

Belgium-Brussels: Security guard and reception services for the European Parliament's Information Office in Edinburgh
OJ S 171/2014 06/09/2014
Contract notice
Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Parliament, Directorate-General for Security

Postal address: rue Wiertz 60 (WIE 01U027)

Town: Brussels

Postal code: 1047

Country: Belgium

For the attention of: Budget Unit

E-mail: marches-tenders@ep.europa.eu

Fax: +32 22843038

Internet address(es):

General address of the contracting authority: <http://www.europarl.europa.eu/tenders/invitations.htm>

Electronic access to information: <http://www.europarl.europa.eu/tenders/invitations.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:

Official name: European Parliament

Postal address: rue Wiertz

Town: Brussels

Country: Belgium

Contact person: the documents may be downloaded from the following address: <http://www.europarl.europa.eu/tenders/invitations.htm>

E-mail: marches-tenders@ep.europa.eu

Internet address: <http://www.europarl.europa.eu/tenders/invitations.htm>

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

Security guard and reception services for the European Parliament's Information Office in Edinburgh.

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

Supplies

Main site or place of performance: Edinburgh.

NUTS code UKM25 Edinburgh

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 contract is for a security/reception kiosk to be manned during the opening hours of the European Parliament's Information Office in Edinburgh (8:00–18:00).

For information, the offices are on the 4th floor of the building and cover a surface area of ± 180 m².

The security guard and reception services include:

- operation and checking of the general security equipment (intrusion protection system, video surveillance system, checking of visitors using a metal detector, checking access badges),
- presence at the entrance to the building; carrying out regular internal and external surveillance rounds, including the checking of emergency exits of the building, inspecting suspicious parcels and mail, evacuating staff in an emergency,
- cooperating with the local law enforcement authorities at the request of the contracting authority, managing keys and passes, checking supplies and deliveries, both incoming and outgoing, manning the telephone, checking the identity of visitors,
- carrying out a surveillance round at the opening and closing of the premises.

II.1.6. CPV code(s)

79713000 Guard services, 79715000 Patrol 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

- 1 security/reception kiosk to be manned during the Information Office's opening hours (8:00–18:00),
- alarm surveillance and emergency-call monitoring,
- patrols outside office hours (2 per day).

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: 60 (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

Not applicable.

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

See draft contract.

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

See invitation to tender documents.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: check whether the recruitment of staff applies, given the workforce (1 or 2 persons).

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: see invitation to tender documents.

III.2.2. Economic and financial ability

List and brief description of conditions: see invitation to tender documents.

III.2.3. Technical and professional ability

List and brief description of conditions:
see invitation to tender documents.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

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

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

EP/DGSAFE/BI/SER/2014-011.

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

16.10.2014 - 15:00

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

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

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 24.10.2014 - 10:00

Place:

European Parliament, DG Security, rue Wiertz, Brussels, BELGIUM.

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

Information about authorised persons and opening procedure: maximum of 2 persons per tenderer.

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

All documents relating to this procedure are available for download at the following address: <http://www.europarl.europa.eu/tenders/invitations.htm>

The European Parliament departments concerned will organise a mandatory site visit at the European Parliament's Edinburgh site.

Tenderers interested in taking part in the visit should go to the following address on 22.9.2014 (10:00):

European Parliament, The Tun, 4 Jackson's Entry, Holyrood Road, Edinburgh, UNITED KINGDOM.

Tenders submitted by economic operators who did not attend the mandatory site visit will be considered non-compliant.

Tenderers wishing to take part in the site visit should confirm this with the department responsible for managing this contract by 18.9.2014 (18:00), limiting their representation to 2 persons, either:

— by fax: +32 22843038,

— or by e-mail to the address: marches-tenders@ep.europa.eu

All requests to participate must give details of the people who will take part in the visit, namely:

(a) surname and first name;

(b) position;

(c) date of birth;

(d) ID card number.

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the Court of Justice of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

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

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

Body responsible for mediation procedures

Official name: European Ombudsman

Postal address: 1, avenue du Président Robert Schuman

Town: Strasbourg

Postal code: 67001

Country: France

Internet address: <http://www.ombudsman.europa.eu>

VI.4.2. Review procedure

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

Official name: General Court of the Court of Justice of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

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

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

VI.5. Date of dispatch of this notice

27.8.2014