

**Ireland-Trim: SANCO/2013/F7/014 — Performance of audit and inspection services for the European Commission at its premises at Grange, Dunsany, County Meath**

OJ S 150/2013 03/08/2013

Contract notice

Services

**Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Health and Consumers, Food and Veterinary Office

Postal address: Grange, Dunsany

Town: Trim, County Meath

Country: Ireland

Contact person: H. Latino

E-mail: [sanco-irl-cft@ec.europa.eu](mailto:sanco-irl-cft@ec.europa.eu)

Telephone: +353 469061774

Fax: +353 469061705

**Internet address(es):**

General address of the contracting authority: [http://ec.europa.eu/comm/dgs/health\\_consumer/](http://ec.europa.eu/comm/dgs/health_consumer/)

Electronic access to information: [http://ec.europa.eu/dgs/health\\_consumer/funding/audits-inspections-services\\_en.htm](http://ec.europa.eu/dgs/health_consumer/funding/audits-inspections-services_en.htm)

**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**

European institution/agency or international organisation

**I.3. Main activity**

General public services

**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**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

SANCO/2013/F7/014 — Performance of audit and inspection services for the European Commission at its premises at Grange, Dunsany, County Meath.

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

Services

Service category No 9: Accounting, auditing and bookkeeping services

Main site or place of performance: The services are to be performed at the European Commission's premises at Grange, Dunsany, County Meath, Ireland, some 45 km north-west of Dublin, approximately 8 Km from Trim and 25 km from Navan.

NUTS code IE022 Mid-East

### **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)**

The European Commission proposes to issue a contract relating to the audit and inspection of the provision and management of 5 of its main logistical services (facilities management, cleaning, catering, crèche/after school and security) operated by 4 external contractors.

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

79212000 Auditing services, 79210000 Accounting and auditing services

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

The procurement is covered by the Government Procurement Agreement: no

### **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**

The European Commission proposes to issue a contract relating to the audit and inspection of the provision and management of 5 of its main logistical services (facilities management (FM), cleaning, catering, crèche/after school and security) operated by 4 external contractors.

Activity 1 — qualitative audits and inspections of the safety of the technical facilities — FM contract + security contract:

6-monthly (2 reports × contract year)

annual (2 reports × contract year).

Activity 2 — health and tests on food and drink residues audits — catering contract:

6-monthly (4 reports × contract year)

annual (1 report × contract year).

Activity 3 — operational audits — all 5 contracts:

6-monthly (2 reports × contract year)

annual (1 report × contract year).

Estimated value excluding VAT: 120 000 EUR

### **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: 3

## **II.3. Duration of the contract or time limit for completion**

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

**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**

To be stated in the tender documents which will be published on the link given in Section I.1 of this notice.

**III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

Tenders can be submitted by groupings of service providers/suppliers who will not be required to adopt a particular legal form prior to the contract being awarded, but may be required to do so after the award if this formulation is necessary for the good execution of the contract. However, a grouping of firms must nominate 1 party to be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration, and for coordination. The documents required and listed in the following paragraphs 'Exclusion criteria and supporting documents' and 'Selection criteria' must be supplied by every member of the grouping. Each member of the grouping assumes a joint and several liability towards the European Commission.

**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: 1. Candidates' requests to participate must include a solemn declaration, duly signed and dated, stating that they are not in any of the situations listed hereafter which would disqualify them from participating in a contract.

Groupings must furnish a separate declaration for each member.

Candidates shall be excluded from participation in a procurement procedure if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of 'res judicata';
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organisations;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- (f) they are currently subject to an administrative penalty for being guilty of misrepresentation

in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of their obligations under contracts covered by the Union's budget.

Points (a) to (d) of the first subparagraph shall not apply in the case of purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or from the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Candidates must certify that they are not in one of the situations listed above by completing and signing the form in Annex V, 'Certification with respect to the exclusion criteria'.

The tenderer to whom the contract is to be awarded must also provide evidence that they are not in any of the situations described in points (a), (b), (d) and (e) above within the time limit stipulated by the contracting authority. This evidence must be in one of the forms described below:

#### 2. Evidence:

a) The contracting authority shall accept as satisfactory evidence that the candidate or tenderer to whom the contract is to be awarded is not in one of the situations described in points 1(a), (b) or (e) above, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision-making or control in relation to the tenderer.

b) The contracting authority shall accept, as satisfactory evidence that the candidate is not in the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned. These documents must provide evidence covering all taxes and social security contributions for which the candidate is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations in 1(a), (b), (d) or (e), where any document described in 2(a) or (b) is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

c) Depending on the national legislation of the country in which the candidate is established, the documents referred to above shall relate to legal persons and/or natural persons including, where considered necessary by the contracting authority, company directors or any person with powers of representation, decision-making or control in relation to the candidate.

#### 3. Contracts may not be awarded to candidates who, during the procurement procedure:

(a) are subject to a conflict of interest;

(b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;

(c) find themselves in one of the situations of exclusion, referred to in above, for this procurement procedure.

Candidates must certify that they are not in the situation in point (a) by completing and signing the form in Annex V, 'Certification with respect to the exclusion criteria'.

#### 4. Dispatch of applications:

Requests to participate must be sent in a letter posted no later than the time limit in point IV. 3.4 of this notice.

Requests to participate must be sent in a double envelope. Both envelopes must be sealed

and the inner one must be marked with both the name of the department to which it is addressed to (see point I.1) and the following 'SANCO/2013/F7/014 — Performance of Audits and Inspections services — Request to Participate (candidate's name) — Not to be opened by the postal service'. Self-seal envelopes must be sealed with sticky tape, with the sender's signature written across the tape.

Candidates may elect to send their requests to participate either by:

(a) registered post to the official address in point I.1 of this notice. In this case the dispatch will be evidenced by the postmark; or

(b) delivery (in person or by any party representing the candidate, or by courier) to the address indicated in Section I.1. The department is open from 8:30 until 17:00, Monday to Thursday and 8:30 until 16:00 on Fridays. It is closed at weekends and on European Commission holidays. For deliveries by courier, the valid date of dispatch will be the date on the courier's delivery note. For deliveries made in person or by any party representing the candidate, delivery will, in this case, be confirmed by a receipt dated and signed by an official of the department indicated in Section I.1.

5. Candidates' particulars:

Candidates must:

— quote reference 'SANCO/2013/F7/014 — Performance of Audits and Inspections services' in their request to participate,

— enclose the documents and information in points III.2.1 to III.2.3,

— enclose identity details as follows: name, legal status, nationality, address, telephone and fax numbers, contact name and e-mail address, VAT number, official registration number (where applicable) and bank details.

Legal position — means of proof required: name of the country in which candidates have their head office or are domiciled, enclosing the documents evidencing this under the law in their country of residence.

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

List and brief description of conditions: Please see document entitled 'Selection criteria' published on the website indicated in Section I.1.

Minimum level(s) of standards possibly required: Please see document entitled 'Selection criteria' published on the website indicated in Section I.1.

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

List and brief description of conditions:

Please see document entitled 'Selection criteria' published on the website indicated in Section I.1.

Minimum level(s) of standards possibly required:

Please see document entitled 'Selection criteria' published on the website indicated in Section I.1.

### **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: yes

## Section IV: Procedure

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### IV.1. Type of procedure

#### IV.1.1. Type of procedure

Restricted

#### 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

Lowest price

#### 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

SANCO/2013/F7/014.

#### 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: 23.8.2013

Payable documents: no

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

30.8.2013 - 16:00

#### 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

Any EU official language

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

(1) The attention of interested parties is drawn to the aim of this notice, i.e. to select candidates who will receive the specifications and be invited to tender. The procedure consists of 2 distinct phases. In the first phase, requests to participate sent in response to this notice will be appraised by a selection committee on the basis of the criteria indicated in Section III.2 'Conditions for participation'. In phase 2, all applicants who meet the minimum levels of standards indicated will be shortlisted and subsequently invited to submit a tender. Applicants who are not shortlisted after phase 1 will be informed of the reasons for their elimination from the procedure.

(2) NB: interested parties are requested to strictly observe the conditions stated in point III.2 when submitting their request to participate.

(3) Interested parties are requested to refrain from seeking further information at this stage.

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

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

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.europa.eu>

#### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge of the plaintiff.

#### **VI.4.3. Service from which information about the review procedure may be obtained**

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

24.7.2013