

Belgium-Brussels: Provision of editorial services for feeding and updating the European Parliament's 'Legislative Observatory' database

OJ S 125/2016 01/07/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Parliament, direction générale de la présidence

Postal address: rue Wiertz 60

Town: Bruxelles

Postal code: 1047

Country: Belgium

Contact person: unité «Ressources»

E-mail: DGPRES-Budg&Fin@europarl.europa.eu

Internet address(es):General address of the contracting authority: <http://www.europarl.europa.eu>Address of the buyer profile: <http://www.europarl.europa.eu/tenders/invitations.htm>Electronic access to information: <http://www.europarl.europa.eu/tenders/invitations.htm>**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

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Provision of editorial services for feeding and updating the European Parliament's 'Legislative Observatory' database.

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: Brussels.

NUTS code BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

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 a single operator

Duration of the framework agreement

Duration in years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 1 200 000 EUR

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

The Legislative Observatory, known as 'OEIL', is a database which was created in 1994 as an instrument for monitoring the EU decision-making process, focusing particularly on the activities of the European Parliament.

These activities include not only the Parliament's legislative powers, but also its budgetary powers, its right of initiative, its power to approve appointments, its resolutions on topical issues, etc.

The operational management of the Legislative Observatory is the responsibility of the European Parliament's Directorate-General for the Presidency. The database is hosted on the European Parliament's Europarl site: <http://www.europarl.europa.eu/oeil/>

The Legislative Observatory publishes bilingual 'procedure files' (French/English). Each file is a collection of regularly updated information on the main parties involved, the key events and the documents (with references and links) relating to an individual dossier. The files also include plans for future stages. They also contain factual and politically neutral summaries of the main documents and events. These summaries help users to better understand how a procedure is conducted overall.

1. Drafting and uploading summaries in French and English based on source document(s);
2. Editorial support.

II.1.6. CPV code(s)

75111200 Legislative 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: 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

The estimated volume is 2 200 summaries per language and year.

Estimated value excluding VAT: 1 200 000 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: 48 (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

Invoices are payable within 30 calendar days from the date on which the payment request is received, providing the invoice is approved by the European Parliament.

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

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: 1. all tenderers shall provide a duly signed and dated solemn declaration, as contained in the invitation to tender documents;

2. the tenderer to whom the contract is to be awarded must submit the following means of proof within 14 calendar days of notification of provisional contract award and before contract signature:

— a recent extract from the judicial record or, failing this, an equivalent document recently issued by a judicial or administrative body in the country of residence, showing that the economic operator to be awarded the contract is not in any of the situations mentioned in points (a), (c), (d) or (f) of Article 106(1) of the Financial Regulation; this also applies to persons referred to in Article 106(4) of the Financial Regulation,

— a recent certificate issued by the appropriate body in the country concerned as proof that the tenderer is not in the situation mentioned in points (a) and (b) of Article 106(1) of the Financial Regulation,

— where the documents or certificates indicated above are not issued in the country concerned, and for the other exclusion cases referred to in Article 106 of the Financial Regulation, they may be replaced by a statement under oath or, failing that, a solemn declaration made by the interested party before a judicial or administrative body, a notary or a qualified professional body in the country of residence;

3. the successful tenderer is exempt from having to provide the documentary evidence referred to in paragraph 2 if he is an international organisation, if the contracting authority is able to access this evidence by consulting a national database free of charge, or if such evidence has already been submitted as part of another contract award procedure, and provided that the documents in question are less than 1 year old and still valid. In such a case, the tenderer must solemnly declare that the supporting documents have already been provided for a previous contract award procedure, which he will specify, and that no change in his situation has occurred.

III.2.2. Economic and financial ability

List and brief description of conditions: the financial and economic capacity will be assessed on the information contained in the following documents, to be supplied by tenderers:

- appropriate bank references or proof of professional risk insurance cover,
- annual accounts for at least the past 2 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,
- statement as to overall turnover, and turnover for the works, supplies or services related to the field of the contract and realised over a period of no more than the past 3 financial years available.

If the tenderer is unable to provide the means of proof required, he may prove his economic and financial capacity by any other means which the European Parliament deems appropriate. The tenderer may also make use of the capacities of other entities irrespective of the legal relationship between himself and said entities. In such an event, he must provide the European Parliament with proof that he will have the resources needed to carry out the contract, for example, by a commitment from said entities to place such resources at his disposal. In this case, the European Parliament is entitled to refuse the application or the tender submitted if it has doubts as to the third party's commitment or its financial capacities. The Parliament may, where applicable, request that the tenderer and these other entities be jointly and severally liable for contract performance.

Under the same terms and conditions, a grouping of economic operators may make use of the capacities of members of the grouping or of other entities.

Furthermore, the tenderer may still rely on the economic capacities of 1 or more subcontractors, provided that the latter undertake to participate in the performance of the contract. In such a case, the European Parliament will assess the capacities of the subcontractor(s) in relation to the extent of their participation in the performance of the contract. Minimum level(s) of standards possibly required: the tenderer's economic and financial capacity must be sufficient for him to carry out the contract in accordance with the contract provisions. If, in light of the information supplied by the tenderer, the European Parliament has serious doubts as to the tenderer's financial capacity or if the latter proves to be clearly insufficient to carry out the contract, the tender may be rejected without the tenderer being entitled to any financial compensation.

For the contract referred to in this invitation to tender, the European Parliament requires a minimum turnover of 150 000 EUR.

III.2.3. Technical and professional ability

List and brief description of conditions:

depending on the nature, quantity or importance and use of services to be provided, the technical and professional capacity of economic operators will be proven by 1 or more of the following documents:

- a. curricula vitae of the editorial team, showing their professional experience (with precise references) and their higher education qualifications, in the mother tongue required, corresponding to at least 3 years of study after secondary education (or equivalent), proving that they have studied and received training in law or political sciences and/or economics or in communication or information sciences. Separate sheets must be enclosed for each editor;
- b. where applicable, curricula vitae of the team of translators showing their professional experience (with precise references) and their higher education qualifications, in the mother tongue required, corresponding to at least 3 years of study after secondary education (or equivalent), proving that they have studied and received training in translation. Separate sheets must be enclosed for each translator;
- c. examples of texts published during the past 3 years within the framework of services similar

to those required in the contract in question;

- d. submission of a list of the principal services performed in the field of this contract in the past 3 years, indicating their values, dates and public or private recipients;
- e. description of the technical equipment used to perform the contract; the version of computer software used must be specified;
- f. description of the company's research facilities;
- g. statement as to the service provider's or contractor's average annual manpower and the number of managerial staff over the past 3 years.

Given the nature and value of the contract, the European Parliament will request the following minimum capacities:

- a. the language of drafting must be the mother tongue (English or French);
- b. excellent knowledge of the second language (English or French), enabling the editor to work in their mother tongue from a document available only in the other language;
- c. mother-tongue translators to translate the summaries into the other language if there are only 3 people on the editorial team;
- d. excellent drafting and summarising skills, enabling users of the Legislative Observatory to easily understand and follow the important stages of the interinstitutional legislative and budgetary process, the activities of the European Parliament in general and the dossiers on topical issues;
- e. excellent command of the IT tools required to present the texts correctly and upload them into the database;
- f. version of the word processing software, if intermediate formats are produced: ODF formats (ISO/IEC 26300:2006) or DOCX (Microsoft Word versions 2010 or 2013).

The tenderer may also make use of the capacities of other entities irrespective of the legal relationship between himself and said entities. In such an event, he must provide the European Parliament with proof that he will have the resources needed to carry out the contract, for example, by a commitment from said entities to place such resources at his disposal. In this case, the European Parliament is entitled to refuse the application or tender submitted if it has any doubts about the third party's commitment or its professional and/or technical capacities.

Minimum level(s) of standards possibly required:

for the contract referred to in this invitation to tender, the European Parliament requires tenderers to have the following technical and professional capacities:

- a. a team of experts in the field of drafting, capable of producing high-quality texts in English (EN) and French (FR). The team will be organised as follows:
 - i. either a minimum of 6 mother-tongue editorial staff (i.e. at least 3 people for each of the 2 languages), who all have sufficiently good language skills to enable them to produce summaries or reports in their mother tongue, working from documents that only exist in the other language; or
 - ii. a minimum of 3 mother-tongue editorial staff (EN or FR) and qualified translators to translate the summaries or reports into the other language, which must always be the translator's mother tongue;
- b. in the team of experts, the project manager, as a minimum, must have 5 years' proven experience in the field of the invitation to tender, including web publishing. The other editorial staff must have at least 3 years' experience in services similar to those required in the contract in question;
- c. translators shall have 3 years' proven experience in the translation field;
- d. research skills in order to provide the services required for editorial support (see point 3.8);
- e. at least 1 person to be responsible for administrative coordination (planning and receipt of

orders, contact with the European Parliament department responsible). This role may be carried out by the project manager mentioned in (b).

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

EP/DGPRES/SEA/2016/012.

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: 21.9.2016 - 17:00
Payable documents: no

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

21.9.2016 - 17:00

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

Any EU official language

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

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 30.9.2016 - 10:00

Place:

European Parliament, direction générale de la présidence, rue Wiertz 60, 1047 Bruxelles, BELGIUM.

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

Information about authorised persons and opening procedure: a maximum of 2 people per tenderer.

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

The documents relating to this invitation to tender will be published on the European Parliament's website at the following address:

<http://www.europarl.europa.eu/tenders/invitations.htm>

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: 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>

Body responsible for mediation procedures

Official name: European Ombudsman

Town: 1 avenue du Président Robert Schuman, BP 403

Postal code: 67001

Country: France

Fax: +33 388179062

Internet address: <http://www.ombudsman.europa.eu>

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: interested parties should contact the body responsible for appeal procedures to obtain information on deadline(s) for lodging appeals.

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

Official name: see point VI.4.1

VI.5. Date of dispatch of this notice

21.6.2016