

L-Luxembourg: proposal for a service contract for the production of a non-binding modular guide to good practice with a view to improving the application of the Community directives on protecting the health and safety of workers by reducing work-related vehicle risk ('WRVR')

OJ S 108/2012 08/06/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Employment, Social Affairs and Inclusion DG, Employment and Social Legislation, Social Dialogue Directorate, Health, Security and Hygiene at Work Unit, EMPL B.3

Postal address: EUFO Building 2195A

Town: Luxembourg

Postal code: 2920

Country: Luxembourg

For the attention of: Mr Matt Heppleston

E-mail: matthew.heppleston@ec.europa.eu

Telephone: +352 4301-37128

Fax: +352 4301-31017

Internet address(es):

General address of the contracting authority: http://ec.europa.eu/employment_social/emplweb/tenders/index_tenders_en.cfm

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:

Official name: European Commission, DG EMPL B.3

Postal address: EUFO Building, Office 2195A

Town: Luxembourg

Postal code: 2920

Country: Luxembourg

For the attention of: Mrs Jocelyne Leisen-Husson

E-mail: jocelyne.husson@ec.europa.eu

Fax: +352 4301-31017

Internet address: http://ec.europa.eu/employment_social/emplweb/tenders/index_tenders_en.cfm

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

Health

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

Proposal for a service contract for the production of a non-binding modular guide to good practice with a view to improving the application of the Community directives on protecting the health and safety of workers by reducing work-related vehicle risk ('WRVR').

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

Services

Service category No 12: Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis 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)

This invitation to tender is intended to attract bids with a view to collecting the information in order to prepare and produce a draft non-binding modular guide to good practice as referred to in Section 1 of the specifications. This guide should set out and provide practical guidance for better application of the directives on the health and safety of workers who use or come into contact with a vehicle as part of their professional duties.

The guide must cover the methods used for identifying and evaluating risks, and offer assistance with the choice and correct use of work equipment and the optimisation and implementation of preventive measures (technical and/or organisational) on the basis of a prior risk analysis. It must also include information on the types of training and information to be provided to the workers concerned and propose effective solutions to all safety and health problems relating to workers who use or come into contact with a vehicle as part of their professional duties.

The modular guide must be based on didactic principles so as to facilitate its use by non-specialists; it should use simple language, video clips, pictograms, pictures, diagrams, etc. to facilitate their understanding. All issues related to copyright of such images are the responsibility of the tenderer (see details in the model contract).

An indication of the type of information and level of detail required can be found in the existing examples of non-binding guides on different subjects.

A number of these examples of existing guides may be found on the web page hereunder.

<http://ec.europa.eu/social/main.jsp?catId=82&langId=en&furtherPubs=yes>

The draft guide must inter alia pay special attention to:

- the specific features of vehicle use belonging to small and very small companies (family or artisanal firms); this can lead to constraints in the investment in new equipment, or formal training courses or the time devoted to health and safety issues,
- risks resulting from working with different types of vehicles,
- risks resulting from the simultaneous presence of workers from different cultures and migrant workers, and the possible communication problems arising,
- risks related to consumption of alcohol, medicines, drugs as well as fatigue,
- the draft modular guide must also facilitate the adoption of measures to eliminate or reduce

WRVR, and must include examples to assist this task. In particular, it should be easy to apply. The draft guide must have a modular structure so that it can be generally applied to all types and sizes of vehicle. It must facilitate the risk assessment referred to in the various directives.

II.1.6. CPV code(s)

71621000 Technical analysis or consultancy 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

Maximum 400 000 EUR.

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: no

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

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

In drawing up the bid, the tenderer should take into account the provisions of the standard contract comprising the 'General terms and conditions applicable to service contracts'.

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

See point 10 of the specifications.

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: See point 11 of the specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: See point 12.1 of the specifications.

III.2.3. Technical and professional ability

List and brief description of conditions:

- a description of the tenderer's technical capability and practical experience in the field referred to in Section 6 of the specifications. For consortia of companies or groups of service providers, this description must relate specifically to the tasks to be performed by each of their members,
- a list of work and/or publications of the last 3 years demonstrating the tenderer's practical experience in the fields referred to in Section 6 of the specifications,
- the tenderer must provide the names and CVs (maximum of 3 pages each) of the persons responsible for the specific tasks described in Section 5 of the specifications, with a view to demonstrating their practical experience and their capability to prepare practical guidelines,
- a description of the parts of the services to be provided by each consortium of companies or groups of service providers (where applicable).

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

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

VT/2012/027.

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: 29.6.2012

Payable documents: no

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

23.7.2012

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

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

Duration in months: 12 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 8.8.2012

Place:

DG EMPL B.3 — EUFO Building, Office 2283, 2920 Luxembourg, LUXEMBOURG.

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

Information about authorised persons and opening procedure: 1 representative per tenderer, to be appointed in writing no later than 1 week prior to the date scheduled for the tender opening.

Section VI: Complementary information

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

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the European Union

Postal address: 35, rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.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 came to knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open 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

29.5.2012