

NL-Arnhem: administrative educational services  
OJ S 110/2012 12/06/2012  
Contract notice  
Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Stichting Fluvius  
Postal address: Koningsstraat 27  
Town: Arnhem  
Postal code: 6811 DG  
Country: Netherlands  
For the attention of: Paul Sleeuwen van  
E-mail: [fluvius@pro-mereor.nl](mailto:fluvius@pro-mereor.nl)  
Telephone: +31 263523320  
Fax: +31 263891324

**Internet address(es):**

General address of the contracting authority: [www.fluvius.nl](http://www.fluvius.nl)

**Additional information can be obtained from:**

Official name: Pro Mereor  
Postal address: Burgemeester Weertsstraat 69A  
Town: Arnhem  
Postal code: 6814 HM  
Country: Netherlands  
For the attention of: mr. P.J.A.F. van Sleeuwen  
E-mail: [Fluvius@pro-mereor.nl](mailto:Fluvius@pro-mereor.nl)  
Telephone: +31 263701478  
Internet address: [www.pro-mereor.nl](http://www.pro-mereor.nl)

**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**

Body governed by public law

**I.3. Main activity**

Education

**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**

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**II.1. Description**

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

Europese Aanbesteding Administratieve Diensten.

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

Services

Main site or place of performance: Arnhem.

NUTS code NL Nederland

## **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)**

Aanbestedende dienst is voornemens haar administratieve diensten volledig uit te besteden. Zij eist dat de externe administratieve dienstverlener gebruik maakt van een geautomatiseerd informatiesysteem dat ook aan haar ter beschikking wordt gesteld. De diensten van het te selecteren administratiekantoor bestaan uit:

- administratieve diensten op het gebied van HRM/PSA,
- administratieve diensten op het gebied van financiële administratie,
- administratieve diensten op het gebied van facilitair/vastgoed administratie.

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

75121000 Administrative educational 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**

Een dienstverlener voor de administratieve diensten.

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

Options: yes

Description of options: In beginsel een contractperiode van 5 jaar met een optie tot verlenging van 5 maal 1 jaar.

Provisional timetable for recourse to these options:  
in months: 60 (from the award of the contract)

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

This contract is subject to renewal: yes

Number of possible renewals: 5

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

in months: 60 (from the award of the contract)

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

Start 1.1.2013. Completion 1.1.2023

## **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**

In het bestek, beschrijvend document of uitnodiging tot inschrijving / onderhandeling.

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

In het bestek, beschrijvend document of uitnodiging tot inschrijving / onderhandeling.

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

In het bestek, beschrijvend document of uitnodiging tot inschrijving / onderhandeling.

#### **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: In het bestek, beschrijvend document of uitnodiging tot inschrijving / onderhandeling.

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

List and brief description of conditions: In het bestek, beschrijvend document of uitnodiging tot inschrijving / onderhandeling.

Minimum level(s) of standards possibly required: In het bestek, beschrijvend document of uitnodiging tot inschrijving / onderhandeling.

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

List and brief description of conditions:

In het bestek, beschrijvend document of uitnodiging tot inschrijving / onderhandeling.

Minimum level(s) of standards possibly required:

In het bestek, beschrijvend document of uitnodiging tot inschrijving / onderhandeling.

#### **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: no

## **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 Criteria below

1. Prijs Een uitgebreide omschrijving van de subcriteria kunt u vinden in de uitnodiging tot inschrijving. Weighting 40

2. Kwaliteit Een uitgebreide omschrijving van de subcriteria kunt u vinden in de uitnodiging tot inschrijving. Weighting 60

##### **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**

##### **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: 6.8.2012 - 00:00

Payable documents: no

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

6.8.2012 - 14:00

##### **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**

Dutch.

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

Duration in days: 90 (from the date stated for receipt of tender)

##### **IV.3.8. Conditions for opening of tenders**

Date: 6.8.2012 - 14:05

Persons authorised to be present at the opening of tenders: no

#### **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**

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

**VI.4.1. Review body**

**VI.4.2. Review procedure**

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

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

7.6.2012