

**Belgium-Houthalen-Helchteren: Business services: law, marketing, consulting, recruitment, printing and security**

**OJ S 89/2022 06/05/2022**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

## **Section I: Contracting authority**

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### **I.1. Name and addresses**

Official name: Gemeente Houthalen-Helchteren

National registration number: GEM

Postal address: Pastorijstraat 30

Town: Houthalen-Helchteren

NUTS code: BE225 Arr. Maaseik

Postal code: 3530

Country: Belgium

Contact person: De heer Bert Coenen

E-mail: [bertcoenen@houthalen-helchteren.be](mailto:bertcoenen@houthalen-helchteren.be)

Telephone: +32 499511720

Fax: +32 11492001

**Internet address(es):**

Main address: [www.houthalen-helchteren.be](http://www.houthalen-helchteren.be)

### **I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://cloud.3p.eu/Downloads/1/2591/4M/2022>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://eten.publicprocurement.be>

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

Regional or local authority

### **I.5. Main activity**

General public services

## **Section II: Object**

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### **II.1. Scope of the procurement**

#### **II.1.1. Title**

Dossier- en procesondersteuning overheidsopdrachten

Reference number: 2022/2591

#### **II.1.2. Main CPV code**

79000000 Business services: law, marketing, consulting, recruitment, printing and security

#### **II.1.3.**

## **Type of contract**

Services

### **II.1.4. Short description**

zie II.2.4

### **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: BE225 Arr. Maaseik

Main site or place of performance: NAC, Pastorijstraat 30 te 3530 Houthalen-Helchteren

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

De huidige overeenkomst voor de ondersteuning van Team Overheidsopdrachten door een externe consultant loopt af op 30 juni 2022.

Omdat het organogram 2022 nog in bespreking is, is het aangewezen een nieuwe overeenkomst voor 1 jaar aan te gaan zodat de continuïteit van de interne dienstverlening gegarandeerd kan blijven.

### **II.2.5. Award criteria**

Criteria below

Price

### **II.2.6. Estimated value**

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

Duration in days: 220

This contract is subject to renewal: yes

Description of renewals:

Niet gespecificeerd

### **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:

\* Het UEA, waarmee de ondernemer verklaart dat hij zich niet bevindt in een van de uitsluitingssituaties als bedoeld in de artikelen 67 tot 69 van de wet van 17 juni 2016.

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

List and brief description of selection criteria:

Het UEA, waarmee de ondernemer verklaart dat hij voldoet aan de onderstaande selectiecriteria:

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

List and brief description of selection criteria:

Het UEA, waarmee de ondernemer verklaart dat hij voldoet aan de onderstaande selectiecriteria:

1. De inschrijver voegt 5 referenties toe van vergelijkbare uitgevoerde opdrachten bij lokale besturen.
2. De inschrijver voegt het cv toe van de consultant die de opdracht effectief zal uitvoeren, met vermelding van vergelijkbare projecten uitgevoerd door deze consultant bij lokale besturen in de laatste 3 jaar.

Minimum level(s) of standards possibly required:

2. Minimaal bachelor diploma en 1 jaar relevante ervaring binnen overheidsopdrachten.

## **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: 03/06/2022 Local time: 10:30

#### **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**

Dutch

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

Tender must be valid until: 03/07/2022

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

Date: 03/06/2022 Local time: 10:30

## **Section VI: Complementary information**

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

This is a recurrent procurement: no

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

Electronic invoicing will be accepted

**VI.3. Additional information**

De offertes kunnen alleen elektronisch ingediend worden via de e-Tendering internetsite <https://eten.publicprocurement.be/>.

**VI.4. Procedures for review****VI.4.1. Review body**

Official name: Raad van State

Postal address: Wetenschapsstraat 33

Town: Brussel

Postal code: 1040

Country: Belgium

E-mail: [fbn@raadvst-consetat.be](mailto:fbn@raadvst-consetat.be)

Telephone: +32 22349695

Fax: +32 22349499

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

03/05/2022