

**Belgium-Brussels: Reception and Back-office Reception Services**

OJ S 243/2018 18/12/2018

**Contract notice  
Services****Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: SESAR Joint Undertaking

Postal address: 100 avenue de Cortenbergh

Town: Brussels

Postal code: B-1000

Country: Belgium

Contact person: SESAR Joint Undertaking

E-mail: [procurement@sesarju.eu](mailto:procurement@sesarju.eu)

Telephone: +32 25078000

Fax: +32 25078001

**Internet address(es):**General address of the contracting authority: [www.sesarju.eu](http://www.sesarju.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**

Other: Air Traffic Management R&amp;D

**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**

Reception and Back-office Reception Services

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

Services

Service category No 14: Building-cleaning services and property management services

Main site or place of performance: Sesar Joint Undertaking's premises

NUTS code

**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)**

On-site provision of:

- reception services, as the first point of contact between the visitors and the SJU,
- back-office for administrative and coordination services related to building services, logistic services, hospitality management, ordering of supplies, archiving and inventory.

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

79000000 Business services: law, marketing, consulting, recruitment, printing and security,  
79992000 Reception services, 98341120 Portering 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**

Estimated value excluding VAT: 580 000,00 EUR

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

Options: no

#### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

#### **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**

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

#### **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: As defined in procurement documents.

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

List and brief description of conditions: As defined in procurement documents.

Minimum level(s) of standards possibly required: As defined in procurement documents.

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

List and brief description of conditions:

As defined in procurement documents.

Minimum level(s) of standards possibly required:

As defined in procurement documents.

### **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: yes

## **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**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **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**

SJU/LC/0146-CFT

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

#### **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**

25.1.2019 - 11:30

**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**  
English.

**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**

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

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

Postal address: rue du Fort Niedergrünwald, L-2925 Luxembourg

Town: Luxembourg

Country: Luxembourg

Internet address: [http://curia.europa.eu/jcms/jcms/Jo2\\_7033/en/](http://curia.europa.eu/jcms/jcms/Jo2_7033/en/)

**VI.4.2. Review procedure**

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

Official name: 0

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

11.12.2018