

**Spain-Madrid: Filing services**

OJ S 109/2022 08/06/2022

**Contract notice****Services****Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Secretaría General de la Mutualidad de Funcionarios Civiles del Estado (MUFACE)

National registration number: Q2861001B

Postal address: Paseo de Juan XXIII, 26

Town: Madrid

NUTS code: ES300 Madrid

Postal code: 28040

Country: Spain

Contact person: Secretaría General de la Mutualidad de Funcionarios Civiles del Estado (MUFACE)

E-mail: [contratacion@muface.es](mailto:contratacion@muface.es)

Telephone: +34 912739830

Fax: +34 912739643

**Internet address(es):**

Main address: <https://contrataciondelestado.es>

Address of the buyer profile: <https://contrataciondelestado.es/wps/poc?uri=deeplink:perfilContratante&idBp=%2BDmHtVPaLal%3D>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: [https://contrataciondelestado.es/wps/poc?uri=deeplink:detalle\\_licitacion&idEvl=Nv2NLCG68ENvYnTkQN0%2FZA%3D%3D](https://contrataciondelestado.es/wps/poc?uri=deeplink:detalle_licitacion&idEvl=Nv2NLCG68ENvYnTkQN0%2FZA%3D%3D)

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://contrataciondelestado.es/wps/poc?uri=deeplink:perfilContratante&idBp=%2BDmHtVPaLal%3D>

**I.4. Type of the contracting authority**

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.5. Main activity**

Social protection

**Section II: Object**

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**II.1. Scope of the procurement**

### **II.1.1. Title**

Contratación de una empresa especializada de servicios documentales y archivo externo de documentación generada por la Mutualidad General de Funcionarios Civiles del Estado (MUFACE)

Reference number: 98/2022

### **II.1.2. Main CPV code**

79560000 Filing services

### **II.1.3. Type of contract**

Services

### **II.1.4. Short description**

Contratación de una empresa especializada de servicios documentales y archivo externo de documentación generada por la Mutualidad General de Funcionarios Civiles del Estado (MUFACE)

### **II.1.5. Estimated total value**

Value excluding VAT: 660 568,98 EUR

### **II.1.6. Information about lots**

This contract is divided into lots: no

## **II.2. Description**

### **II.2.3. Place of performance**

NUTS code: ES300 Madrid

Main site or place of performance: Ver Hoja Resumen del PCAP, Apartado 7. .

### **II.2.4. Description of the procurement**

Contratación de una empresa especializada de servicios documentales y archivo externo de documentación generada por la Mutualidad General de Funcionarios Civiles del Estado (MUFACE)

### **II.2.5. Award criteria**

Criteria below

Cost criterion - Name: Tiempo de respuesta / Weighting: 4

Cost criterion - Name: Precio / Weighting: 96

### **II.2.6. Estimated value**

Value excluding VAT: 660 568,98 EUR

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

Ver Hoja Resumen del PCAP, Apartado 7.

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.13.**

## **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

## **Section III: Legal, economic, financial and technical information**

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### **III.1. Conditions for participation**

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Capacidad de obrar

Preferencia para empresas con trabajadores con discapacidad

Titulos habilitantes: Pertenencia a Grupo Empresarial

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

- Otros

### **III.2. Conditions related to the contract**

#### **III.2.2. Contract performance conditions**

Eliminar desigualdades entre el hombre y la mujer. Descripción: Que en toda publicidad, imagen o materiales necesarios para la ejecución del contrato, el contratista haga un uso no sexista del lenguaje, evite cualquier imagen o estereotipo sexista y fomente la imagen con valores de igualdad, presencia equilibrada, diversidad, corresponsabilidad y pluralidad de roles e identidades de género

Sometimiento del contratista a la normativa de protección de datos. Descripción: Conforme a lo previsto en el art 202, se configura como obligación especial de ejecución el sometimiento a la normativa nacional o de la Unión Europea en materia de protección de datos, con carácter de esencial, a los efectos del art 211 1 f) de la LCSP

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Open procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 05/07/2022 Local time: 09:00

**IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

**IV.2.4. Languages in which tenders or requests to participate may be submitted**  
Spanish

**IV.2.6. Minimum time frame during which the tenderer must maintain the tender**  
Duration in months: 9 (from the date stated for receipt of tender)

**IV.2.7. Conditions for opening of tenders**

Date: 12/07/2022 Local time: 10:00

Place:

Datos de Dirección:

Calle:

CP:

Población:

País:

Information about authorised persons and opening procedure: Descripción:

## **Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: no

**VI.2. Information about electronic workflows**

Electronic invoicing will be accepted

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Secretaría General de la Mutualidad de Funcionarios Civiles del Estado (MUFACE)

Postal address: Paseo de Juan XXIII, 26

Town: Madrid

Postal code: 28040

Country: Spain

**VI.4.4. Service from which information about the review procedure may be obtained**

Official name: Secretaría General de la Mutualidad de Funcionarios Civiles del Estado (MUFACE)

Postal address: Paseo de Juan XXIII, 26

Town: Madrid

Postal code: 28040

Country: Spain

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

03/06/2022