

B-Brussels: delivery of practical exams to candidates for professional drivers in the EU institutions

OJ S 161/2012 23/08/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, European Personnel Selection Office — EPSO 01 — e-Selection

Postal address: avenue de Cortenbergh 25

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: hr-contrats-marches@ec.europa.eu

Fax: +32 22991924

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

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

Delivery of practical exams to candidates for professional drivers in the EU institutions.

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: Lot 1: contractor's premises — Brussels area.

Lot 2: contractor's premises — London area.

NUTS code

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in months: 48

II.1.5. Short description of the contract or purchase(s)

EPSO wishes to enter into framework service contracts for the delivery of practical driving exams as part of its selection procedures for drivers for the years 2013, 2014, 2015 and 2016. The exams will be designed to evaluate the proficiency in driving of candidates from all EU Member States.

This procedure is organised in 2 lots. Applications for 1 or the 2 lots will be accepted.

Applications for only part of any lot will not be accepted.

Lot 1: delivery in Brussels area of practical driving exams for right-side driving.

Lot 2: delivery in London area of practical driving exams for left-side driving.

Services to be covered include:

- development of exam materials,
- organisation and delivery of the exam to the candidates,
- provision of facilities and equipment for the delivery of the exam,
- evaluation of candidates' skills and sending of the results to EPSO.

For practical reasons testing will take place in Brussels (lot 1)/London (lot 2) area (maximum 50 kilometres away from the city). Test centres should be easily accessible by public transport.

The contractor must provide appropriately trained and professionally competent staff for welcoming and invigilating all the test centres. Staff in the test centres must be fluent in the local language as well as at least 1 of the following 3 languages: English, French and German since candidates will sit their exam in either English, French or German.

II.1.6. CPV code(s)

80411100 Driving-test 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: yes

Tenders may be submitted for one or more lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

For indicative purposes and without any commitment:

lot 1: 1 or 2 testing sessions per year. Overall number of candidates for the period of the contract (i.e. 48 months): approximately 250 candidates;

lot 2: 1 or 2 testing sessions per year. Overall number of candidates for the period of the contract (i.e. 48 months): approximately 50 candidates.

Pursuant to Article 126(1)(f) and (3) of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, as amended by Regulation (EC, Euratom) No 1261/2005 of 20.7.2005 laying down the detailed rules for implementation, the contracting authority may use the negotiated procedure for the award of new services consisting of the repetition of similar services

entrusted to the economic operator awarded the initial contract. This procedure can only be applied during a period of 3 years following conclusion of the initial contract.

II.2.2. Information about options

Options: no

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: 48 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Delivery in Brussels area of practical driving exams for right-side driving

1) Short description

The exam will be designed to evaluate the proficiency in driving of candidates from all EU Member States and will be divided into 4 parts: knowledge of the driving code, driving in various situations, simulation of accident situations and eco-driving simulation, VIP driving.

2) CPV code(s)

80411100 Driving-test services

3) Quantity or scope

For indicative purposes and without any commitment:

lot 1: 1 or 2 testing sessions per year. Overall number of candidates for the period of the contract (i.e. 48 months): approximately 250 candidates.

4) Indication about different time frame or duration

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

5) Additional information about lots

Lot No: 2

Lot title: Delivery in London area of practical driving exams for left-side driving

1) Short description

The exam will be designed to evaluate the proficiency in driving of candidates from all EU Member States and will be divided into 4 parts: knowledge of the driving code, driving in various situations, simulation of accident situations and eco-driving simulation, VIP driving.

2) CPV code(s)

80411100 Driving-test services

3) Quantity or scope

For indicative purposes and without any commitment:

lot 2: 1 or 2 testing sessions per year. Overall number of candidates for the period of the contract (i.e. 48 months): approximately 50 candidates.

4) Indication about different time frame or duration

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

5) Additional information about lots

Section III: Legal, economic, financial and technical information

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

Financing conditions and payment arrangements will be detailed in the tender specifications.

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: Requests to participate shall be sent by one of the following methods:

— by registered letter, as evidenced by the postmark, to the following address:

European Commission, Human Resources and Security DG, Unit HR R.3, Office SC-11 6/28, 1049 Brussels, BELGIUM,

— by delivery (in person or by a representative of the candidate, or a courier service) to the following address:

European Commission, Human Resources and Security DG, Unit HR R.3, Office SC-11 6/28, avenue du Bourget 1, 1140 Brussels (Evere), BELGIUM. This department is open 8:00–17:00, Monday to Thursday, and 8:00–16:00 on Fridays. It is closed at weekends and on Commission holidays. If delivery is made via a courier service, the valid date of dispatch will be the date on the courier's delivery receipt. If the application is delivered by the candidate himself, or by a representative of his, a delivery receipt will be issued, dated and signed by the official from the Commission's Central Mail Department who takes delivery of the documents.

Candidates may make use of the capacities of other bodies irrespective of the legal nature of the connection between themselves and said bodies. In such an event, they must provide the contracting authority with proof that they will have the resources needed to carry out the contract by, for example, producing a written commitment by said bodies to make such resources available.

Candidates (individual candidates or groupings) must (NB: groupings must provide the requested documents and information separately for each member):

— quote reference 'EPSO/01/PR/2012/078' in their request to participate,

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

— enclose a detailed identity sheet (groupings shall provide these separately for each member and state which is the lead company) as follows: name, legal status, nationality, address, telephone and fax numbers, contact name and e-mail address, VAT number, legal 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, along with the corresponding attestations, in accordance with the law in their country of residence (groupings must provide these documents separately for each member).

Candidates' requests to participate must include a duly dated and signed solemn declaration stating that they are not in any of the cases which would disqualify them from participating in the contract. This document is available from the following address: http://ec.europa.eu/dgs/human-resources/markets_en.htm

For groupings, this declaration must be provided separately for each member.

Applications submitted by consortia, groupings, or associations of companies must contain:

- a) a document detailing the composition and constitution of the entity or legal form of this cooperation should they be awarded the contract;
- b) a letter signed by each grouping member, stating that they undertake to perform the work and specifying their role, qualifications and experience.

Candidates who fail to provide this document may be automatically excluded.

In the case of consortia or groupings, 1 grouping member must be designated lead member and must take full responsibility for the contract, should he be awarded it, vis-à-vis the European Commission. The framework contract will be signed between the EPSO and the designated main contractor.

III.2.2. Economic and financial ability

List and brief description of conditions: Candidates must provide evidence of economic, financial, technical and professional capacity. Candidates who do not provide the documentation specified, or who are judged, on the basis of the documentation provided, not to have fulfilled the criteria specified below, may be excluded.

The candidate must demonstrate sufficient economic and financial resources to be able to execute the tasks summarised in this contract notice.

Where the candidate wishes to subcontract or otherwise rely on the capacities of other entities, it must in that case prove that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

The following additional documents must also be provided in evidence of economic and financial capacity:

- appropriate statements from banks or evidence of professional risk indemnity insurance,
- the presentation of balance sheets or extracts from balance sheets and profit and loss accounts for at least the last 2 years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established. The profit and loss accounts shall show before-tax profits for the last year for which accounts have been closed. In case of entities established less than 2 years ago the relevant documents should be provided for the period of its existence only,
- a statement of overall turnover and turnover concerning the services covered by the contract during the last 3 financial years,
- if, for some exceptional reason which the contracting authority considers to be justified, the candidate is unable to produce the references required, evidence of their economic and financial capacity may be provided by any other means which the contracting authority deems suitable.

III.2.3. Technical and professional ability

List and brief description of conditions:

Tenderers' technical and professional capacity for providing the services described in this call for tenders will be assessed with regards to their know-how, experience and reliability.

In the case of tenders from consortia, these selection criteria apply to the aggregate of the different partners. It is necessary, however, to identify clearly the lead contractor, who will also be responsible for signing the contract, and to provide with the tender written confirmation from

each member of the consortium that they would be ready and willing to participate in the work, and briefly describing their role.

Tenderers must:

- a) provide a detailed description of their organisational capacity stating the tasks carried out by each member (particularly in the case of legal persons, of joint offers by groups of service providers and of subcontracting); the quality assurance system in place;
- b) demonstrate adequate human and technical resources to deliver the results sought;
- c) be in the position to ensure the confidentiality and secrecy of the project and demonstrate adequate procedures in order to guarantee the degree of confidentiality expected and protection of personal data;
- d) have appropriate technical competencies and resources to communicate with EPSO electronically by means of a secured file transfer protocol (FTP).

Documentation

The following documents must be presented as evidence of compliance with the above technical and professional criteria:

- (i) the professional qualifications of the candidate and/or those of the firm's managerial staff providing the services; CVs of key experts and examiners participating in the process must also be provided; description of the role to be performed by each member of the staff in the overall organisation of the work (including language skills as described under point II.1.5 of this contract notice);
- (ii) references: list of the principal contracts carried out over the past 5 years, which were similar in nature to the contract in this invitation to tender. Candidates must give a detailed description of the 3 references in this list which they feel are the most relevant with regard to their application. Said description must give details of the nature and volume of services provided, the beneficiary, the start and end dates of the contract, the staff resources used (including their qualifications) and the organisational structure set up. For these 3 references, candidates will provide the full name and particulars of the person responsible for the contract at the customer company;
- (iii) a description of the technical equipment, including number and models of the cars to be used by the contractor;
- (iv) a description of existing test centre(s) to be used by the contractor for performing the contract;
- (v) a description of the measures employed to ensure high quality of services including procedures to guarantee integrity and competence of staff; and also secured transfer of the results to EPSO;
- (vi) an indication of the proportion of the contract which the service provider intends possibly to subcontract and description how they envisage to exercise control over subcontractors, if any.

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

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

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

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

EPSO/01/PR/2012/078.

IV.3.2. Previous publication concerning this procedure

no

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

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

3.10.2012

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

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.

(2) NB: interested parties are requested to observe strictly the conditions stated in point III.2

when submitting their request to participate, namely:

- to send their application by post before the deadline in point IV.3.4,
- to enclose all the documents and information requested in points III.2.1 to III.2.3.

Incomplete applications may be automatically discarded.

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

(4) Data protection: the appropriate technical and organisational measures to ensure a level of security of personal data shall be agreed between the successful tenderer (and each individual member of consortia and each subcontractor) and EPSO in writing or in another equivalent form.

(5) If processing your reply to this contract notice involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, replies to the questions and any personal data requested are required to evaluate your application in accordance with the contract notice and will be processed solely for that purpose by the contracting authority mentioned in heading I.1.

Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

Your personal data may be registered in the early warning system (EWS) only or both in the EWS and central exclusion database (CED) by the accounting officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the early warning system (for more information see the privacy statement on http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm), or
- the Commission Regulation No 1302/2008 of 17.12.2008 on the central exclusion database (for more information see the privacy statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE).

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

E-mail: cfi.registry@curia.europa.eu

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 of the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

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

VI.5. Date of dispatch of this notice

13.8.2012

