

Belgium-Brussels: Assistance and insurance services for officials on mission travelling for business purposes

OJ S 188/2013 27/09/2013

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, DG Human Resources and Security, Directorate 'Shared Resource Services — Finance and Internal Control'

Postal address: Office SC11 06/32

Town: Brussels

Postal code: 1049

Country: Belgium

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

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

Other: insurance services.

I.4. Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: European Commission

Postal address: rue de la Loi 200

Town: Brussels

Postal code: 1049

Country: Belgium

Section II: Object of the contract

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

Assistance and insurance services for officials on mission travelling for business purposes.

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: worldwide coverage.
NUTS code BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

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 years: 6

In the case of framework agreements, provide justification for any duration exceeding 4 years: the contract includes, amongst other things, coverage of rare but potentially very high risks (for example, conflict or disaster situations). The increase in the contract duration allows this risk to be spread over a wider basis and allows a better-adjusted price to be obtained.

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

Assistance and insurance services for officials on mission travelling for business purposes in their own country of posting or in any other country in the world.

The contract comprises 2 intrinsically complementary sections: a first standard 'assistance' section (including in high-risk situations) and a second 'additional life/disability insurance' section. This insurance must cover all staff of the institutions, bodies and agencies, irrespective of their place of posting (European Union or outside the European Union), even though the main place of posting is Brussels.

This invitation to tender is organised on an interinstitutional basis. The contracting authority responsible for the procedure is the European Commission. The Commission, representing the institutions, will make a single award decision for all of them. Then, an interinstitutional service contract will be signed by the European Commission, represented by the Director of the PMO. The Director will be the principal contractee, responsible for managing the contract, and representing in this regard all the participating contracting authorities. The operational aspects of the contract will fall to each participating contracting authority acting in complete autonomy.

This contract shall apply to all the institutions, bodies and agencies designated as contracting authorities below which have given a mandate in this regard. This list will not be altered unless a new institution, body or agency of the European Union is created, which will become autonomous subsequent to this contract being launched.

In such cases, these new institutions could also benefit from the services under the contract on condition that, on the one hand, they are authorised by the Commission on the basis of information regarding their legal personality and the legal basis of their creation and, on the other hand, that the value of any future contracts would not exceed 10 % of the contract volume (all institutions, bodies and agencies taken together). The rider enabling this new institution to join the contract will be signed and managed by the Commission.

The following institutions, bodies and agencies are involved:

- the European Commission,
- the European Parliament,
- the Council of the European Union,
- the European External Action Service (EEAS),
- the Court of Auditors,
- the Court of Justice,
- the Committee of the Regions (CoR),
- the European Economic and Social Committee (EESC),
- the Translation Centre for the Bodies of the European Union (CdT),

- the European Ombudsman,
- the European Banking Authority (EBA),
- the European Data Protection Supervisor (EDPS),
- the Agency for the Cooperation of Energy Regulators (ACER),
- the Body of European Regulators for Electronic Communications (BEREC)
- the European Centre for the Development of Vocational Training (Cedefop),
- the European Police College (CEPOL),
- the Education, Audiovisual and Culture Executive Agency (EACEA),
- the Executive Agency for Competitiveness and Innovation (EACI),
- the Executive Agency for Health and Consumers (EAHC),
- the European Aviation Safety Agency (EASA),
- the European Asylum Support Office (EASO),
- the European Centre for Disease Prevention and Control (ECDC),
- the European Chemicals Agency (ECHA),
- the European Defence Agency (EDA),
- the European Fisheries Control Agency (EFCA),
- the European Food Safety Authority (EFSA),
- the European Institute for Gender Equality (EIGE),
- the European Insurance and Occupational Pensions Authority (EIOPA),
- the European Institute of Innovation and Technology (EIT),
- the European Medicines Agency (EMA),
- the European Maritime Safety Agency (EMSA),
- the European Railway Agency (ERA),
- the European Research Council Executive Agency (ERCEA),
- the European Securities and Markets Authority (ESMA),
- the European Training Foundation (ETF),
- the European Police Office (Europol),
- the European Union Agency for Fundamental Rights (FRA),
- the European Agency for the Management of Operational Cooperation at the External Borders (Frontex),
- the Office for Harmonization in the Internal Market (trade marks and designs (OHIM)),
- the European Agency for Safety and Health at Work (EU-OSHA),
- the Research Executive Agency (REA),
- the Trans-European Transport Network Executive Agency (TEN-T EA),
- the European GNSS Agency (GSA),
- the European Fisheries Control Agency (EFCA),
- the Community Plant Variety Office (CPVO),
- the Clean Sky Joint Undertaking,
- the ARTEMIS Joint Undertaking,
- the European Joint Undertaking for ITER and the Development of Fusion Energy,
- the Innovative Medicines Initiative Joint Undertaking (IMI),
- the Fuel Cells and Hydrogen Joint Undertaking,
- the ENIAC Joint Undertaking.

II.1.6. CPV code(s)

66510000 Insurance 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

For information only and without this being binding on the contracting authority, the staff of the institutions and agencies associated with this interinstitutional invitation to tender made, in 2011, approximately 230 000 business trips totalling 620 000 mission days, 460 000 of which were in the European Union, 160 000 outside the European Union and 5 070 in high-risk countries or countries at war.

In accordance with 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, contracting authorities may use the negotiated procedure to award contracts involving 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: 72 (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

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

Annual payment of the insurance premium within 30 days of approval of the payment requests by the contracting authorities. The annual payment shall be made in 2 parts: an advance payment of 80 % of the estimated annual premium and payment of the balance at the end of the year.

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

In the case of a grouping, all grouping members must be jointly and severally liable for contract performance and abide by the requirements referred to in point III.2.

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 must be sent by post before the final date or the deadline indicated in point IV.3.4 of this notice, in accordance with 1 of the following procedures:

— registered post, as evidenced by the postmark, to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR R.3, Office SC-11 6/28, 1049 Brussels, BELGIUM,

— delivery (in person, or by a representative of the candidate or a courier service) to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR R.3, Office SC-11 6/28, avenue du Bourget 1, 1140 Brussels (Evere), BELGIUM.

This department is open from 8:00 to 17:00 Monday to Thursday, and from 8:00 to 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 delivery is 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 (individual candidates or groupings) must (NB: groupings must provide the requested documents and information separately for each grouping member):

— quote reference PMO2/PR/2013/067 in their request to participate,

— enclose all documents and information required under points III.2.1 to III.2.3,

— enclose a detailed identity sheet (individual sheets for each member of the grouping, with an indication of the lead company) stating: name, legal status, nationality, address, telephone and fax numbers, name and e-mail address of contact person, VAT number, official registration number (where applicable) and precise bank details.

Provided that the economic, financial and technical capacity conditions are fulfilled, the contract is open to both insurance companies and insurance brokers (insurance intermediaries).

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 furnish these documents individually for each member),

— candidates' requests to participate must include a duly signed and dated solemn declaration, stating that they are not in any of the situations which would disqualify them from participating in the contract. This document is available at the following address:

http://ec.europa.eu/dgs/human-resources/markets_fr.htm

Groupings must furnish separate solemn declarations for each member.

Requests to participate submitted by consortia, groupings or associations of companies must include:

(a) a document detailing the composition and constitution of the entity or the legal form of this cooperation in the event they are awarded the contract;

(b) a document detailing the lead company;

(c) all members of the consortium, grouping or association of companies must declare that they accept said company as leader;

(d) a letter signed by each grouping member, stating that they undertake to carry out the work, and specifying their role, qualifications and experience. Candidates who fail to provide this document may be automatically excluded.

The contract will be signed by the European Commission and the successful tenderer (lead company in the case of a grouping).

Candidates may rely on the capacities of other bodies, regardless of the legal nature of the links which they have with them. 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.

III.2.2. Economic and financial ability

List and brief description of conditions: — balance sheets, or summaries thereof, and profit and loss accounts (separate documents for each grouping member, if a grouping) for the past 3 financial years for which accounts have been closed, where publication of balance sheets is prescribed under company law in the country in which the economic operator is resident.

These documents must show pre-tax profits for the past 3 financial years for which accounts have been closed. If the balance sheets or the statement show an average loss over the past 3 financial years, then the candidate (separate documents for each grouping member, if a grouping) must provide another document as proof of his financial and economic situation, such as appropriate bank references or proof of having taken out professional risk insurance, — statement as to specific annual turnover in each of the past 3 financial years 2010, 2011 and 2012, in the field of the contract. If the request to participate is submitted by a grouping, this information must be submitted to the contracting authority in the form of an individual document for each grouping member and a consolidated document for the grouping as a whole.

If, for some exceptional reason which the contracting authority considers to be justified, the candidate is unable to produce the means of proof required above, he may provide proof of his economic and financial capacity by any other means which the contracting authority deems suitable.

III.2.3. Technical and professional ability

List and brief description of conditions:

proof of the candidate's technical and professional capacity must be provided by means of the following information and documents:

documentary proof of his enrolment on the relevant register in his country of establishment in the field of insurance, to enable verification of his capacity to perform a professional activity as insurer or insurance intermediary.

The candidate must enclose with his request to participate a solemn declaration stating that he is in compliance with the rules regarding solvency in force in the Member State in which his registered office is located and that he is not currently the subject of any administrative procedure by the competent inspection authorities in that Member State, e.g. reorganisation measures or liquidation proceedings to rectify or penalise any failing(s) likely to compromise solvency of the company or the fulfilment of his commitments to insured parties in the future.

In order to ensure service quality, the candidate guarantees that the minimum linguistic requirements will be covered by the service providers authorised to perform this contract, on the basis of the common framework of reference for languages: see http://www.coe.int/T/DG4/Portfolio/?L=F&M=/main_pages/levelsf.html This is as follows:

— C1 for English and French.

Furthermore, the services must be able to be provided in a multilingual environment, covering German and Italian at Level B2.

The candidate must provide a detailed list of a minimum of 3 contracts or references for services similar in nature to those of this invitation to tender, carried out during the past 3 years 2010, 2011 and 2012. At least 1 of these 3 contracts or references for services must cover the 2 sections involved in this contract ('assistance' and 'additional life/disability insurance').

This detailed list must show the main object of the contract and the volume of services provided, the section or sections ('assistance' and 'additional life/disability insurance'), the

beneficiaries of the services and the start and end dates of the contract. The number of final beneficiaries of the contract must also be stated and the worldwide coverage. If these contracts were carried out by a grouping, the candidates shall state the proportion of the contract which they carried out themselves. Should the request to participate be submitted by a grouping, the aforementioned information must be submitted to the contracting authority in the form of an individual list for each grouping member and a document summarising the consolidated data for the grouping as a whole.

Minimum level(s) of standards required:

contract or reference for similar services is to be understood as any contract or service covering people travelling in the 5 continents. The sum of the 3 reference contracts or services must involve, per year, at least 100 000 trips during 300 000 days.

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: yes

Reference to the relevant law, regulation or administrative provision: insurance companies or insurance brokers (insurance intermediaries).

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

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

PMO2/PR/2013/067.

IV.3.2. Previous publication concerning this procedure

Other previous publications

Notice number in the OJ S: [2012/S 250-413153](#) of 29.12.2012

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

28.10.2013

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 strictly observe the conditions stated in point III.2 of this notice when submitting their request to participate, namely:

— to send their request to participate by letter before the date or the deadline given in point IV.

3.4. Requests to participate received after this deadline will be automatically rejected,

— to enclose all documents and information required under points III.2.1 to III.2.3.

Incomplete requests to participate may be automatically rejected.

3) Data protection: suitable technical and organisational measures taken to guarantee a level of personal data security must be agreed upon between the selected candidate (each individual member in the case of a consortium and each subcontractor) and the European Commission in writing or in another equivalent form.

4) If the processing of requests to participate for this invitation to tender notice requires the registration and processing of personal data (name, address, CV), this data will be processed in accordance with 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 otherwise specified, the answers to questions asked and all the personal data requested are necessary for the evaluation of requests to participate in accordance with the contract notice, and will be used for this purpose only by the contracting authority designated in point I.1.

Detailed information concerning processing of personal data is available in the privacy policy statement: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

Candidates are informed that their personal data may be registered by the Commission's accounts officer in the Early Warning System (EWS) only or in both the EWS and the central exclusion database (CED), if they are in any of the situations referred to in:

- Commission Decision 2008/969/EC, Euratom of 16.12.2008 on the Early Warning System (for further information, see the privacy policy statement at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm), or
- Commission Regulation (EC, Euratom) No 1302/2008 of 17.12.2008 on the central exclusion database (for further information, see the privacy policy statement at: 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 Niedergrünewald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

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

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

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: within 2 months of the plaintiff being notified or, failing this, of the date on which it became known to them.

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

VI.5. Date of dispatch of this notice

17.9.2013