

**Netherlands-Utrecht: Administration services**  
**OJ S 211/2022 02/11/2022**  
**Contract notice**  
**Services**

**Legal Basis:**

Directive 2014/24/EU

---

**Section I: Contracting authority**

**I.1. Name and addresses**

Official name: Stichting Bureau Commissie voor de Milieu-Effectrapportage

National registration number: 610684193

Postal address: Arthur van Schendelstraat 760

Town: Utrecht

NUTS code: NL Nederland

Postal code: 3511MK

Country: Netherlands

Contact person: Nadieh Cakar

E-mail: [info@commissiener.nl](mailto:info@commissiener.nl)

Telephone: +31 0302347666

**Internet address(es):**

Main address: <https://www.commissiener.nl/>

Address of the buyer profile: <https://www.commissiener.nl/onze-diensten/wat-doet-de-commissie-mer>

**I.3. Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.tenderned.nl/aankondigingen/overzicht/277567/details>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://www.tenderned.nl/aankondigingen/overzicht/277567/details>

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

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

Body governed by public law

**I.5. Main activity**

Environment

---

**Section II: Object**

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

**II.1.1. Title**

Administratieve dienstverlening

**II.1.2. Main CPV code**

75100000 Administration services

**II.1.3.**

## **Type of contract**

Services

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

Voor u ligt de Offerteaanvraag voor de Europese openbare aanbesteding Administratieve dienstverlening ten behoeve van Commissie m.e.r.

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

### **II.1.6. Information about lots**

This contract is divided into lots: yes  
Tenders may be submitted for all lots

## **II.2. Description**

### **II.2.1. Title**

Perceel 1. Financiële-en salarisadministratie  
Lot No: 1

### **II.2.2. Additional CPV code(s)**

75100000 Administration services, 75131100 General personnel services for the government, 75112000 Administrative services for business operations

### **II.2.3. Place of performance**

NUTS code: NL31 Utrecht

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

Voor beide percelen geldt een werklust van 8 uur gemiddeld per werkweek.

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

Criteria below  
Quality criterion - Name: Kwaliteit / Weighting: 80  
Price - Weighting: 20

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

Value excluding VAT: 0,01 EUR

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

Duration in months: 72  
This contract is subject to renewal: yes  
Description of renewals:  
De daadwerkelijke uitvoering van de Opdracht (go-live) start op 01 april 2023 voor de duur van vier jaar, met daarna tweemaal de mogelijkheid om de Overeenkomst met 12 maanden te verlengen.

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: yes  
Description of options:  
Geen opties

### **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**

#### **II.2. Description**

##### **II.2.1. Title**

Perceel 2. Ondersteuning subsidiestromen Ontwikkelingssamenwerking  
Lot No: 2

##### **II.2.2. Additional CPV code(s)**

75112100 Administrative development project services, 75100000 Administration services

##### **II.2.3. Place of performance**

NUTS code: NL31 Utrecht

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

Voor beide percelen geldt een werklast van 8 uur gemiddeld per werkweek.

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

Criteria below

Quality criterion - Name: Kwaliteit / Weighting: 80

Price - Weighting: 20

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

Value excluding VAT: 0,01 EUR

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

Duration in months: 72

This contract is subject to renewal: yes

Description of renewals:

De daadwerkelijke uitvoering van de Opdracht (go-live) start op 01 april 2023 voor de duur van vier jaar, met daarna tweemaal de mogelijkheid om de Overeenkomst met 12 maanden te verlengen.

##### **II.2.10. Information about variants**

Variants will be accepted: no

##### **II.2.11. Information about options**

Options: yes

Description of options:

Geen opties

##### **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:

- Uitsluitingsgronden

### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

- Financieel economische draagkracht

### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

- Technische bekwaamheid - Referenties,
- Technische bekwaamheid - Kwaliteitsborging

## **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: 21/12/2022 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**

Dutch

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

Tender must be valid until: 21/03/2023

#### **IV.2.7. Conditions for opening of tenders**

Date: 21/12/2022 Local time: 12:15

## **Section VI: Complementary information**

---

### **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: Rechtbank Midden-Nederland

Postal address: Postbus 16005

Town: Utrecht

Postal code: 3500 DA Utrecht

Country: Netherlands

E-mail: [rechtbankmiddennederland@rechtspraak.nl](mailto:rechtbankmiddennederland@rechtspraak.nl)

Internet address: <https://www.rechtspraak.nl/Organisatie-en-contact/Organisatie/Rechtbanken/Rechtbank-Midden-Nederland/Contact>

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

28/10/2022