

**B-Leuze-en-Hainaut: insurance and pension services**

OJ S 186/2012 27/09/2012

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Commune de Leuze-en-Hainaut

Postal address: avenue de la Résistance 1

Town: Leuze-en-Hainaut

Postal code: 7900

Country: Belgium

Contact person: Mme Liliane Stradiot

E-mail: [liliane.stradiot@publilink.be](mailto:liliane.stradiot@publilink.be)

Telephone: +32 69669850

Fax: +32 69665665

**Internet address(es):**General address of the contracting authority: [www.leuze-en-hainaut.be](http://www.leuze-en-hainaut.be)**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: yes

**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**

Assurances et services connexes (courtage).

**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: Commune de Leuze-en-Hainaut, avenue de la Résistance, 1 à 7900 Leuze-en-Hainaut, BELGIQUE.

NUTS code BE327 Arr. Tournai

### **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)**

Assurances et services connexes (courtage).

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

66500000 Insurance and pension services

### **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**

### **II.2.3. Information about renewals**

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

## **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: yes

Description of particular conditions: Précisions: déclaration sur l'honneur avec condition de transmettre pièces originales avant adjudication, sur demande (attestation de non faillite et extrait de casier judiciaire) voir p5 su CSCH.

### **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 originale, délivrée par l'autorité compétente confirmant que le soumissionnaire est en règle quant à ses obligations relatives au paiement des cotisations de sécurité sociale, jusque et y compris l'avant-dernier trimestre

civil écoulé par rapport à la date limite de réception des demandes de participation ou de réception des offres, conformément aux dispositions de la loi belge ou celles du pays où il est établi.

\* Une attestation originale et récente (max 3 mois), prouvant que le soumissionnaire est en règle quant aux paiements de la TVA.

\* Le soumissionnaire doit joindre à la présente offre une attestation de l'Administration des contributions directes attestant qu'il est en règle de paiement de ses impôts et taxes.

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

List and brief description of conditions: Une déclaration concernant le chiffre d'affaires global de l'entreprise et le chiffre d'affaires lié spécifiquement à ce type de marché au cours des trois derniers exercices.

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

List and brief description of conditions:

\* Les titres d'études et professionnels du prestataire de services et/ou des cadres de l'entreprise et, en particulier, du ou des responsables de l'exécution des services.

\*Le soumissionnaire apportera la preuve qu'il dispose de l'agrément administratif préalable à l'exercice des activités d'assurances concernées par le présent marché en qualité de courtier d'assurances. (attestation de la C.B.F.A. en Belgique et/ou équivalent pour les autres pays européens).

\* Le soumissionnaire fournira une note récapitulative permettant au pouvoir adjudicateur de s'assurer de l'expérience du soumissionnaire dans les branches d'assurances visées par la présent marché, mentionnant les principaux services d'assurance effectués par le soumissionnaire pendant les trois dernières années.

### **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. Prix (montant des primes annuelles et services de courtages). Weighting 50
2. Garantie. Weighting 25
3. Qualité du service de courtage. Weighting 25

#### **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**

2012-999

##### **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: 26.10.2012

Payable documents: no

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

21.11.2012 - 10:00

##### **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: 21.11.2012 - 10:00

Place:

Hôtel de ville, Salle du Conseil, 1er étage.

#### **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**

25.9.2012