

**Belgium-Herstal: Insurance agency services**

**OJ S 126/2014 04/07/2014**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Centre public d'action sociale de Herstal

Postal address: Avenue Francisco Ferrer 1

Town: Herstal

Postal code: 4040

Country: Belgium

For the attention of: Madame Melissia Correia

E-mail: [melissia.correia@cpasherstal.be](mailto:melissia.correia@cpasherstal.be)

Telephone: +32 42407590

Fax: +32 42644416

**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**

Regional or local agency/office

**I.3. Main activity**

Social protection

**I.4. Contract award on behalf of other contracting authorities**

**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**

Appel à candidatures - assurances

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

Services

Service category No 6: Financial services a) Insurances services b) Banking and investment services

Main site or place of performance: Centre public d'action sociale de Herstal, avenue Francisco Ferrer, 1 à 4040 Herstal

NUTS code BE332 Arr. Liège

**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)**

Assurances

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

66518200 Insurance agency 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**

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

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

##### **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: 12 (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**

##### **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**

##### **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: \*Un document émanant de l'autorité compétent attestant que le soumissionnaire est agréé pour la et les branches d'assurance pour lesquelles une offre est déposée.

\* Une attestation délivrée par l'autorité compétente du pays dans lequel il est établi, prouvant qu'il est en règle avec ses obligations relatives au paiement des cotisations de sécurité sociale à la fin de l'avant -dernier trimestre précédant celui de la remise de l'offre.

\*Une déclaration sur l'honneur, dûment datée et signée, attestant qu'il ne se trouve pas dans un des cas d'exclusions visés à l'article 61 de l'arrêté royal du 15 juillet 2011 relatif à la

passation des marchés publics dans les secteurs classiques.

\* La procuration visée à l'article 7 du présent cahier spécial des charges.

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

List and brief description of conditions: \*Une déclaration concernant le chiffre d'affaires global de l'entreprise et le chiffre d'affaires lié spécifiquement à ce type de marché au cours des trois derniers exercices.

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

List and brief description of conditions:

\* Une liste des principaux services effectués au cours des trois dernières années, indiquant le montant, la date et le destinataire public ou privé. Les prestations de services sont prouvées par des attestations émises ou contresignées par l'autorité compétente ou lorsque le destinataire a été un acheteur privé, par une attestation de l'acheteur ou, à défaut, simplement par une déclaration du prestataire de services.

### **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**

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures) no

#### **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**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Criteria below

1. Prime. Weighting 50
2. Services compris dans la prime. Weighting 40
3. Critère d'ordre éthique. Weighting 5
4. Critère de garantie des primes. Weighting 5

#### **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**

2014-005

#### **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: 30.7.2014

Payable documents: yes

Price: 3,00 EUR

Terms and method of payment: Cahier spécial des charges.

Frais d'envoi : EUR 3.

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

31.7.2014 - 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**

French.

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

Duration in days: 120 (from the date stated for receipt of 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**

#### **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**

30.6.2014