

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:83823-2012:TEXT:EN:HTML>

**B-Brussels: GSA/OP/02/12 — removal services for the GSA
2012/S 52-083823**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European GNSS Agency
rue de la Loi 56
For the attention of: Procurement Department
1049 Brussels
BELGIUM
E-mail: tenders@gsa.europa.eu

Internet address(es):

General address of the contracting authority: <http://www.gsa.europa.eu/go/home/gsa/procurement/>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

General public services

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

II.1) Description

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

GSA/OP/02/12 — removal services for the GSA.

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

Services

Service category No 2: Land transport services [2], including armoured car services, and courier services, except transport of mail

Main site or location of works, place of delivery or of performance: Brussels/Prague.

NUTS code BE1

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

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 years: 2

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 500 000 EUR

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

Removal services for the GSA.

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

63100000, 60100000

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): yes

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

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

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

1. The objective of this procurement process for a framework service contract is to avail moving services in relation to:

- the removal of the GSA HQ from Brussels to Prague,
- the removal of the GSA staff to Prague,
- the removal of GSA property among the GSA sites in Brussels, Prague, and other sites in Swanwick (United Kingdom) and Saint Germain-en-Laye (France) and other future sites,
- future removals of the staff between GSA sites.

2. The moving services in relation to the above shall include:

- the tenderer has at least 10 full-time employees providing moving services,
- provision of packing material for large move of above 50 m³, including packing material for special goods such as personal computers and screens, printers, scanners, copy machines, fragile models of satellites (>1 m) etc.,
- packing and transport service for special goods such as personal computers and screens, printers, scanners, copy machines, fragile models of satellites (> 1 m) etc.,
- drawing up the inventory of the moved property (the detailed descriptive list showing the quantity and condition of each item),
- disassembling of furniture (when necessary), wrapping of individual pieces of furniture and equipment, packing of all items,
- transport of the moved property (carrying items downstairs or using a lift, uploading to trucks, unloading in the desired destination, carrying items upstairs or using a lift),
- capacity to transport safes weighing between 100 kg and 1 000 kg,
- provision of external mobile lifts reaching at least to the 5th floor of a standard residential building,
- reassembling of furniture, unwrapping of individual pieces of furniture and equipment, unpacking of all items in the appropriate rooms,
- capacity to ensure that archives, records and books will be moved in the existing principle of order,
- ability to work during weekends and outside the standard working hours if required by the specific removal contract at no additional cost,

- monitoring of the property during the entire move, incident documentation and reporting in accordance with the service level agreement requirements (ref. Annex IX to the invitation to tender),
- general capacity to move cars between the sites (Brussels (Belgium), Prague (Czech Republic), Saint-Germain-en-Laye (France) and Swanwick (United Kingdom)),
- capacity to provide domestic storage room in Brussels and in Prague with minimum capacity of 4 m³ per household moved with availability within a maximum of 5 workdays from the request,
- ability to obtain insurance capacity covering any potential damage to the moved items with full replacement value coverage (i.e. coverage allowing the purchase of a new replacement for a damaged item regardless of the age of the item) and also covering the potential damage to the property moved from and the property moved to; the successful tenderer shall mediate the communication of the GSA or its staff members with the insurance company in case of any claim lodged,
- autonomous obtaining of any public and/or private authorisations or permits required for performance of any of the services under this framework service contract and specific contract thereunder.

For further information please refer to the tender information package, published on: <http://gsa.europa.eu/go/home/gsa/procurement/>

Estimated value excluding VAT: 500 000 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: 2

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

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

Financial guarantees will not be required for the framework service contract.

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

Payments shall be made in accordance with the provisions of the specific contracts, as specified in the framework service contract in Annex III of the invitation to tender.

Unless otherwise agreed, the specific contracts shall be invoiced after the acceptance of deliverables by the GSA as described within specific contracts.

Please refer for additional information to the tender information package, published on: <http://gsa.europa.eu/go/home/gsa/procurement/>

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

The GSA will not request consortia to have a given legal form in order to be allowed to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the framework service contract is signed if this change is necessary for proper performance of the contract.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: no

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 the requirements are met: Please refer to the tender information package, published on: <http://gsa.europa.eu/go/home/gsa/procurement/>

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

Information and formalities necessary for evaluating if the requirements are met: Please refer to the tender information package, published on: <http://gsa.europa.eu/go/home/gsa/procurement/>

Minimum level(s) of standards possibly required: Please refer to the tender information package, published on: <http://gsa.europa.eu/go/home/gsa/procurement/>

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

Please refer to the tender information package, published on: <http://gsa.europa.eu/go/home/gsa/procurement/>

Minimum level(s) of standards possibly required:

Please refer to the tender information package, published on: <http://gsa.europa.eu/go/home/gsa/procurement/>

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) **Staff responsible for the execution of the service**

Legal persons 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.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

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:**

GSA/OP/02/2012 — 'Removal services for the GSA'.

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**

23.4.2012 - 17:00

- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**
Any EU official language
- 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 tenders**
Date: 26.4.2012 - 10:00
Place:
GSA premises in Brussels.
Persons authorised to be present at the opening of tenders: yes
Additional information about authorised persons and opening procedure: 1 official representative per tenderer, application for attendance to be submitted at least 5 calendar days before the opening day via e-mail to:
tenders@gsa.europa.eu

Section VI: Complementary information

- VI.1) **Information about recurrence**
This is a recurrent procurement: no
- VI.2) **Information about European Union funds**
The contract is related to a project and/or programme financed by European Union funds: yes
Reference to project(s) and/or programme(s): Galileo.
- VI.3) **Additional information**
The expected duration of the framework contract is 2 years with the possibility of being renewed 2 times, each time for an additional period of 1 year. The maximum duration of the framework contract is therefore 4 years.
The indicative budget estimated for the framework contract is 1 000 000 EUR over the maximum duration of 4 years (the indicative budget per year being estimated at 250 000 EUR).
All documentation can be downloaded freely at <http://www.gsa.europa.eu>
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures**
General Court of the European Union
Luxembourg
LUXEMBOURG
- Body responsible for mediation procedures**
The European Ombudsman
Strasbourg
FRANCE
- VI.4.2) **Lodging of appeals**
- VI.4.3) **Service from which information about the lodging of appeals may be obtained**
European GNSS Agency
Brussels
BELGIUM
E-mail: tenders@gsa.europa.eu
- VI.5) **Date of dispatch of this notice:**
5.3.2012