

NL-Leiden: printing and distribution services

OJ S 123/2012 29/06/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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**I.1. Name and addresses**

Official name: Belastingssamenwerking Gouwe-Rijnland

Postal address: Lammeschansweg 144

Town: Leiden

Postal code: 2321 JX

Country: Netherlands

Contact person: Holland Tender Partners B.V.

For the attention of: De heer M.E. Veenstra

E-mail: [meveenstra@casema.nl](mailto:meveenstra@casema.nl)

Telephone: +31 613133530

**Internet address(es):**

General address of the contracting authority: <http://www.bsgr.nl>

**Additional information can be obtained from:**

Official name: Holland Tender Partners B.V.

Postal address: Stinzenlaan Zuid 219

Town: Breukelen

Postal code: 3621 TC

Country: Netherlands

Contact person: Holland Tender Partners B.V.

For the attention of: Dhr. M.E. Veenstra

E-mail: [meveenstra@casema.nl](mailto:meveenstra@casema.nl)

Telephone: +31 613133530

**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**

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

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**II.1. Description**

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

Print-, couverteer-, verzend- en archiveringsdiensten.

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

Services

Service category No 15: Publishing and printing services on a fee or contract basis

Main site or place of performance: Leiden en plaats van Opdrachtnemer.

NUTS code NL331 Agglomeratie Leiden en Bollenstreek

## **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)**

Het sluiten van een overeenkomst voor het printen, couverteren, verzenden en archiveren van gemeentelijke- en waterschapsheffingen. Het betreft op jaarbasis ongeveer 1 000 000 documenten, waarvan op termijn een gedeelte digitaal verzonden dient te worden.

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

79824000 Printing and distribution 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**

De werkzaamheden dienen uitgevoerd te worden voor ongeveer 1 000 000 documente per jaar. Voor de nadere gegevens inzake de omvang, verwijzen wij u naar het aanbestedingsdocument.

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

Options: no

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

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

Duration in months: 36 (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**

Zie aanbestedingsdocument.

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

Zie aanbestedingsdocument.

#### **III.1.3.**

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

Zie aanbestedingsdocument.

**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: Zie aanbestedingsdocument.

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

List and brief description of conditions: Zie aanbestedingsdocument.

Minimum level(s) of standards possibly required: Zie aanbestedingsdocument.

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

List and brief description of conditions:

Zie aanbestedingsdocument.

Minimum level(s) of standards possibly required:

Zie aanbestedingsdocument.

**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 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**

MV.31082012-BSGR

**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: 16.7.2012 - 17:00

Payable documents: no

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

31.8.2012 - 12:00

**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: 31.8.2012 - 12:00

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**

De aanbestedingsdocumenten ten behoeve van deze aanbesteding kunnen per mail ( [meveenstra@casema.nl](mailto:meveenstra@casema.nl)) bij Holland Tender Partners worden opgevraagd. Bij de aanvraag van de aanbestedingsdocumenten die u te allen tijde een c.c. te sturen naar [m.van.putten@bsgr.nl](mailto:m.van.putten@bsgr.nl). Bij de aanvraag dient u duidelijk te vermelden: naam van de aanvrager, de contactpersoon aanvrager, het post- en e-mailadres van de aanvrager. De aanbestedingsdocumenten worden uitsluitend per e-mail verzonden.

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Rechtbank 's-Gravenhage

Postal address: Postbus 20302

Town: 's-Gravenhage

Postal code: 2500 EH

Country: Netherlands

Telephone: +31 703813131

Internet address: <http://www.rechtspraak.nl/gerechten>

**Body responsible for mediation procedures**

Official name: zie bovenstaand

Country: Netherlands

**VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: 15 dagen na dagtekening van de brief waarin namens de aanbestedende dienst de betreffende beslissing wordt medegedeeld.

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

Country: Netherlands

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

27.6.2012