

Belgium-Brussels: Payroll management services

OJ S 137/2016 19/07/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: Agentschap Integratie en Inburgering

Postal address: Havenlaan 86c, bus 212

Town: Brussel

Postal code: 1000

Country: Belgium

For the attention of: Brouwers Benny

E-mail: benny.brouwers@integratie-inburgering.be

Telephone: +32 474655859

Internet address(es):General address of the contracting authority: www.integratie-inburgering.beAddress of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=243201>Electronic submission of tenders and requests to participate: https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=Agentschap+Integratie+en+Inburgering-RC20160715_SOC+SECR_04-F02**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**

Other: privaatrechtelijk extern verzelfstandigd agentschap

I.3. Main activity**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**

RC20160715_SOC SECR_04.

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

Services

Service category No 9: Accounting, auditing and bookkeeping services

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)

De aanstelling van een sociaal secretariaat die de afdeling Human Resources bij het Agentschap Integratie en Inburgering zal ondersteunen en begeleiden.

II.1.6. CPV code(s)

79211110 Payroll management services

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

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

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

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

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

Zie bestek.

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

Zie bestek.

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: yes

Description of particular conditions: Zie bestek.

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: Zie bestek.

III.2.2. Economic and financial ability

List and brief description of conditions: Zie bestek.

III.2.3. Technical and professional ability

List and brief description of conditions:

Zie bestek.

Minimum level(s) of standards possibly required:

Klasse: N/A, categorie: N/A.

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

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 Criteria below

1. De kwaliteit van het plan van aanpak. Weighting 40

2. De kwaliteit van het team dat instaat voor de uitvoering van de opdracht. Weighting 20

3. De totaalprijs. Weighting 40

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

Agentschap Integratie en Inburgering-RC20160715_SOC SECR_04-F02_0

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: 5.9.2016 - 11:00

Payable documents: no

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

6.9.2016 - 11:00

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

Dutch.

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

Duration in days: 90 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 6.9.2016 - 11:00

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

Information about authorised persons and opening procedure: Benny Brouwers

Veronique Van Middeltem

Nathalie Heirman

Louise

Michiels

Saskia Couvreur.

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

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

15.7.2016