

**B-Tubize: insurance services**  
**OJ S 198/2012 13/10/2012**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Commune de Tubize

Postal address: Grand Place, 1

Town: Tubize

Postal code: 1480

Country: Belgium

E-mail: [info@tubize.be](mailto:info@tubize.be)

Telephone: +32 23913911

Fax: +32 23913912

**Internet address(es):**

General address of the contracting authority: [www.tubize.be](http://www.tubize.be)

**Additional information can be obtained from:**

Official name: Tradassur

Postal address: rue du Mont-Saint-Pont 91

Town: Braine-le-Chateau

Postal code: 1440

Country: Belgium

Contact person: Madame Isabelle Collard

E-mail: [tradassur@gmail.com](mailto:tradassur@gmail.com)

Telephone: +32 23663366

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: Site communal: [www.tubize.eu/ftp](http://www.tubize.eu/ftp)

Postal address: voir point IV.3.3) pour la procédure à suivre:

Country: Belgium

**Tenders or requests to participate must be submitted:** Official name: Commune de Tubize - A l'attention du Collège communal

Postal address: Grand Place, 1

Town: Tubize

Postal code: 1480

Country: Belgium

Contact person: Collège communal

E-mail: [info@tubize.be](mailto:info@tubize.be)

Telephone: +32 23913932

Fax: +32 23913912

Internet address: [www.tubize.be](http://www.tubize.be)

**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**

Marché conjoint de service.

#### **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: Tubize.

NUTS code BE310 Arr. Nivelles

#### **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)**

Le présent marché "conjoint" porte sur le renouvellement des polices d'assurances dégâts et pertes, responsabilité, accidents du travail et automobile pour l'administration communal, le CPAS de tubize et la RDI pour les années 2013 à 2016.

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

66510000 Insurance services, 66512100 Accident insurance services, 66516000 Liability insurance services, 66516100 Motor vehicle liability 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: yes

Tenders may be submitted for one or more lots

#### **II.1.9. Information about variants**

Variants will be accepted: yes

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

Montant estimé, lots compris: 1 462 300,00 EUR.

#### **II.2.2. Information about options**

Options: yes

Description of options: Voir CSCH.

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

This contract is subject to renewal: yes

Number of possible renewals: 3

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

Information about lots

Lot No: 1

Lot title: Assurances dommages materiels (y compris protection juridique)

**1) Short description**

Assurances dommages materiels (y compris protection juridique).

**2) CPV code(s)**

66510000 Insurance services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

Duration in months: 12 (from the award of the contract)

**5) Additional information about lots**

- Incendie "tous risques sauf",
- Tous risques Electroniques et Informatique,
- Tous risques Matériel de plongée, tente gonflable, podium et chapitiaux,
- Tous risques transport et séjour de valeurs,
- Tous risques objets spéciaux.

Montant estimatif: 204 200,00 EUR.

Lot No: 2

Lot title: Assurances responsabilite (y compris protection juridique)

**1) Short description**

Assurances responsabilite (y compris protection juridique).

**2) CPV code(s)**

66516000 Liability insurance services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

Duration in months: 12 (from the award of the contract)

**5) Additional information about lots**

Ce lot consiste en 10 polices:

- Responsabilité civile générale,
- RC mandataires,
- Responsabilité civile scolaire et accident corporel (AC Tubize),
- Responsabilité civile crèches, garde d'enfants à domicile, cours d'arabe et de couture et accident corporels (CPAS de Tubize),
- Responsabilité civile objective,
- Responsabilité civile architecte (AC Tubize),
- Assurance cautionnement receveur communal (AC Tubize),
- RC vue privée "candidats réfugiés politique),
- Responsabilité civile et accidents corporels du Service de Réinsertion (AC Tubize),
- Responsabilité civile et accidents corporels du "Plan de Cohésion sociale (PCS) et des initiatives locales d'accueil (I.L.A.) (CPAS de Tubize).

Montant estimatif: 136 600,00 EUR.

Lot No: 3

Lot title: Assurances accidents (y compris protection juridique)

**1) Short description**

Assurances accidents (y compris protection juridique).

**2) CPV code(s)**

66512100 Accident insurance services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

Duration in months: 12 (from the award of the contract)

**5) Additional information about lots**

Ce lot consiste en 3 polices:

- Accident de travail,
- Excédent-loi,
- Accident corporels mandataires communaux.

Montant estimatif: 701 500,00 EUR.

Lot No: 4

Lot title: Assurances auto (y compris protection juridique)

**1) Short description**

Assurances auto (y compris protection juridique).

**2) CPV code(s)**

66516100 Motor vehicle liability insurance services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

Duration in months: 12 (from the award of the contract)

**5) Additional information about lots**

Montant estimatif: 420 000,00 EUR.

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

**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: 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: \* Une déclaration sur l'honneur attestant ne pas être dans une des situations visées par les clauses d'exclusion prévues à l'article 69 de l'A.R. du 08 /01/96. Le modèle de déclaration sur l'honneur figure en annexe 1 du cahier spécial des charges.

L'attention du soumissionnaire est attirée sur le fait qu'avant la conclusion du marché, le pouvoir adjudicateur se réserve la faculté de l'inviter à produire les documents et preuves nécessaires.

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

List and brief description of conditions: \* Le soumissionnaire devra fournir 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.

\*Le soumissionnaire devra joindre une déclaration bancaire établie sur la base de la circulaire du 21 mai 2001 relative à la sélection qualitative des entrepreneurs, des fournisseurs et des prestataires de services.

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

List and brief description of conditions:

Joindre une note récapitulative démontrant son expérience dans les lots d'assurance visés par le présent CSC en mentionnant les principaux contrats en cours pour les trois dernières années dans des secteurs comparables.

### **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. Le prix. Weighting 45

2. La gestion des sinistres ainsi que la qualité des garanties offertes. Weighting 35

3. La prévention. Weighting 20

#### **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**

2012-24

##### **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: 29.11.2012 - 11:00

Payable documents: yes

Price: 0,00 EUR

Terms and method of payment: Cahier spécial des charges.  
Gratuit.

Les soumissionnaires peuvent obtenir le cahier spécial des charges à l'adresse reprise au point I.1) ou le consulter et le télécharger gratuitement sur le site "[www.tubize.eu/ftp](http://www.tubize.eu/ftp)" de la Commune de Tubize en utilisant les codes suivants:

Usager: tubize.

Code: tubize.

Répertoire: marché de service/assurance.

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

30.11.2012 - 11:00

##### **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: 30.11.2012 - 11:00

Place:

Maison communale, Grand Place 1, 1er étage, Salle B 1480.

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

Information about authorised persons and opening procedure: L'ouverture des offres se déroulera en séance publique.

#### **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**

Official name: Conseil d'Etat

Postal address: rue de la Science, 33

Town: Bruxelles

Postal code: 1040

Country: Belgium

Telephone: +32 22349611

Internet address: [www.raadvst-consetat.be](http://www.raadvst-consetat.be)

**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**

8.10.2012