

**Spain-Palencia: Office machinery, equipment and supplies except computers, printers and furniture**

**OJ S 193/2015 06/10/2015**

**Contract notice**

**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Ayuntamiento de Palencia

Postal address: Plaza Mayor, 1

Town: Palencia

Postal code: 34001

Country: Spain

For the attention of: Yolanda Moreno

E-mail: [patrimonio@aytopalencia.es](mailto:patrimonio@aytopalencia.es)

Telephone: +34 979718122

Fax: +34 979718138

**Internet address(es):**

General address of the contracting authority: <http://www.aytopalencia.es>

**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: no

**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**

Servicio de impresión, escaneado y fotocopiado.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 7: Computer and related services

NUTS code ES España

**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)**

Impresión, escaneado y fotocopiado de documentos del Excmo. Ayuntamiento de Palencia.

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

30100000 Office machinery, equipment and supplies except computers, printers and furniture

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

#### **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: no

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

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

214 876.

Estimated value excluding VAT: 53 719 EUR

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

Options: no

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

This contract is subject to renewal: yes

Number of possible renewals: 1

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

Duration in months: 48 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Equipos de impresión

#### **1) Short description**

Servicio de impresoras.

#### **2) CPV code(s)**

30100000 Office machinery, equipment and supplies except computers, printers and furniture

#### **3) Quantity or scope**

Estimated value excluding VAT: 49 586,76 EUR

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

#### **5) Additional information about lots**

Lot No: 2

Lot title: Equipos multifunción

#### **1) Short description**

Servicios multifunción.

#### **2) CPV code(s)**

30100000 Office machinery, equipment and supplies except computers, printers and furniture

**3) Quantity or scope**

Estimated value excluding VAT: 148 760,32 EUR

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

**5) Additional information about lots**

Lot No: 3

Lot title: Ploters

**1) Short description**

Servicio de ploters.

**2) CPV code(s)**

30100000 Office machinery, equipment and supplies except computers, printers and furniture

**3) Quantity or scope**

Estimated value excluding VAT: 16 528,92 EUR

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

**5) Additional information about lots**

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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**

5 % importe de licitación.

**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**

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

List and brief description of conditions: Volumen anual 3 últimos ejercicios.

Minimum level(s) of standards possibly required: 50 %.

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

List and brief description of conditions:

Relación anual de servicios 5 últimos años.

Minimum level(s) of standards possibly required:

50 %.

**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**

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Criteria below

1. Oferta económica. Weighting 75
2. Solución propuesta de maquinas. 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**

C-171/2015

#### **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: 23.11.2015 - 14:00

Payable documents: no

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

23.11.2015 - 14:00

#### **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**

Spanish.

#### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

#### **IV.3.8. Conditions for opening of tenders**

Date: 24.11.2015 - 10:00

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

Information about authorised persons and opening procedure: Pública.

### **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: Tribunal Recursos Contractuales

Postal address: Plaza Catedral, 5

Town: Zamora

Postal code: 49001

Country: Spain

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Conforme a ley.

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

Official name: Tribunal Recursos Contractuales

Postal address: Plaza Catedral, 5

Town: Zamora

Postal code: 49001

Country: Spain

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

1.10.2015