

Belgium-Neupré: Wallets  
OJ S 124/2017 01/07/2017  
Contract notice  
Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Administration communale de Neupré  
Postal address: Rue des Deux Églises 16  
Town: Neupré  
Postal code: 4120  
Country: Belgium  
For the attention of: Madame Alessandra Alberti  
E-mail: [travaux.marchespublics.neupre@gmail.com](mailto:travaux.marchespublics.neupre@gmail.com)  
Telephone: +32 43729986  
Fax: +32 43713809

**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:**

Official name: Administration communale de Neupré  
Postal address: Rue des deux Églises 16  
Town: Neupré  
Postal code: 4120  
Country: Belgium  
Contact person: Madame Alessandra Alberti  
E-mail: [travaux.marchespublics.neupre@gmail.com](mailto:travaux.marchespublics.neupre@gmail.com)  
Telephone: +32 43729986  
Fax: +32 43713809

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Type of the contracting authority**

Regional or local authority

**I.3. Main activity**

General public services

**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**

Gestion du portefeuille d'assurances pour la commune de Neupré, le CPAS de Neupré, culture et sports Neupré ASBL (CSN), le nouveau Coude à coude ASBL (CàC).

**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: Maison communale, rue des Deux Églises, 16 à 4120 Neupré.

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)**

Gestion du portefeuille des assurances de la commune, du CPAS, du CSN et du nouveau coude à coude.

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

18923200 Wallets

**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**

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: yes

Description of options: Voir descriptif dans le cahier spécial des charges.

**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**

Néant.

**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: — une attestation prouvant que le soumissionnaire est en règle quant au paiement de ses cotisations de sécurité sociale,  
— l'offre doit être signée par une personne autorisée et qualifiée pour ce type de marché et dûment mandatée à ce titre par la compagnie soumissionnaire. La preuve de ce mandat sera apportée par l'annexe à l'offre d'une procuration.

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

List and brief description of conditions: — des déclarations bancaires appropriées établies conformément au modèle figurant à l'annexe 3 de l'AR du 15 juillet 2011,  
— une déclaration concernant le chiffre d'affaires global et le chiffre d'affaires du domaine d'activités faisant l'objet du marché au cours des 3 derniers exercices disponibles en fonction de la date de création ou du début d'activités du candidat ou soumissionnaire, dans la mesure où les informations sur ces chiffres d'affaires sont disponibles,  
— un document émanant de l'autorité compétente attestant que le soumissionnaire est agréé pour la ou les branches d'assurances pour lesquelles une offre est déposée.

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

List and brief description of conditions:

Une liste des principaux services effectués au cours des 3 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**

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**

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. Service compris dans la prime — liste non exhaustive. Weighting 45
3. Critère d'ordre éthique. 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**

Assurances

### **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: 16.8.2017

Payable documents: no

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

17.8.2017 - 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**

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**

Date: 17.8.2017 - 11:00

Place:

Maison communale, rue des Deux Églises, 16 à 4120 Neupré

## **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**

28.6.2017