

**B-Brussels: Expert medical and dental officer services for the settlement offices of the European Union's joint sickness insurance scheme (RCAM) in Ispra, Luxembourg and Brussels**

OJ S 125/2013 29/06/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Human Resources and Security, Directorate 'Shared Resource Services — Finance and Internal Control'

Postal address: Office SC 11 6/28

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

Fax: +32 22991924

**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

**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**

Expert medical and dental officer services for the settlement offices of the European Union's joint sickness insurance scheme (RCAM) in Ispra, Luxembourg and Brussels.

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

Services

Service category No 25: Health and social services

Main site or place of performance: Ispra VA, Luxembourg, Brussels.

NUTS code IT Italia,LU Luxembourg,BE Belgique / België

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

#### **II.1.4. Information about framework agreement**

Framework agreement with several operators

Number Envisaged maximum number of participants to the framework agreement: 3

#### **Duration of the framework agreement**

Duration in months: 48

#### **II.1.5. Short description of the contract or purchase(s)**

The aim of this contract is to provide the settlement offices of the European Union's joint sickness insurance scheme (RCAM) in Ispra, Luxembourg and Brussels with individual service providers or groupings of individual service providers specialised in the field of expert medical and dental officer services.

The contract is divided into 3 lots:

lot 1: expert medical officer services in Ispra;

lot 2: expert medical officer services in Luxembourg;

lot 3: expert dental officer services in Brussels.

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

85000000 Health and social work services, 85121000 Medical practice services, 85121100 General-practitioner services, 85130000 Dental practice and related services

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

#### **II.1.8. Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

Based on statistics compiled over the past 3 years, the annual volume of services is estimated at:

— lot 1: expert medical officer services in Ispra — 10–35 hours per week (maximum 1 650 hours per year),

— lot 2: expert medical officer services in Luxembourg — 5–10 hours per week (maximum 500 hours per year),

— lot 3: expert dental officer services in Brussels — 5–15 hours per week (maximum 750 hours per year).

However, this information is given as a guideline only and is not in any way binding on the Commission as regards the volume of work.

For each of the lots, multiple framework contracts will be entered into with a maximum of 3 individual service providers/groupings/medical practices/consortia for a total maximum duration of 4 years.

A 'multiple framework contract' is understood as being a situation where separate framework contracts are entered into on identical terms between the contracting authority and several service providers. This is to ensure that the contract will be carried out successively by 1 or other of the contractors, should the first one be unavailable (the list of tenderers in descending order, determined in accordance with the contract award criteria shall be used for this).

Thus, providing a sufficient number of acceptable tenders is received, there will be 3

framework contracts per lot which will entail contractors being called on successively.

In accordance with this 'successive' award principle:

— in the event of an order, the contracting authority's management departments will contact the first contractor,

— if the latter cannot respond favourably, the management departments will contact the second contractor,

— then, where applicable, the third contractor.

In the event of several tenders having the same lowest price, the tenderers concerned will be asked to submit new prices to settle the tie.

In accordance with Article 126(1)(f) and (3) of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, as amended by Regulation (EC, Euratom) No 1261/2005 of 20.7.2005 laying down the detailed rules for implementation, contracting authorities may use the negotiated procedure to award contracts involving the repetition of similar services entrusted to the economic operator awarded the initial contract. This procedure can only be applied during a period of 3 years following conclusion of the initial contract.

### **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: 48 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Expert medical officer services in Ispra

#### **1) Short description**

This lot aims to provide the PMO.3 in Ispra with medical officers who can put their expertise at the RCAM's disposal in order to give medical advice.

The advice of the medical officer is sought as part of prior authorisation requests, in all cases provided for under the regulatory framework and upon the request of the settlement offices regarding specific issues.

The medical officer's advice is based on medical information relating to the beneficiary which he has in his possession, information provided by the attending doctor, medical and scientific research findings and, if necessary, after consulting the medical council.

#### **2) CPV code(s)**

85000000 Health and social work services, 85121000 Medical practice services, 85121100 General-practitioner services

#### **3) Quantity or scope**

10–35 hours per week (maximum 1 650 hours per year).

However, this information is given as a guideline only and is not in any way binding on the Commission as regards the volume of work.

#### **4) Indication about different time frame or duration**

Duration in months: 48 (from the award of the contract)

#### **5) Additional information about lots**

Lot No: 2

Lot title: Expert medical officer services in Luxembourg

**1) Short description**

This lot aims to provide the PMO.3 in Luxembourg with medical officers who can put their expertise at the RCAM's disposal in order to give medical advice.

The advice of the medical officer is sought as part of prior authorisation requests, in all cases provided for under the regulatory framework and upon the request of the settlement offices regarding specific issues.

The medical officer's advice is based on medical information relating to the beneficiary which he has in his possession, information provided by the attending doctor, medical and scientific research findings and, if necessary, after consulting the medical council.

**2) CPV code(s)**

85000000 Health and social work services, 85121000 Medical practice services, 85121100 General-practitioner services

**3) Quantity or scope**

5–10 hours per week (maximum 500 hours per year).

However, this information is given as a guideline only and is not in any way binding on the Commission as regards the volume of work.

**4) Indication about different time frame or duration**

Duration in months: 48 (from the award of the contract)

**5) Additional information about lots**

Lot No: 3

Lot title: Expert dental officer services in Brussels

**1) Short description**

This lot aims to provide the PMO.3 in Brussels with dental officers who can put their expertise at the RCAM's disposal in order to give medical advice.

The advice of the dental officer is sought as part of prior authorisation requests, in all cases provided for under the regulatory framework and upon the request of the settlement offices regarding specific issues.

The dental officer's advice is based on medical information relating to the beneficiary which he has in his possession, information provided by the attending dentist, medical and scientific research findings and, if necessary, after consulting the medical council.

**2) CPV code(s)**

85000000 Health and social work services, 85121000 Medical practice services, 85130000 Dental practice and related services

**3) Quantity or scope**

5–15 hours per week (maximum 750 hours per year).

However, this information is given as a guideline only and is not in any way binding on the Commission as regards the volume of work.

**4) Indication about different time frame or duration**

Duration in months: 48 (from the award of the contract)

**5) Additional information about lots**

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**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**

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

All members of the groupings, clinics, medical practices or consortia must be jointly and severally liable for performance of the contract.

#### **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: requests to participate must be sent by 1 of the following methods:

— registered post, as evidenced by the postmark, to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR R3, Office SC-11 6/28, 1049 Brussels, BELGIUM,

— delivery (in person, or by a representative of the candidate or a courier service) to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR R3, Office SC-11 6/28, avenue du Bourget 1, 1140 Brussels (Evere), BELGIUM.

This department is open from 8:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays. It is closed at weekends and on Commission holidays.

If delivery is made via a courier service, the valid date of dispatch will be the date on the courier's delivery receipt. If the application is delivered by the candidate himself, or by a representative of his, a delivery receipt will be issued, dated and signed by the official from the Commission's Central Mail Department who takes delivery of the documents.

Candidates may rely on the capacities of other bodies, regardless of the legal nature of the links which they have with them. In such an event, they must provide the contracting authority with proof that they will have the resources needed to carry out the contract by, for example, producing a written commitment by said bodies to make such resources available.

Candidates (individual candidates or groupings) must:

— quote reference 'PMO3/PR/2013/030' in their request to participate and state precisely the lot or lots, as defined in point II.2.1, applied for,

— enclose all documents and information required under points III.2.1 to III.2.3,

— enclose a detailed identity sheet (groupings shall provide these separately for each member and state which is the lead company) as follows: name, legal status, nationality, postal address, e-mail address, telephone and fax numbers, contact name and e-mail address, VAT number, legal registration number (where applicable) and bank details.

NB: in the case of a grouping, the documents and the information required must be provided separately for each member — enclose the legal position — references required: name of the country in which candidates have their head office or are domiciled, along with the corresponding attestations, in accordance with the law in their country of residence (groupings must furnish these documents individually for each member).

Candidates' requests to participate must include a duly signed and dated solemn declaration, stating that they are not in any of the situations which would disqualify them from participating in the contract. This document is available at the following address:

[http://ec.europa.eu/dgs/human-resources/markets\\_fr.htm](http://ec.europa.eu/dgs/human-resources/markets_fr.htm)

Groupings must furnish separate solemn declarations for each member.

Applications submitted by consortia, groupings or associations of companies must include:

(a) a document detailing the composition and constitution of the entity or the legal form of this cooperation in the event they are awarded the contract;

(b) a letter signed by each grouping member, stating that they undertake to carry out the work, and specifying their role, qualifications and experience. Candidates who fail to provide this document may be automatically excluded.

In the case of consortia or groupings, 1 grouping member must be designated lead member and must take full responsibility for the contract, should he be awarded it, vis-à-vis the European Commission. The framework contract will be signed between the European Commission and the designated main contractor.

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

List and brief description of conditions: candidates must demonstrate that they have sufficient economic and financial resources to be able to perform the tasks specified in this contract notice.

The following documents must be provided as proof of economic and financial capacity.

\* Individual service providers:

— for each lot for which the request to participate is submitted, a solemn declaration on annual turnover for the past 3 financial years,

— for each lot for which the request to participate is submitted, a solemn declaration or any other supporting documentation showing that the candidate has been in business in the field of the request to participate during the past 3 years.

\* Groupings of individual service providers, clinics, medical practices or consortia of service providers:

— for each lot for which the request to participate is submitted, balance sheets, or summaries thereof, and profit and loss accounts for the past 3 financial years for which accounts have been closed, where publication of balance sheets is prescribed under company law in the country in which the economic operator is resident.

The balance sheets must show pre-tax profits for the past 3 financial years for which accounts have been closed,

— for each lot for which the request to participate is submitted, a statement as to overall annual turnover during the past 3 financial years.

Should the request to participate be submitted by a grouping, the aforementioned information must be submitted to the contracting authority in the form of a separate document for each grouping member and a document summarising the consolidated data for the grouping as a whole.

If, for some exceptional reason which the contracting authority considers to be justified, the tenderer or candidate is unable to produce the references required, he is permitted to provide evidence of his economic and financial capacity by any other means which the contracting authority deems suitable.

If the candidate wishes to call upon the services of subcontractors or make use of the capacities of other entities, he must therefore prove that he will have the resources needed to carry out the contract by producing, for example, a written commitment from the entities in question to make such resources available.

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

List and brief description of conditions:

\* Lot 1: expert medical officer services in Ispra:

- 1) copy of the degree in general medicine;
- 2) solemn declaration of proficiency in English, French and Italian to level B2-C1 according to the Council of Europe's criteria ([http://www.coe.int/t/dg4/education/elp/elp-reg/Self\\_assessment\\_grids\\_FR.asp#TopOfPage](http://www.coe.int/t/dg4/education/elp/elp-reg/Self_assessment_grids_FR.asp#TopOfPage));
- 3) statement under oath or any other supporting document as proof of length of professional service as a doctor. A minimum of 10 years is required. Furthermore, the candidate must be in active employment at the time of this invitation to tender;
- 4) certificate, issued by the Council of the Medical Association, bearing their registration number.

\* Lot 2: expert medical officer services in Luxembourg:

- 1) copy of the degree in general medicine;
- 2) solemn declaration of proficiency in English, French and German to level B2-C1 according to the Council of Europe's criteria ([http://www.coe.int/t/dg4/education/elp/elp-reg/Self\\_assessment\\_grids\\_FR.asp#TopOfPage](http://www.coe.int/t/dg4/education/elp/elp-reg/Self_assessment_grids_FR.asp#TopOfPage));
- 3) statement under oath or any other supporting document as proof of length of professional service as a doctor. A minimum of 10 years is required. Furthermore, the candidate must be in active employment at the time of this invitation to tender;
- 4) certificate, issued by the Council of the Medical Association, bearing their registration number.

\* Lot 3: expert dental officer services in Brussels:

- 1) copy of the degree in dentistry;
- 2) solemn declaration of proficiency in English and French to level B2-C1 according to the Council of Europe's criteria ([http://www.coe.int/t/dg4/education/elp/elp-reg/Self\\_assessment\\_grids\\_FR.asp#TopOfPage](http://www.coe.int/t/dg4/education/elp/elp-reg/Self_assessment_grids_FR.asp#TopOfPage));
- 3) statement under oath or any other supporting document as proof of length of professional service as a doctor. A minimum of 10 years is required. Furthermore, the candidate must be in active employment at the time of this invitation to tender.

For all lots, the diploma must have been issued by a Member State of the European Union. Article 40(4) of the common rules explicitly states that the role of medical officer/dental officer in the settlement offices is incompatible with that of a medical officer/dental officer in a European Union institution.

The candidate must specify that he is not in this situation by enclosing a signed solemn declaration with his request to participate.

### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

##### **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**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Restricted

#### **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**

Lowest price

##### **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**

PMO3/PR/2013/030.

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

##### **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**

14.8.2013

##### **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**

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

#### **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**

Any candidates who have been the subject of disciplinary measures, warnings or reprimands from their professional authorities will be excluded from this contract.

Any candidates with civil servant status or other agents working at the European institutions at the time of publication of this invitation to tender will be excluded from this contract.

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

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

Official name: General Court of the European Union  
Postal address: rue du Fort Niedergrünwald  
Town: Luxembourg  
Postal code: 2925  
Country: Luxembourg  
E-mail: [generalcourt.registry@curia.europa.eu](mailto: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 plaintiff being notified or, failing this, of the date on which it became known to them. A complaint made 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**

19.6.2013