

EX-ANTE NOTICE

Provision of medical services for the EIT Budapest, Hungary

1. Tender reference

06/2017/NP/EITPROC

2. Procedure

Negotiated

3. Contracting Authority

The European Union, represented by the European Institute of Innovation and Technology

4. Type of contract

Service contact

5. Contract description

All staff is required to undergo a comprehensive pre-employment medical screening before being recruited. EIT staff also undergoes an annual medical examination to certify their fitness for work and may take part in medical screening each year.

The successful contractor is requested to carry out the tasks of a Medical Centre in charge of:

- a) Annual medical examination of staff;
- b) Pre-employment medical examination of candidates;

On a quarterly basis, the Human Resources Section of EIT shall provide to the medical centre contracted by EIT a list of staff members due to undergo their annual medical examination. EIT staff members shall be contacted directly by the medical centre to fix a date to undergo their medical exams.

Tasks (a) and (b) will be performed upon request of the Human Resources Section of the Agency.

All working documents and forms that the contractor will require to EIT staff members to read, to fill in, and to sign must be made available also in English. EIT may provide translations or reach agreements with the contractors for the languages of some medical documents.

6. Indicative budget

EUR 59,300.00

7. Eligibility criteria

Participation in tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the Treaties of the European Union¹, and to all natural and legal persons in a third country which has a special agreement with the European Union on the conditions laid down in that agreement².

8. Selection criteria

¹ The Member States of the European Union

² Countries of the European Economic Area (Norway, Iceland and Liechtenstein), Former Yugoslav Republic of Macedonia, Albania and Montenegro

By submission of an offer the tenderer confirms that he/she has the economic and financial, technical and professional capacity to provide the requested services according to the tender specifications and the payment schedule specified in the draft contract.

A. Economic and financial capacity criteria

Tenderers must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, tenderers must comply with the following selection criteria:

Provision of services offered by a medical centre

(a) Appropriate statements from banks or evidence of professional risk indemnity insurance for a minimum coverage of 1.000.000 EUR.

(b) A statement of the annual average turnover for the least 2 financial years for which accounts have been closed. The minimum average annual turnover of the tenderer shall be of 15.000 EUR. In case of a consortium, the annual average turnover for each of the partners shall be presented. The sum of the annual average turnovers of each partner will be taken into account to reach the minimum annual average turnover of 15.000 EUR.

Minimum required capacity (financial and economic)

- minimum coverage of 1.000.000 EUR (for a))

- minimum average for annual turnover of the tenderer shall be of 15.000 EUR (for b))

If, for some exceptional reason which the contracting authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the contracting authority considers appropriate. In any case, the contracting authority must at least be notified of the exceptional reason and its justification. The contracting authority reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

An economic operator may, where appropriate and for a particular contract, rely on the economic and financial capacities of other entities, regardless of the legal nature of the links it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract, for example by producing undertaking commitment by those entities to that effect. In that case, the contracting authority may require that the economic operator and the entities referred to above are jointly liable for the performance of the contract.

B. Technical and professional capacity

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below:

Provision of services offered by a medical centre

(a) Proof that the contractor is authorised to perform the medical services required in the tender under the Hungarian law, as evidenced by inclusion in the relevant official professional register.

(b) A list of the principal services provided in the past three (3) years, with the sums, dates and recipients. Tenderers are required to prove that they have provided services for comprehensive screening examination for at least three (3) organisations with at least 50 employees in the last three (3) years (counting backwards from the deadline for submission of tenders) in the field of services offered by a medical centre of an annual amount of at least EUR 5,000.00 each.

(c) A description of the internal structure of the Medical Centre, its organisational division, medical areas covered by the centre, information on the medical and administrative staff, and a description of the equipment in use for the performance of all requested examinations. The organisational chart of the Medical Centre shall be included.

Minimum required capacity (technical and professional)

- the contractor must be authorised to perform the medical services required in the tender under the Hungarian law
- in the last three (3) years at least three (3) similar contracts with organisations with at least 50 employees per each offered by a medical centre of an annual amount of at least EUR 5,000.00 each.
- the Medical Centre should be composed of at least 10 doctors covering all main medical specialities (for c))

An economic operator may, where appropriate and for a particular contract, rely on the technical and professional capacities of other entities, regardless of the legal nature of the links it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract, for example by producing a commitment by those entities to that effect.

An economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required.

9. Submission of expression of interest

All interested economic operators satisfying the eligibility criteria indicated above are invited to submit an expression of interest indicating the tender reference number, their identity (legal entity name) and the contact person; their address and contact details, their areas of specialization and experience. The Expression of Interest shall be sent to the following email address: eit-procurement@eit.europa.eu

10. Deadline for submission of expression of interest

10 October 2017

11. Additional information

Consortia or subcontracting is allowed

Remarks:

No applications or requests for information should be sent at this stage.