

**Belgium-Brussels: Computer-related management services**  
**OJ S 240/2015 11/12/2015**  
**Contract notice – utilities**  
**Services**

**Directive 2004/17/EC**

**Section I: Contracting entity**

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**I.1. Name and addresses**

Official name: International Post Corporation SCRL

Postal address: Avenue du Bourget 44

Town: Brussels

Postal code: 1130

Country: Belgium

For the attention of: Chris Kalla Bishop

E-mail: [vitros@ipc.be](mailto:vitros@ipc.be)

Telephone: +32 27247211

Fax: +32 27260425

**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for a dynamic purchasing system) can be obtained from:** the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address

**I.2. Main activity**

Postal services

**I.3. Contract award on behalf of other contracting entities**

The contracting entity is purchasing on behalf of other contracting entities: 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 entity**

IPC -ViTrOS 2018.

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

Services

Service category No 7: Computer and related services

Main site or place of performance: Initially Europe, Australia, Canada, New-Zealand, USA.

NUTS code BE Belgique / België, DE Deutschland, FR France, UK United Kingdom, HU

Magyarország, IE Éire / Ireland, NL Nederland, SE Sverige, GR ELLADA

**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)**

IPC is looking for a supplier able to develop and operate a new system to report Quality of

Service performance for real mail priority international letters and flats (P and G letter mail format) using sorting machines of postal operators.

The supplier will build and manage the new system which will be called Virtual Tracking Operating System (ViTrOS). The new system will:

1. Create unique mail piece identifiers by characterising the mail piece images, using mail piece images captured by sorting machines in the outbound and inbound sorting machines in the international sorting facilities of postal operators;
2. Transfer these characterised images within ViTrOS;
3. Perform matching of the unique mail piece characterised image identifiers.

In more detail the supplier will:

- Design a new technical solution against the defined IPC requirements for ViTrOS;
- Install the system in postal operators' sorting system;
- Perform Proof of Concept tests and tests for the whole system;
- Maintain and manage ViTrOS during the running period;
- Provide daily data files to IPC in the agreed format;
- Provide system performance reports regularly to IPC.

The supplier will be awarded with a contract with IPC. During this contractual period the supplier will cooperate with IPC to run and manage ViTrOS.

The tender as well as IPC's needs and requirements will be further detailed in the tender documentation.

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

72510000 Computer-related management services

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

The procurement is covered by the Government Procurement Agreement: yes

#### **II.1.8. Information about lots**

This contract is divided into lots: no

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

Variants will be accepted: yes

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

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

The scope of the contract is to set up and run a new system for QoS monitoring of international letter mail (letters and flats) using tracking of characterised mail piece images from sorting machines between postal operators using ViTrOS. Quantity, scope and contractual structure will be further detailed in the tender documentation.

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

Options: yes

Description of options: Additional postal operators, additional flows and/or expansion domestically. Required options will be further detailed in the tender documentation.

#### **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**

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

As shown in the tender documentation.

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

Incorporated company.

#### **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: At the selection stage, the capability and capacity of the candidates will be assessed on the basis of experience in supplying comparable services. The legal position and financial situation will also be assessed. The information provided by the candidates with their requests for participation will cover the preceding and will at least include current and certified copies of by-laws, board membership and trade registry excerpts. The candidates will also provide IPC, with their request to participate, with all the information and documents evidencing that they are not in one or more cases of exclusion as set forth by article 61 of the Royal Decree of 15.7.2011.

The tender documentation may specify further information that would be required at a later stage.

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

List and brief description of conditions: At the selection stage, the economic and financial capacity of the candidates will be assessed on the basis of the current credit rating report (Experian or similar), the group and/or company structure, the balance sheets for the entire group and/or the company for at least the last 3 most recent years, the attestations from the social security, VAT and direct tax authorities certifying that there are no social security or tax arrears. The candidates will thus provide such information and documents together with their request to participate. The tender documentation may specify further information that would be required at a later stage.

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

List and brief description of conditions: At the selection stage, the technical capacity of the candidates will be assessed on the basis of evidence of successful implementation and operation of similar services or comparable experience and expertise effected by candidates during the past 5 years, with scope, dates and clients.

In particular, the candidates shall have to demonstrate their experience in the following fields:

1. Managing successfully worldwide projects;
2. Postal automation implementation and running;
3. Technology projects with postal operators;
4. Image analysis and interpretation technology.

The candidates will provide such information and documents together with their request to participate.

The tender documentation may specify further information that would be required at a later stage.

#### **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**

Negotiated

Some candidates have already been selected (if appropriate under certain types of negotiated procedures): no

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

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

The most economically advantageous tender in terms of the criteria stated in the specifications or in the invitation to tender or to negotiate

##### **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 entity**

I.P.C.-ViTrOS 2018-F05\_0

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

no

##### **IV.3.3. Conditions for obtaining specifications and additional documents**

(except for a DPS)

Time limit for receipt of requests for documents or for accessing documents: 21.12.2015 - 14:00

Payable documents: no

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

29.12.2015 - 17:00

##### **IV.3.5. Languages in which tenders or requests to participate may be submitted**

English.

##### **IV.3.6. Minimum time frame during which the tenderer must maintain the tender**

##### **IV.3.7. Conditions for opening of tenders**

## 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

The request to participate will notably contain all the information and documents required under section III.2) of this contract notice and will allow to demonstrate that the conditions for participating outlined in the same section, in terms of economical, technical and financial capacity are met. On the basis of the same information and documents, IPC will proceed to a first selection of the candidates after the receipt of the request to participate.

IPC may decide, at that stage, to select only a limited number of candidates to participate to the next stage of the negotiation and to file a bid. This is without prejudice to IPC's right to select the other candidates at a later stage.

Only the selected candidates will receive the tender document and will be invited to file a bid. The non-selected candidates will have no claim whatsoever against IPC for any direct, indirect or consequential damage whatsoever in relation to their non-selection, to the filing of their request to participate or to their participation in this tender.

This contract notice is established in English and in French. In the event of contradiction, the English version prevails over the French version.

The potential candidates may send their questions regarding this contract notice to IPC in English until December 21 at 14:00. Such questions must be sent by e-mail to the contact point, as defined in section I.1).

IPC will only be able to respond at this stage to questions relating to purely practical issues concerning the submission of the potential candidates' request to participate and will not respond, e.g., to questions with regard to the description of the contract, which will be elaborated upon in the subsequent tender documentation.

The time limits for receipt of a request for additional documents (section IV.3.3) and for a request to participate (section IV.3.4) correspond to Central European Time (CET).

The term of the running part, as referred to under section II.3, will be 4 years, including, as the case may arise, one or more renewals, but without taking into account the set up and implementation initial phase (as further developed in the tender documentation).

### VI.4. Procedures for review

#### VI.4.1. Review body

Official name: (Chairman of) the Court of First Instance

Postal address: 13 rue des Quatre Bras

Town: Brussels

Postal code: 1000

Country: Belgium

Fax: +32 25088701

#### VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: In accordance with Belgian procedural laws. Within 15 days following the notification of information on the award decision.

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

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

8.12.2015