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GR-Thessaloniki: insurance services for Cedefop's building, content and official vehicles

2010/S 188-286269

Contract notice

Section I: Contracting authority

I.1) Name, addresses and contact point(s):

Cedefop, attention: Mr George Paraskevaidis, Europe Street 123, PO Box 22427, 551 02Thessaloniki, GREECE. Contact: Clotilde Assumel-Lurdin. Tel. +30 2310490287. Fax +30 2310490028. E-mail: c4t-services@cedefop.europa.eu

Internet address(es):

General address of the contracting authority: <http://www.cedefop.europa.eu>

Further information can be obtained at:

As in abovementioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:

As in abovementioned contact point(s).

Tenders or requests to participate must be sent to:

As in abovementioned contact point(s).

I.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

Education.

The contracting authority is purchasing on behalf of other contracting authorities: no.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Insurance services for Cedefop's building, content and official vehicles.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category No 6.

Main place of performance: contractor's premises.

NUTS code: GR122.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Duration of the framework agreement: duration in month(s): 48.

II.1.5) Short description of the contract or purchase(s):

The aim of this open invitation to tender is to conclude a contract with an insurance company for the provision of insurance services covering the building, its content and the official vehicles of Cedefop.

II.1.6) **Common procurement vocabulary (CPV):**
66510000.

II.1.8) **Division into lots:**
No.

II.1.9) **Variants will be accepted:**
No.

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

The total financial envelope for the 4-year duration of the framework contract will depend on the effective insurance premium for each of the 3 assets to be covered (building, content, official vehicles). Cedefop will be contractually bound by the amounts effectively entered in the successive signed order forms, reflecting its actual insurance coverage needs on an annual basis and based on the successful tenderer's/contractor's financial offer. The values to be insured are: 10 000 000 EUR for the building, 5 000 000 EUR for the content of the building and 30 000 EUR for the official vehicles.

II.2.2) **Options:**

Yes.

Description of these options:

The contract may be automatically renewable.

Number of possible renewals: 3.

In the case of renewable supplies or service contracts, estimated time-frame for subsequent contracts: in months: 12.

II.3) **Duration of the contract or time limit for completion:**

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

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

Not applicable.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

Payments will be made within 30 days of submission of invoices and at the conditions set out in the draft contract.

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

Tenderers may choose between submitting a joint offer as a consortium/grouping or by introducing a bid as a single tenderer, in both cases with the possibility of having 1 or several subcontractors. Whichever type of bid is chosen, the tenderer must stipulate the legal status and role of each legal entity in the tender proposed.

For more information please refer to the tender documents.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

Yes.

Description of particular conditions:

Subcontracting is allowed and is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the

selected tenderer (the contractor), who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s).
For more information please refer to the tender documents.

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met:

Tenderers must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure.

Participation to this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest in Annex C of the tender documents. For more information please refer to the tender documents.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met:

Statement(s) of the tenderer's turnover (for a single tenderer, or statements for each consortium member, in case of a grouping/ consortium) for the last 3 financial years concerning the type of services similar in nature to those making the subject of this call for tenders.

In case of contract award the winning tenderer will be requested to prove the above by audited financial statements, if this is foreseen by the respective national legislation, and to submit profit and loss account or equivalent for each of the last 3 financial years.

If, for some exceptional reason the tenderer is unable to provide 1 or other of the above documents (for each lot) he is required to provide justification for the non provision and may prove his economic and financial capacity by any other document which Cedefop considers appropriate. Cedefop reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

Minimum level(s) of standards possibly required:

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

The average annual turnover of the tenderer (of a single company, or of a consortium as a whole, if any) for the last 3 financial years concerning the type of services covered in this call for tenders (insurance coverage of buildings, their content, and official cars), should be at least 120 000 EUR.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

The following documents or information must be presented by the tenderer to prove his technical and professional capacity to perform the proposed contract:

— document for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established,

— brief company profile including demonstration of organisational capacity as per the requirement stated in the 2nd bullet,

— list of at least 3 contracts performed in the past 3 years similar to the scope, size and nature as those required in this call for tenders, describing the subjects, the amounts, the dates, and the contracting authorities. In case of consortium or subcontracting, the consortium or the tenderer with all subcontractors together have to provide evidence of technical and professional capacity as a whole.

Minimum level(s) of standards possibly required:

The tenderers are required to have sufficient technical and professional capacity to perform the contract. They must therefore have:

- enrolment in the relevant professional register,
- organisational capacity to provide services at the required quality level considering Cedefop's location in the outskirts of Thessaloniki (proximity of seat or branch, or adequate and effective remote contact and monitoring tools and processes that guarantee rapid and efficient response),
- at least 3 years of experience in the provision of services similar to the scope, size and nature of the services provided as those required in this call for tenders.

III.2.4) **Reserved contracts:**

No.

III.3) **Conditions specific to services contracts**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

Yes.

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure:**

Open.

IV.2) **Award criteria**

IV.2.1) **Award criteria:**

Lowest price.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

'AO/RES/JK/Insurance services/020/10'.

IV.3.2) **Previous publication(s) concerning the same contract:**

No.

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**

Payable documents: no.

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

8.11.2010.

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

IV.3.7) **Minimum time-frame during which the tenderer must maintain the tender:**

Until: 8.5.2011.

IV.3.8) **Conditions for opening tenders:**

Date: 17.11.2010 (11:00).

Place: Cedefop's premises.

Persons authorised to be present at the opening of tenders: yes.

Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax (fax +30 2310490028) or by e-mail (c4t-services@cedefop.europa.eu) at least 2 working days prior to the opening session.

Section VI: Complementary information

VI.1) This is a recurrent procurement:

No.

VI.2) Contract related to a project and/or programme financed by EU funds:

No.

VI.3) Additional information:

The tender documents will be available on Cedefop's website:

<http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>

An optional on-site visit is planned to take place on 14.10.2010 (11:00), local time. The meeting point will be the reception hall of Cedefop. Tenderers must send written notification of the names of the persons (maximum 2) who will attend this meeting by fax (+30 2310490028) or by e-mail (c4t-services@cedefop.europa.eu), at the latest by 14:00 (local time) on the day before the site visit. All the costs of attending this meeting are borne by the tenderers.

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures:

General Court, rue du Fort Niedergrünwald, 2925 Luxembourg, LUXEMBOURG. Tel. +352 4303-1. Fax +352 4303-2100. E-mail: cfi.registry@curia.europa.eu Internet: <http://curia.europa.eu>

VI.4.2) Lodging of appeals:

Precise information on deadline(s) for lodging appeals:

Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

VI.4.3) Service from which information about the lodging of appeals may be obtained:

Same as in point VI.4.1.

VI.5) Date of dispatch of this notice:

17.9.2010.