

Belgium-Brussels: Payroll management services

OJ S 141/2023 25/07/2023

Contract notice**Services****Legal Basis:**

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Parlement de la Région de Bruxelles-Capitale

National registration number: 0967.302.311_24866

Postal address: Rue du Chêne 22

Town: Bruxelles

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Postal code: 1005

Country: Belgium

Contact person: Nora BENSAGHIR

E-mail: nbensaghir@parlement.brussels

Telephone: +32 25496227

Internet address(es):Main address: www.parlbruparl.irisnet.beAddress of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=490096>**I.1. Name and addresses**

Official name: Raad van de Vlaamse Gemeenschapscommissie

National registration number: 0751.727.828

Postal address: Rue du Lombard 61

Town: Bruxelles

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Postal code: 1000

Country: Belgium

E-mail: nbensaghir@parlement.brussels**Internet address(es):**Main address: <https://www.raadvvc.be/>Address of the buyer profile: <https://www.raadvvc.be/>**I.1. Name and addresses**

Official name: Parlement francophone bruxellois

National registration number: 0752.592.415

Postal address: Rue du Lombard 57

Town: Bruxelles

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Postal code: 1000

Country: Belgium

E-mail: nbesaghir@parlement.brussels**Internet address(es):**

Main address: <https://www.parlementfrancophone.brussels/accueil>

Address of the buyer profile: <https://www.parlementfrancophone.brussels/accueil>

I.2. Information about joint procurement

The contract involves joint procurement

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=490096>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=PRB-P%2F2023%2F114-F02>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://enot.publicprocurement.be/enot-war/displayForum.do?forumId=55038>

I.4. Type of the contracting authority

Regional or local authority

I.5. Main activity

General public services

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Un marché public de services portant sur la gestion salariale relative à l'aide individuelle aux membres du Parlement bruxellois, du Raad van de Vlaamse Gemeenschapscommissie, du Parlement francophone bruxellois ainsi qu'aux collaborateurs universitaires et secrétaires de groupes du Parlement bruxellois

Reference number: PRB-P/2023/114-F02_0

II.1.2. Main CPV code

79211110 Payroll management services

II.1.3. Type of contract

Services

II.1.4. Short description

Le présent marché a pour objet de s'adjoindre les services d'un secrétariat social agréé pour la gestion salariale relative à l'aide individuelle aux membres du Parlement bruxellois, du Raad van de Vlaamse Gemeenschapscommissie, du Parlement francophone bruxellois ainsi qu'aux collaborateurs universitaires et aux secrétaires des groupes politiques reconnus, conformément à la réglementation en vigueur et aux conditions exposées dans le présent cahier spécial des charges.

Pour une description détaillée du marché, voir les clauses techniques dans la partie 4 du présent cahier des charges.

II.1.5. Estimated total value

II.1.6.

Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

79631000 Personnel and payroll services

II.2.3. Place of performance

NUTS code: BE Belgique / België

II.2.4. Description of the procurement

Un marché public de services portant sur la gestion salariale relative à l'aide individuelle aux membres du Parlement bruxellois, du Raad van de Vlaamse Gemeenschapscommissie, du Parlement francophone bruxellois ainsi qu'aux collaborateurs universitaires et secrétaires de groupes du Parlement bruxellois.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

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

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

Art. 38 - 38/12 AR 14/01/2013 établissant les règles générales d'exécution des marchés publics

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: no

II.2.14. Additional information

Section III: Legal, economic, financial and technical information

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:

Le Secrétariat social soumissionnaire doit obligatoirement disposer d'une agréation à l'union des Secrétariats sociaux agréés conformément à l'article 27 § 1er de la Loi du 27 juin 1969 révisant l'arrêté-loi du 28 décembre 1944 concernant la sécurité sociale des travailleurs.

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:

Le Secrétariat social soumissionnaire doit obligatoirement disposer d'une agréation à l'union des Secrétariats sociaux agréés conformément à l'article 27 § 1er de la Loi du 27 juin 1969 révisant l'arrêté-loi du 28 décembre 1944 concernant la sécurité sociale des travailleurs.

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

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

Date: 31/08/2023 Local time: 12:00

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

French, Dutch

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 4 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 31/08/2023 Local time: 12:00

Place:

Bruxelles

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about electronic workflows

Electronic invoicing will be accepted

Electronic payment will be used

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Conseil d'Etat
Postal address: Rue de la Science 33
Town: Bruxelles
Postal code: 1040
Country: Belgium
E-mail: info@raadvst-consetat.be
Telephone: +32 22349611
Internet address: <http://www.raadvst-consetat.be>

VI.4.2. Body responsible for mediation procedures

Official name: p/a
Town: Bruxelles
Country: Belgium

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:
60 jours

VI.4.4. Service from which information about the review procedure may be obtained

Official name: Conseil d'Etat
Postal address: Rue de la Science 33
Town: Bruxelles
Postal code: 1040
Country: Belgium
E-mail: info@raadvst-consetat.be
Telephone: +32 22349611
Internet address: <http://www.raadvst-consetat.be>

VI.5. Date of dispatch of this notice

20/07/2023