

**Belgium-Brussels: Services involving fire security, assistance to persons (field 1) and external surveillance (field 2) at the European Parliament's site in Brussels**

OJ S 246/2014 20/12/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Parliament, Directorate-General for Security and Safety

Postal address: rue Wiertz 60 (WIE 01U033)

Town: Brussels

Postal code: 1047

Country: Belgium

Contact person: DG Security and Safety (SAFE)

For the attention of: Budget Unit

E-mail: [marches-tenders@ep.europa.eu](mailto:marches-tenders@ep.europa.eu)

Fax: +32 22843038

**Internet address(es):**General address of the contracting authority: <http://www.europarl.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

**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**

Services involving fire security, assistance to persons (field 1) and external surveillance (field 2) at the European Parliament's site in Brussels.

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

Services

Service category No 23: Investigation and security services, except armoured car services

Main site or place of performance: Brussels.

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 months: 48

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

Field 1: fire safety of persons and property, pursuant to the regulations against the risks of fire and panic, and assistance to persons, including the fire safety control centre.

Field 2: permanent and continuous, and stationary external surveillance, or via pre-defined patrols, including reporting on any anomalies encountered, checking locking mechanisms of all the building's external exits and checking patrol control equipment in the sequence established.

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

75251000 Fire-brigade services, 75251110 Fire-prevention services, 79714000 Surveillance services

### **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: 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**

In Brussels, the European Parliament occupies a building stock of 17 buildings (including one under construction) with a total surface area of approximately 600 000 m<sup>2</sup>. This may evolve during the course of the contract. According to the classification of buildings given by the Royal Decree of 7.7.1994, laying down basic standards on the prevention of fire and explosion which new buildings must comply with, the European Parliament's site in Brussels includes low, medium and high-rise buildings.

In addition to MEPs, the institution accommodates statutory staff and external service providers.

Moreover, a visitors' centre — the Parliamentarium — welcomes visitors to the European Parliament, at the rate of 500 000 people a year, i.e. an average of 2 200 visitors a day. It is open every day, except on 6 public holidays per year. The number of people in the 16 existing buildings may reach approximately 12 000 a day.

By virtue of its institutional vocation, the European Parliament operates in Brussels in accordance with a schedule of parliamentary activities that includes parliamentary committees, meetings of political groups, parliamentary sessions in Brussels, parliamentary sessions in Strasbourg and weeks of administrative activities.

To enable tenderers to assess the volume of the services required under this contract, the following information illustrates the estimated activity for 2015 at the Brussels site.

These figures are given for information only and have no contractual value.

Field 1:

\* hours worked:

— unit chiefs 3 000,

- team leaders 20 500,
- fire officers 53 500.

Furthermore, for information purposes, activity on prevention in 2013 is given below:

\* permits issued:

- fire permits 1 375;

\* interventions:

- activities following fire detection 388;
- PRM assistance 74,
- lifting operations (lifts and goods lifts) 176,
- escalator operations 254,
- medical interventions 208,
- water leakage operations 339,
- suspicious odour operations 88,
- technical problem operations 212,
- boiler room alarm operations 118,
- PRM WC alarm operations 70,
- miscellaneous interventions (tests) 277.

Field 2:

the number of hours is estimated to be  $\pm$  23 800/year. For information, the current staff includes 4 day-time staff on working days and 2 members of staff at other times (nights, weekends, public holidays and when the European Parliament offices are closed). These staff numbers and hours may be re-evaluated and increased or reduced depending on the risk assessments conducted by the European Parliament.

It should be noted that, several times a year, the European Parliament's buildings hold one-off events, such as open days, which require specific organisation and additional staff.

During the 3 years following conclusion of the contract, the European Parliament will be able to use a negotiated procedure without prior publication of a contract notice for new services involving a repetition of similar services.

During the framework contract's performance, the European Parliament may decide to reduce staff numbers, modify the organisation chart or give up certain functions without the contractor being entitled to any compensation. Any modifications of this type will be reflected in the purchase orders or in a rider, as appropriate.

## **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**

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### **III.1. Conditions related to the contract**

#### **III.1.1. Deposits and guarantees required**

See invitation to tender documents, available on <http://www.europarl.europa.eu/tenders/invitations.htm>

#### **III.1.2.**

## **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

See invitation to tender documents, available on <http://www.europarl.europa.eu/tenders/invitations.htm>

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

See invitation to tender documents, available on <http://www.europarl.europa.eu/tenders/invitations.htm>

### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: — Royal Decree of 28.3.2014 on fire prevention in the workplace,

— Law of 10.4.1990 and its successive amendments, governing staff and activities of security guard firms in Belgium (including in the public domain) as well as any existing or future legislation in this field,

— Joint Committee 317 for guard services (memorandum of understanding of 19.6.2003) and more specifically the collective labour agreements relating thereto dated 30.10.2003, 8.11.2005, 9.10.2009 and subsequent,

— collective labour agreement No 32 A of 7.6.1985 (contractual transfer of undertaking) — see the 'Moniteur belge' of 9.8.1985, Royal Decree of 25.7.1985,

— Council Directive 2001/23/EC of 12.3.2001 on the approximation of the laws of the Member States relating to the safeguarding of employees' rights in the event of transfers of undertakings, businesses or parts of undertakings or businesses,

— Royal Decree of 27.3.1998 on the internal service for prevention and protection in the workplace,

— Law of 4.8.1996 on the well-being of workers in the exercise of their duties.

This list is not exhaustive.

## **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: see invitation to tender documents, available on <http://www.europarl.europa.eu/tenders/invitations.htm>

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

List and brief description of conditions: see invitation to tender documents, available on <http://www.europarl.europa.eu/tenders/invitations.htm>

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

List and brief description of conditions:

see invitation to tender documents, available on <http://www.europarl.europa.eu/tenders/invitations.htm>

### **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: this contract is reserved for firms whose activities are governed by:

- Royal Decree of 28.3.2014 on fire prevention in the workplace,
- Law of 10.4.1990 and its successive amendments, governing staff and activities of security guard firms in Belgium (including in the public domain),
- and any existing or future legislation in this respect.

### **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**

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**

EP/DGSAFE/UIB/SER/2014-014.

#### **IV.3.2. Previous publication concerning this procedure**

no

#### **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**

20.2.2015 - 12:00

#### **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**

Any EU official language

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

Duration in months: 6 (from the date stated for receipt of tender)

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

Date: 27.2.2015 - 10:00

Place:

DG SAFE, rue Wiertz 50, 1000 Brussels, BELGIUM.

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

Information about authorised persons and opening procedure: tenderers wishing to attend the opening of tenders should confirm this no later than 24.2.2015, limiting their representation to 2 people, either:

— by e-mail to: [marches-tenders@ep.europa.eu](mailto:marches-tenders@ep.europa.eu)

— or by fax +32 22843038.

All requests to participate must give details of the people who will attend the opening of tenders, namely:

(a) surname and first name;

(b) position;

(c) date of birth;

(d) ID card number.

## 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

### VI.3. Additional information

\* Documents relating to the invitation to tender are available for downloading on the site:

<http://www.europarl.europa.eu/tenders/invitations.htm>

\* Economic operators interested in this invitation to tender are invited to regularly check this website in order to be kept informed of the latest information related to the invitation to tender procedure.

\*Site visit:

the relevant European Parliament departments will arrange a mandatory site visit. Economic operators wishing to participate in this visit should go to the following address on 21.1.2015 (10:00): European Parliament, rue Wiertz 60, 1047 Brussels, BELGIUM.

Tenders submitted by economic operators who did not attend the mandatory site visit will be automatically rejected.

Up to 2 representatives per company may attend. Confirmation of attendance should be sent to the department responsible for managing this contract no later than 19.1.2015:

— by e-mail to: [marches-tenders@ep.europa.eu](mailto:marches-tenders@ep.europa.eu)

— or by fax +32 22843038.

All requests must give details of the people who will take part in the visit, namely:

(a) surname and first name;

(b) position;

(c) date of birth;

(d) ID card number.

During the site visit, participants will have the opportunity to ask questions which they deem relevant and useful for drawing up a tender. Additional time will, however, be given until 23.1.2015 for raising additional questions, in writing.

The European Parliament will give a certificate of attendance to each tenderer and compile a report of the site visit which will be e-mailed to all participants no later than 30.1.2015.

Any travel costs relating to the site visit are to be borne by participants and will not be reimbursed by the European Parliament.

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

Official name: General Court of the Court of Justice of the European Union

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

Fax: +352 433766

##### **Body responsible for mediation procedures**

Official name: European Ombudsman

Postal address: 1 avenue du Président Robert Schuman

Town: Strasbourg Cedex

Postal code: 67001

Country: France

Telephone: +33 388172313

Fax: +33 388179062

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

Precise information on deadline(s) for review procedures: see VI.4.1.

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

Official name: see VI.4.1.

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

10.12.2014