

Spain-Vitoria-Gasteiz: Filing services

OJ S 147/2016 02/08/2016

Contract notice

Services

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

I.1. Name and addresses

Official name: Diputación Foral de Álava

Postal address: Registro General de la Diputación Foral de Álava, Plaza de la Provincia, 5, bajo

Town: Vitoria-Gasteiz

Postal code: 01001

Country: Spain

For the attention of: Eduardo Bringas

E-mail: ebringas@araba.eus

Telephone: +34 945181576

Fax: +34 945181514

Internet address(es):General address of the contracting authority: <http://www.araba.eus>**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**

Regional or local authority

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

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

Prestación del servicio de empaquetado, depósito, custodia, consulta y destrucción de la documentación de los archivos de la Dirección de Hacienda.

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

Services

Service category No 27: Other services

Main site or place of performance: Álava.

NUTS code ES211 Araba/Álava

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)

El objeto del presente contrato de tracto sucesivo será la prestación del servicio de empaquetado, depósito, custodia, consulta y destrucción de la documentación de los archivos de la Dirección de Hacienda.

II.1.6. CPV code(s)

79560000 Filing 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

Estimated value excluding VAT: 507 768,60 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: 2

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

in months: 24 (from the award of the contract)

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

Duration in months: 24 (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

Definitiva: 5 % sobre el presupuesto base de licitación (excluido IVA).

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

El pago del precio de la prestación objeto de este contrato se efectuará mediante abonos parciales consecutivos, correspondientes a los importes de cada una de las mensualidades generadas por la prestación por el adjudicatario del servicio de empaquetado, depósito, custodia, consulta y destrucción de la documentación de los archivos de la Dirección de Hacienda, que deberá ajustarse en todo a lo establecido en los pliegos de condiciones económico-administrativas y técnicas. Dichos abonos se llevarán a cabo a mes vencido y

previo visto bueno dado a la factura correspondiente por la Jefa de la Unidad de Gestión Censal y Notificaciones y el Director de Hacienda.

En cumplimiento de lo previsto en el Decreto Foral 67/2014 de 30 de diciembre por el que se crea el Registro Contable de Facturas de la Administración Foral y se aprueba el procedimiento para su tramitación, la empresa adjudicataria deberá presentar las correspondientes facturas en formato electrónico mediante el procedimiento establecido en el mismo.

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: Grupo: L — Subgrupo: 1 — Categoría: A.

III.2.2. Economic and financial ability

List and brief description of conditions: Ver cláusula a) del Apartado O) del Cuadro de Características.

III.2.3. Technical and professional ability

List and brief description of conditions:

Ver cláusula b) del Apartado O) del Cuadro de Características.

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. Mejor precio ofertado por el licitador. Weighting 40
2. Distancia del centro de almacenaje. Weighting 30
3. Mejor planificación y organización de los trabajos. Weighting 30

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

23/16

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Payable documents: no

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

15.9.2016 - 14:30

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

Other: Euskara.

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

IV.3.8. Conditions for opening of tenders

Date: 21.9.2016 - 13:00

Place:

Sala de reuniones de la Dirección de Finanzas y Presupuestos, c/ Samaniego, 14, 4ª planta — Vitoria-Gasteiz.

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

Information about authorised persons and opening procedure: Interesados.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 4 años.

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

Official name: Órgano Administrativo Foral de Recursos Contractuales de la Diputación Foral de Álava
Postal address: Plaza de la Provincia, s/n
Town: Vitoria-Gasteiz
Postal code: 01001
Country: Spain

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: El procedimiento de Recurso Especial se iniciará mediante escrito que deberá presentarse en el plazo de 15 días hábiles contados a partir del siguiente a aquel en que se remite la notificación del acto impugnado, conforme a lo dispuesto en el artículo 40 y ss. del Real Decreto Legislativo 3/2011, de 14 de noviembre, por el que se aprueba el Texto Refundido de la Ley de Contratos del Sector Público (TRLCSP), o bien interponer en el plazo de dos meses recurso contencioso administrativo ante la Sala de lo Contencioso-Administrativo del Tribunal Superior de Justicia del País Vasco, según lo previsto en los artículos 10.1 k) y 46.1 de la Ley 29/1998, de 13 de julio, reguladora de la Jurisdicción Contencioso-Administrativa.

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

Official name: Servicio de Secretaría Técnica de Hacienda, Finanzas y Presupuestos
Postal address: Samaniego, 14, 4ª planta
Town: Vitoria-Gasteiz
Postal code: 01008
Country: Spain
E-mail: ebringas@araba.eus
Telephone: +34 945181576
Fax: +34 945181514

VI.5. Date of dispatch of this notice

28.7.2016