

Belgium-Brussels: Document management services

OJ S 106/2023 05/06/2023

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Office of the Secretary General of the European Schools

National registration number: 0850.690.394

Postal address: Rue de la Science 23

Town: Brussels

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

Postal code: 1040

Country: Belgium

E-mail: OSG-PROCUREMENT@eursc.eu

Telephone: +32 28952670

Internet address(es):

Main address: <https://www.eursc.eu>

Address of the buyer profile: <https://www.eursc.eu>

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.eursc.eu/fr/Office/public-procurement>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the following address:

Official name: Office of the Secretary General of the European schools

Postal address: Rue de la Science 23

Town: Brussels

Postal code: 1040

Country: Belgium

Contact person: Procurement Cell

E-mail: OSG-CALL-FOR-TENDERS-ONLINE-CORRECTION-TOOL-BAC-2023@eursc.eu

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

Internet address(es):

Main address: <http://www.eursc.eu>

I.4. Type of the contracting authority

European institution/agency or international organisation

I.5. Main activity

Education

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Provision of an online correction tool for the European pre-Baccalaureate Examinations scripts and Baccalaureate Examinations scripts of all European Baccalaureate subjects, in all EU languagesg

Reference number: BSGEE 2023-002/Online correction tool Bac

II.1.2. Main CPV code

72512000 Document management services

II.1.3. Type of contract

Services

II.1.4. Short description

The subject of this procurement is the provision of an on-line correction tool for the European Pre-Baccalaureate Examinations scripts and Baccalaureate Examinations scripts of all European Baccalaureate subjects, in all European Union languages.

Currently the European Baccalaureate Examination can be taken in 13 European Schools and 10 Accredited Schools spread all over the European Union, for a total of approximately 2650 pupils. 12.500 scripts on average are thus corrected in over 15 working days during the June session of the European Baccalaureate.

II.1.5. Estimated total value

Value excluding VAT: 1 354 476,00 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: BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

Main site or place of performance: Office of the Secretary General of the Board of Governors of the European Schools, Rue de la Science, 23, 1040 Brussels

II.2.4. Description of the procurement

The subject of this procurement is the provision of an on-line correction tool for the European Pre-Baccalaureate Examinations scripts and Baccalaureate Examinations scripts of all European Baccalaureate subjects, in all European Union languages.

Currently the European Baccalaureate Examination can be taken in 13 European Schools and 10 Accredited Schools spread all over the European Union, for a total of approximately 2650 pupils. 12.500 scripts on average are thus corrected in over 15 working days during the June session of the European Baccalaureate.

The procurement must be based in the 4-year needs to cover the on-line correction of scripts and all related operations in all institutions holding the European Baccalaureate examinations.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

Value excluding VAT: 1 354 476,00 EUR

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

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

The framework contract resulting from the award of this procurement will be concluded for 48 months tacitly renewable 1 time for a period of 48 months, i.e. 96 months maximum, unless one of the parties receives formal notification to the contrary at least three months before the end of the current duration.

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

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:

The tenderer must demonstrate that it has the legal capacity necessary to engage in the professional activity covered by the contract (registration in the relevant trade or professional register, registration with the social security system, VAT registration, incorporation permit, etc.) in accordance with the legislation of the State where it is established.

Supporting documents:

- a copy of the tenderer's registration in a trade register or in a professional register or of any other official document mentioning a registration number;
- a copy of the tenderer's legal status or, failing that, an equivalent document recently issued by a competent judicial or administrative authority;
- furthermore, for legal persons, a legible copy of the instrument of appointment of the persons authorised to represent the candidate in relations with third parties and in legal action, or a copy of the publication of that instrument of appointment if the legislation applicable to the legal entity concerned requires such a publication; any delegation of this authorisation to another representative not mentioned in the official instrument of appointment must be certified.

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

III.2.3. 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

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

The procurement involves the establishment of a framework agreement
Framework agreement with a single operator

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: 03/07/2023 Local time: 16:00

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

English, French

IV.2.7. Conditions for opening of tenders

Date: 04/07/2023 Local time: 10:00

Place:

Online - Teams

Information about authorised persons and opening procedure: A maximum of two representatives per tenderer can attend the opening of tenders as provided in Section IV.2.7 of the contract notice. The tenderer who want to assist to the opening session (virtual) must provide the first name and surname of the representatives at least five working days in advance to: OSG-CALL-FOR-TENDERS-ONLINE-CORRECTION-TOOL-BAC-2023@eursc.eu.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

After the tenders' opening, all selected tenderers will be invited to an individual online (via Teams) presentation session of their product / offer before a commission appointed by the Office of the Secretary General of the European Schools, contracting authority.

A written invitation fixing the dates and time of this meeting will be sent by mail to tenderers in the shortest possible time from the date of opening of offers. It is planned that the presentation will take place during the week of the 28th of August 2023.

VI.4. Procedures for review

VI.4.1.

Review body

Official name: Tribunal de Première Instance de Bruxelles (Brussels Court of First Instance)
Palais de Justice
Postal address: Place Poelaert
Town: Brussels
Postal code: 1000
Country: Belgium
Telephone: +32 25087111

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

Official name: Office of the Secretary-General of the European Schools
Postal address: Rue de la Science, 23
Town: Brussels
Postal code: 1040
Country: Belgium
E-mail: OSG-PROCUREMENT@eursc.eu

VI.5. Date of dispatch of this notice

31/05/2023