

Belgium-Brussels: Supply of security furniture

OJ S 237/2014 09/12/2014

Contract notice

Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

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

Postal address: Office SC 11 6/28

Town: Brussels

Postal code: 1049

Country: Belgium

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

Fax: +32 22991924

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

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

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

Supply of security furniture.

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

Supplies

Main site or place of performance: delivery to buildings occupied and/or managed by the European Commission's services in the Brussels-Capital Region and surrounding area (25-km radius of Brussels).

NUTS code BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

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 months: 48

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

The framework contract is for the supply and delivery of various types of security furniture and accessories, to buildings occupied and/or managed by the European Commission's services in the Brussels-Capital Region and the surrounding area (25-km radius of Brussels):

- protected cabinets,
- safes,
- fireproof safes,
- key cabinets.

II.1.6. CPV code(s)

44421300 Safes

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

II.2. Scope of the procurement

II.2.1. Total quantity or scope

The estimated annual contract volume is 66 250 EUR. This amount is based on the volume required over the past 4 years and the estimated volume required over the next 4 years.

However, this information is given as a guideline only and is not in any way binding on the Commission as regards the volume of work.

Pursuant to Article 134(1)(f) and (3) of Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, the contracting authority may use the negotiated procedure for the award of new services consisting in the repetition of services similar to those entrusted to the party awarded the initial contract. The negotiated 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: 48 (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

The security furniture must be covered by a 2-year warranty. No deposit is required.

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

Payment will be made by the contracting authority within 30 days of receiving the invoice. No advance payment planned.

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

Should a grouping be involved, all members thereof must be jointly and severally liable for performance of the contract.

III.1.4. Contract performance conditions

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 made by letter posted before the date or the deadline given in point IV.3.4 of this notice. Any faxed requests to participate must be confirmed by a letter posted before this same date or deadline.

Requests to participate must be submitted using 1 of the following methods:

- 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 any party representing the candidate, or by courier) 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 until 17:00, Monday to Thursday, and from 8:00 until 16:00 on Fridays. It is closed at weekends and on Commission holidays.

For deliveries by courier, the valid date of dispatch will be the date on the courier's delivery note. For deliveries made in person or by any party representing the candidate, delivery will, in this case, be confirmed by a receipt dated and signed by an official from the Commission's Central Mail Department who takes delivery of the documents.

The candidate must:

- quote reference 'HR/R3/PR/2014/058' in his request to participate,
- enclose the documents and information required in points III.2.1 to III.2.3 of this notice.

* Legal position — means of proof required:

1) name of the country in which the candidate has his head office or is domiciled, together with corresponding documentary evidence, in accordance with legislation in his country of residence;

2) submission of an identification sheet, including name, legal status, nationality, postal address, telephone and fax numbers, person to contact for this contract and e-mail address, website (where applicable), VAT number (where applicable), legal registration number (where applicable) and precise bank details;

3) the candidate (separate documents for each member of the consortium, grouping or association of companies, if this is the case) shall enclose with his request to participate a duly signed and dated solemn declaration, attesting to the fact that he is not in any of the cases which would exclude him from participating in the contract. This document is available at the following address: http://ec.europa.eu/dgs/human-resources/markets_fr.htm

If the candidate intends forming a consortium, grouping or association of companies, he must give details of the composition thereof. In this case, the documents under 1) and 2) must be provided separately for each partner concerned.

Tenders submitted by a consortium, a grouping or an association of companies must include:

- 4) a document giving the composition and constitution of the entity or the legal form of this cooperation in the event they are awarded the contract;
- 5) a document detailing the lead company;
- 6) all members of the consortium, grouping or association of companies must declare that they accept said company as leader;
- 7) a letter signed by each grouping member stating that he undertakes to perform the work.

In order to prove that he has the requisite capacities specified in points III.2.2 and III.2.3, the candidate may make use of the capacities of other bodies irrespective of the legal nature of the connection between himself and said bodies. In such an event, he must provide the contracting authority with proof that he 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: candidates must demonstrate that they have sufficient economic and financial resources to be able to perform the tasks specified in this contract notice.

The following documents must be provided in support of their economic and financial capacity (groupings/partnerships must provide separate documents for each of their members):

- 8) a summary of the balance sheets and profit and loss accounts for the past 3 financial years for which accounts have been closed, showing the annual pre-tax profit. If the balance sheets or the statement show an average loss over the past 3 financial years for which accounts have been closed, the tenderer must furnish another document as proof of his financial and economic standing, such as appropriate bank references or proof of professional risk insurance cover;
- 9) a statement of overall annual turnover in the field covered by this contract during the past 3 financial years for which accounts have been closed.

If, for some exceptional reason which the contracting authority considers to be justified, the tenderer 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.

Minimum level(s) of standards possibly required: the candidate must provide proof that his average annual turnover in the field covered by the contract was at least 85 000 EUR over the past 3 financial years. Should the candidate's own turnover figure not be high enough, he may also include turnover figures from his subcontractors for the field covered by this contract.

III.2.3. Technical and professional ability

List and brief description of conditions:

- 10) a statement showing the number of years' experience in manufacturing and/or marketing and installing security furniture (minimum 3 years' experience);
- 11) a reference contract with volumes comparable to the one in this invitation to tender over the past 3 years;
- 12) a description of the logistical resources available to the contractor to carry out the contract;
- 13) a description of the quality procedures for services provided by the candidate (quality plan, quality control, ISO certification or other official certification or authorisations);
- 14) the contractor's staff who will interact with the Commission's staff must meet the knowledge requirements for the following languages: the candidate must solemnly affirm a

command of English and/or French at level B2 according to the Council of Europe's criteria.
The self-assessment grid is available at: <http://europass.cedefop.europa.eu/fr/resources/european-language-levels-cefr>

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

III.3.2. Information about staff responsible for the performance of the contract

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

HR/R3/PR/2014/058.

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

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

5.1.2015

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) 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 application by letter imperatively before the date or the deadline given in point IV.3.4,

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

Applications sent after the date or the deadline given in point IV.3.4 will be automatically excluded.

Interested economic operators or consortia of economic operators are invited to submit their applications in accordance with the rules established in this notice.

3) If the monitoring of your responses to the contract notice or the invitation to tender involves the registration and processing of personal data (e.g. 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 and personal data requested are necessary for the evaluation of your application or tender, in accordance with the specifications of the invitation to tender, and will be processed only to this end by the Director of the DG.HR.R. Detailed information on the processing of your personal data can be found in the privacy statement which can be consulted at the following address: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

4) Your personal data may be registered by the Commission's accounts officer either in the Early Warning System (EWS) only, or in both the EWS and the central exclusion database, if you are in any of the situations referred to in:

— Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for further information, consult the privacy policy statement at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_fr.cfm), or

— Commission Regulation No 1302/2008 of 17.12.2008 on the central exclusion database (for further information, consult the privacy policy statement at: http://ec.europa.eu/budget/explained/management/protecting/protect_fr.cfm#BDCE).

5) Interested parties should refrain from requesting further information at this stage of the procedure.

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald

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

27.11.2014