

**Belgium-Brussels: Time accounting or human resources software package**

OJ S 97/2019 21/05/2019

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: SPF Intérieur

National registration number: 0308.356.862\_17653

Postal address: Rue de Louvain 1

Town: Bruxelles

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

Postal code: 1000

Country: Belgium

Contact person: Alice Nkinahamira

E-mail: [ALICE.NKINAHAMIRA@IBZ.FGOV.BE](mailto:ALICE.NKINAHAMIRA@IBZ.FGOV.BE)

Telephone: +32 25002072

**Internet address(es):**Main address: <http://www.ibz.be>Address of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=341666>**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=341666>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=AI+-+LOG-I%2FPNO%2FGFB%2F2019%2FTime+%26+Planning+-F02>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://enot.publicprocurement.be/enot-war/displayForum.do?forumId=24487>

**I.4. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.5. Main activity**

General public services

**Section II: Object**

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**II.1. Scope of the procurement****II.1.1. Title**

Procédure ouverte pour la mise en place et la maintenance d'un système informatique d'enregistrement du temps et la gestion de la planification du personnel pour le compte du SPF Intérieur

Reference number: AI - LOG-I/PNO/GFB/2019/Time & Planning -F02\_0

**II.1.2. Main CPV code**

48450000 Time accounting or human resources software package

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

La mise en place et la maintenance d'un système informatique d'enregistrement du temps et la gestion de la planification du personnel.

**II.1.5. Estimated total value**

**II.1.6. Information about lots**

This contract is divided into lots: no

**II.2. Description**

**II.2.3. Place of performance**

NUTS code: BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

Main site or place of performance: Bruxelles.

**II.2.4. Description of the procurement**

Le présent marché porte sur la mise en place et la maintenance d'un système informatique d'enregistrement du temps et la gestion de la planification du personnel. Ce marché comporte un seul lot et est composé de 3 postes:

- poste 1: gestion des absences (pour un nombre estimé de 5500 collaborateurs),
- poste 2: gestion des présences (pour un nombre estimé de 4000 collaborateurs),
- poste 3: gestion de la planification (pour un nombre estimé de 2000 collaborateurs).

Le contrat de maintenance pour chacun de ces postes consistera en un contrat d'assistance 5 jours/7 de 8:00 à 18:00 pour la maintenance corrective pour lequel le soumissionnaire fera une proposition de SLA dans son offre.

**II.2.5. Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

**II.2.6. Estimated value**

**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

Reconduction tacite 4 fois une année.

**II.2.10. Information about variants**

Variants will be accepted: no

**II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions for participation**

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Voir cahier des charges.

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2. Conditions related to the contract**

#### **III.2.3. 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

## **Section IV: Procedure**

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### **IV.1. Description**

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

Open procedure

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

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 19/06/2019 Local time: 14:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

French, Dutch

#### **IV.2.6. Minimum time frame during which the tenderer must maintain the tender**

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

#### **IV.2.7. Conditions for opening of tenders**

Date: 19/06/2019 Local time: 14:00

Place:

Voir le cahier des charges.

Information about authorised persons and opening procedure: Voir le cahier des charges.

## **Section VI: Complementary information**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published:  
2023.

### **VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

### **VI.3. Additional information**

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

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

Official name: Conseil d'État

Postal address: Rue de la Science 33

Town: Bruxelles

Postal code: 1040

Country: Belgium

Internet address: <http://www.raadvst-consetat.be>

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

17/05/2019