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**Greece-Thessaloniki: Provision of medical services to Cedefop staff
2016/S 218-396039**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Cedefop
Europe Street 123, PO Box 22427
Thessaloniki
551 02
Greece
Contact person: Clotilde Assumel-Luridin
Telephone: +30 2310490287
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028
NUTS code: GR122

Internet address(es):

Main address: www.cedefop.europa.eu

I.2) Joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.cedefop.europa.eu/about-cedefop/public-procurement>

Additional information can be obtained from the abovementioned address

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

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Provision of medical services to Cedefop staff.

Reference number: RPP/DRS/GMA/Medical-services/003/16.

II.1.2) Main CPV code

85120000

II.1.3) Type of contract

Services

II.1.4) Short description:

The purpose of the contract is the provision by a medical officer (natural person) of a general and preventive medical service to Cedefop and its staff.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

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

II.2.3) **Place of performance**

NUTS code: GR122

Main site or place of performance:

The tasks must be performed in the Cedefop premises, Europe Street 123, Pylea, Thessaloniki, GREECE.

II.2.4) **Description of the procurement:**

The estimated value of the required services described in this call for tenders is not expected to exceed 500 hours per year, therefore 2 000 hours over a 4-year period. Tenderers should be aware that the information on volume is purely indicative, shall not be binding on Cedefop and should not be considered as a warranty as to the final value of the contract. The sum of the amounts of the successive order forms that will be issued after the framework contract is signed may, in fact, not reach the abovementioned estimated value for the framework contract. Cedefop will be contractually bound only by the amounts effectively entered in the successive signed order forms. The total value of the framework contract will ultimately depend on the orders which Cedefop may place through order forms.

Requested services and outputs:

Medical care of staff of the institutions concerned within the meaning of Article 59 of the staff regulations of officials of the European Union:

- pre-recruitment medical examinations for future members of staff of Cedefop,
- annual medical examinations of staff of Cedefop,
- administration of medical files of Cedefop staff in strict compliance with the Data Protection Regulation (Regulation (EC) No 45/2001 of the European Parliament and of the Council),
- any medical advice as requested by Cedefop management, for example, the examination of applications requesting payment of certain medical expenses or verification of sick leave requests or special leave requests related to sickness,
- preventive medicine information campaigns to staff,
- staff workplace inspections to provide occupational health advice,
- attendance, as observer for Cedefop, of the meetings of the Inter-Institutional Medical College of the European Communities as requested,
- vaccinations of staff of Cedefop as requested (e.g. annual flu vaccine, ad hoc vaccination campaigns if necessary),
- any other medical services related to the above as requested by Cedefop.

Based on previous experience, the medical officer is expected to be present in his/her office approximately 10 hours/week (except August, Easter and Christmas periods) according to a fixed schedule (i.e. 2 mornings). The exact days and times during which the contractor would have to be present on Cedefop's premises will be decided by mutual agreement.

The medical officer should be reachable by phone at any time and may, in very exceptional cases, be called to Cedefop outside of the weekly schedule.

II.2.5) Award criteria

Criteria below

Quality criterion - Name: Level of understanding of the services required / Weighting: 20

Quality criterion - Name: Quality of the interview / Weighting: 80

Price - Weighting: 60/40

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:

The contract shall enter into force on the date of signature of the last contracting party, shall have an initial duration of 1 year and will be automatically renewed up to 3 times, each for an additional period of 1 year, covering a total acquisition period of 4 years.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Only the selected candidates, i.e. whose request to participate has met the requirements of the exclusion and selection stage, will be shortlisted and therefore invited to submit a tender and be invited to an interview. Any tender received from a natural person not invited to tender will be rejected.

II.2.10) Information about variants

Variants will be accepted: no

II.2.11) Information about options

Options: no

II.2.12) Information about electronic catalogues

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

Cedefop's website will be updated regularly, therefore applicants must ensure that they visit the site regularly for updates up to the closing date for receipt of the applications.

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:

Participation to this tender procedure is only open to tenderers who are in a position to subscribe in full to the 'Declaration on honour on exclusion criteria and selection criteria', given in Annex C. All tenderers must provide the declaration on honour found in Annex C duly signed and dated.

III.1.2) Economic and financial standing

List and brief description of selection criteria:

Proof of economic and financial capacity must be furnished by the following document:

— copies of the tax declarations and of the relevant tax clearance statements delivered by the competent tax authorities for the last 3 financial years.

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.

III.1.3) Technical and professional ability

List and brief description of selection criteria:

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

- document of enrolment in the relevant professional register, as prescribed by the laws of the EU Member State where the tenderer is established,
- proof of a licence to practice general medicine or internal medicine in a Member State of the EU (at the deadline for submitting applications),
- proof of 8 years' full-time equivalent professional experience in the relevant medical field (e.g. certificates issued by a relevant medical association, contracts/certificates related to employment in hospitals or private practice, proof of work in own private practice). The proof submitted should indicate duration (start/end dates).
- copies of the applicant's mandatory and non-mandatory insurance policies related to professional risk,
- the educational and professional qualifications of the applicant, including:
 - a detailed curriculum vitae, including professional experience and reference to the language skills (the applicant may use the Europass CV),
 - certified copy of the relevant degree(s) in medicine.

Minimum level(s) of standards possibly required:

The tenderers are required to have sufficient technical and professional capacity to perform the contract. In particular, the tenderers must possess:

- enrolment in the relevant professional register,
- a medical degree and a license to practice in any of the following fields:
 - general medicine,
 - internal medicine,
- a minimum of 8 years' full-time equivalent professional experience in the relevant medical field(s),
- insurance coverage related to professional risk as required by law,
- thorough knowledge of English (C1 of the common European framework of reference for languages),
- satisfactory knowledge of Greek (B1/B2 of the common European framework of reference for languages).

III.1.5) Information about reserved contracts

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:

The services to be provided are determined by the applicable provisions of the staff regulations (SRs) of officials of the European Union, the conditions of employment of other servants of the European Union (CEOS), as well as any applicable implementing rules thereto, in particular the following:

- Articles 59 and 60, SRs,
- Articles 16, 59, 60 and 91, CEOS, and
- Commission Decision of 28.4.2004 introducing implementing provisions on absences as a result of sickness or accident (C(2004) 1597, p. 11).

III.2.2) Contract performance conditions:

III.2.3) 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

Section IV: Procedure

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

IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.1.6) Information about electronic auction

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

The procurement is covered by the Government Procurement Agreement: no

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

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

Date: 16/12/2016

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 01/03/2017

IV.2.4) Languages in which tenders or requests to participate may be submitted:

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

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)

IV.2.7) Conditions for opening of tenders

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about electronic workflows

VI.3) Additional information:

VI.4) Procedures for review

VI.4.1) Review body

General Court

rue du Fort Niedergrünwald

Luxembourg

2925

Luxembourg

VI.4.2) Body responsible for mediation procedures

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures:

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

General Court
Luxembourg
Luxembourg

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

01/11/2016