

**Belgium-Brussels: Insurance and Assistance in Connection with Work-related Travel**  
**OJ S 185/2020 23/09/2020**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: B-Schola Europaea Mol

Postal address: Mero P3/100

Town: Mol

NUTS code: BE21 Prov. Antwerpen

Country: Belgium

E-mail: [pmo-mail-02@ec.europa.eu](mailto:pmo-mail-02@ec.europa.eu)

**Internet address(es):**

Main address: <http://ec.europa.eu>

### **I.1. Name and addresses**

Official name: L-Schola Europaea Luxembourg II

Postal address: Mero P3/100

Town: Luxembourg

NUTS code: LU000 Luxembourg

Country: Luxembourg

E-mail: [pmo-mail-02@ec.europa.eu](mailto:pmo-mail-02@ec.europa.eu)

**Internet address(es):**

Main address: <http://ec.europa.eu>

### **I.1. Name and addresses**

Official name: Es-Schola Europaea Alicante

Postal address: Mero P3/100

Town: Alicante

NUTS code: ES21 País Vasco

Country: Spain

E-mail: [pmo-mail-02@ec.europa.eu](mailto:pmo-mail-02@ec.europa.eu)

**Internet address(es):**

Main address: <http://ec.europa.eu>

### **I.1. Name and addresses**

Official name: It-Schola Europaea Varese

Postal address: Mero P3/100

Town: Varese

NUTS code: ITC41 Varese

Country: Italy

E-mail: [pmo-mail-02@ec.europa.eu](mailto:pmo-mail-02@ec.europa.eu)

**Internet address(es):**

Main address: <http://ec.europa.eu>

### **I.1. Name and addresses**

Official name: NI-Schola Europaea Bergen

Postal address: Mero P3/100

Town: Bergen

NUTS code: NL1 Noord-Nederland

Country: Netherlands

E-mail: [pmo-mail-02@ec.europa.eu](mailto:pmo-mail-02@ec.europa.eu)

**Internet address(es):**

Main address: <http://ec.europa.eu>

### **I.2. Information about joint procurement**

The contract involves joint procurement

The contract is awarded by a central purchasing body

### **I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=7188>

Additional information can be obtained from the abovementioned address

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

Official name: Office for Administration and Payment of Individual Entitlements, PMO.2

Postal address: Mero P3/100

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: [pmo-mail-02@ec.europa.eu](mailto:pmo-mail-02@ec.europa.eu)

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

**Internet address(es):**

Main address: <http://ec.europa.eu>

#### **I.4. Type of the contracting authority**

European institution/agency or international organisation

#### **I.5. Main activity**

General public services

## **Section II: Object**

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### **II.1. Scope of the procurement**

#### **II.1.1. Title**

Insurance and Assistance in Connection with Work-related Travel

Reference number: PMO/2020/RP/0004

#### **II.1.2. Main CPV code**

66510000 Insurance services

#### **II.1.3. Type of contract**

Services

#### **II.1.4. Short description**

Provision of insurance and assistance in connection with work-related travel to all persons travelling on behalf of or at the request of the European Commission and the other institutions, bodies and agencies of the European Union (hereinafter referred to as 'the Institutions') associated with this procurement procedure.

#### **II.1.5. Estimated total value**

Value excluding VAT: 3 500 000,00 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: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

#### **II.2.4. Description of the procurement**

This contract concerns the provision of insurance and assistance services to the staff of the institutions of the European Union in the context of work-related travel and to any other person travelling on behalf of or at the request of the Institutions, regardless of their geographical location. These services include classical travel assistance services even in high risk situation at any place of the world and a complementary life/invalidity insurance.

The contract will be based on an annual premium based on the number of work-related travel days. In 12 month (based on the figures for the year 2018) the number of work related days is estimated at 750 000). This corresponds to approximately 260 000 work-related trips. This invitation to tender is organised on an interinstitutional basis. The contracting authority

responsible for the procedure is the European Commission. The European Commission, representing the associated institutions, will make a single award decision for all of them. Afterwards, an interinstitutional service contract will be signed by the European Commission, represented by the Director of the PMO. The European Commission will be the main contractor, responsible for managing the contract and representing in this regard all the participating contracting authorities. The operational aspects of the contract will be the responsibility of each participating contracting authority, acting in complete autonomy. This contract will apply to all the institutions designated as contracting authorities below which have given a mandate in this regard. This list will not be altered except in the event of the creation or acquisition of financial autonomy of an institution subsequent to the publication of this contract notice in the Official Journal of the European Union. In such cases, the new institution may also benefit from the services under the contract on condition that, on the one hand, it is authorised by the Commission on the basis of information regarding its legal personality and the legal basis of its creation and, on the other hand, that the value of any future contracts would not exceed 10 % of the contract volume as indicated in the technical specifications (all institutions, bodies and agencies taken together). The amendment enabling the new institution to adhere to the contract will be signed and managed by the European Commission. A reserve of 10 % for unforeseen needs and additional services will also be taken into account to define the contract volume (full description available via the link mentioned in point I.3).

#### **II.2.5. Award criteria**

Criteria below  
Price

#### **II.2.6. Estimated value**

Value excluding VAT: 3 500 000,00 EUR

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

Duration in months: 72  
This contract is subject to renewal: no

#### **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:  
yes  
Identification of the project: European Union administrative appropriations.

#### **II.2.14. Additional information**

### **Section III: Legal, economic, financial and technical information**

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#### **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:  
As stated in the procurement documents.

### **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.2.1. Information about a particular profession**

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

Reference to the relevant law, regulation or administrative provision: Insurance company(ies), individually or jointly and, if applicable, represented by an insurance broker. The candidate must meet all the national, Union and international legislative and regulatory requirements, allowing it to provide the services that are the subject of this notice. In the event of contradiction between different regulations, conventions, protocols, standards and recommended practices, the most restrictive rule will apply.

## **Section IV: Procedure**

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### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Restricted 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

In the case of framework agreements, provide justification for any duration exceeding 4 years:

The duration of 6 years is justified by the fact that the contract will cover, amongst others, potentially high although rare risks (for instance situations of war or natural disaster. The high duration of the contract contributes to spread the risk and should lead to better financial conditions.

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **IV.2. Administrative information**

#### **IV.2.1. Previous publication concerning this procedure**

Notice number in the OJ S: [2020/S 043-100662](#)

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 20/10/2020 Local time: 17:00

#### **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, Bulgarian, Danish, German, Greek, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Latvian, Lithuanian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish, Czech

#### **IV.2.6.**

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

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

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

This is a recurrent procurement: no

#### **VI.3. Additional information**

#### **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: [GeneralCourt.Registry@curia.europa.eu](mailto:GeneralCourt.Registry@curia.europa.eu)

Internet address: <http://curia.europa.eu>

##### **VI.4.3. 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. A complaint made to the European Ombudsman neither suspends this period nor opens a new period for lodging appeals.

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

11/09/2020