland

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

Security guard and reception services for the premises of the EU-House in Poland – Warszawa, ul. Jasna 14/16a.

**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**

Value excluding VAT: 57 500,00 EUR

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12  
This contract is subject to renewal: yes  
Description of renewals:  
The contract may be renewed 3 times for a maximum of 4 years.

**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****II.2. Description****II.2.1. Title**

Security Guard and Reception / Switchboard services for the premises of the EU-House in Poland – Wrocław, ul. Widok 10  
Lot No: 2

**II.2.2. Additional CPV code(s)**

79992000 Reception services, 79710000 Security services

**II.2.3. Place of performance**

NUTS code: PL514 Miasto Wrocław  
Main site or place of performance: European Commission. Directorate General Communication. Regional Representation office in Wrocław. Ul. Widok 10. Poland.

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

Security guard and reception services in the Regional Representation office in Wrocław.

**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**

Value excluding VAT: 38 750,00 EUR

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12  
This contract is subject to renewal: yes  
Description of renewals:  
The contract may be renewed 3 times for a maximum of 4 years.

**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**

## 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:

See Internet address provided in Section I.3.

#### 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

### III.2. Conditions related to the contract

#### III.2.2. Contract performance conditions

See Internet address provided in Section I.3.

#### III.2.3. 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

## Section IV: Procedure

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### IV.1. Description

#### IV.1.1. Type of procedure

Restricted 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: no

### IV.2. Administrative information

#### IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 18/05/2018 Local time: 17:00

#### IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 25/05/2018

#### IV.2.4. Languages in which tenders or requests to participate may be submitted

Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

#### IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 9 (from the date stated for receipt of tender)

## Section VI: Complementary information

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**VI.1. Information about recurrence**

This is a recurrent procurement: 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

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

Fax: +352 4303-2100

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

**VI.4.3. Review procedure**

Precise information on deadline(s) for review procedures:

See Internet address provided in Section I.3.

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

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

Fax: +352 4303-2100

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

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

11/04/2018