

Brussels, 31/10/2019

Ex-ante publicity notice - negotiated procurement procedure

Subject : SRB Occupational Health and Safety Risk Assessment

Ref: Procurement Procedure SRB/NEG/50/2019

The Single Resolution Board ("SRB") will soon launch a call for tenders for a service contract of an estimated total amount of EUR 20,000 (twenty thousand euros). Please note that this figure is given for estimation purposes only and the actual value of service contract will be decided at a later stage.

Purpose of the Tender:

The SRB is looking for an operator to undertake an annual risk assessment survey of the SRB's premises and the relevant consulting services on the "call for service" base. The building (and the grounds that belong to the building) occupied by the SRB, is located at Treurenberg 22 in Brussels, Belgium. The SRB employs more than 400 staff. Treurenberg 22 is a 10,000m² new passive building occupied by SRB since 2016.

The SRB would like to invite the interested economic operators to declare their interest to participate in this tender, as specified below.

Background & scope of the tender

The purpose of the contract is to ensure the design and execution of an occupational health and safety risk assessment ("assessment") for the SRB. The contractor shall design and execute a comprehensive approach to identify and analyse potential hazards arising from the existing work environment and work organisation and to assess their respective risks to the health, safety and wellbeing of SRB staff. In particular, services include the design, execution and administration of the occupational health and safety risk assessment with a full record of the hazards identified, risks assessed and methods applied, and analysis and reporting of results and recommendations.

Description of the services

The SRB expects the contractor to conduct a comprehensive occupational risk assessment at the overall organisational level. The survey must define and assess all risks and ascertain overall compliance with all legislative provisions pertaining to occupational health and safety.

The contractor shall be required to:

- design a comprehensive approach and methodology
- design the survey
- produce a valid Health and Safety Risk Assessment report supported by a written scientific assessment relating to the SRB's premises.

The contractor shall undertake a visual survey and perform all necessary measurements and tests to formulate scientifically every conclusion and recommendation.

The assessment should also determine hazards, whether existing systems are adequate for eliminating existing hazards or control risks, risk level, and determine further actions needed to reduce or control the risk.

For every recommendation, the contractor shall provide an applicable compliance and/or legislative document with clear reference to the requirement.



The selected economic operators, will be invited to submit their tenders. The content of their proposals should be oriented (but not limited) to the following:

- Demonstrate good knowledge of the premises (potential bidders may be invited to visit the premises to help with the preparation of the proposal)
- Present a survey model for organisations similar to the SRB
- Present an example report for an organisation similar to the SRB
- Demonstrate the approach and methodology chosen to conduct the assessment and report hazards and risks identified
- Present a project plan with clearly stated project phases, milestones and duration in consecutive workdays.

Description of the procedure:

Interested economic operators can express their interest to participate in the call for tender by completing Annex 1 of this ex-ante publicity notice. Annex 1 should be sent by email to SRB-PROCUREMENT@srb.europa.eu by 15/11/2019, 18:00 Brussels time at the latest.

No evaluation is performed at this stage. All the economic operators who have expressed their interest to participate in this procurement procedure within the above-mentioned deadline will be subsequently invited to submit a tender. The contracting authority reserves the right to also invite economic operators not included in the list of interested economic operators who responded to this ex-ante advertisement.

An economic operator may consider submitting a tender as a single entity or in collaboration with other service providers: either by submitting a joint tender with (a) partner(s) (assuming joint and several liability towards the contracting authority for the performance of the contract) and/or through subcontracting. In case of a joint tender with (a) partner(s), all partners must be identified in the expression of interest and cannot be modified at a further stage of the procurement procedure.

Only the candidates invited by the contracting authority to participate in this procurement procedure will be admissible.

It should be noted that the SRB reserves the right not to launch the negotiated procedure. This decision shall be communicated accordingly.

SRB Procurement



ANNEX 1

EXPRESSION OF INTEREST TO PARTICIPATE

Subject : [Procedure title]

Company information :

Company Name

Contact Person :

Contact	Details
Name	
Organization	
Address	
Telephone	
Fax	
E-mail	

On behalf of the [company I represent][on behalf of the consortium comprising of [names of parties in consortium] ("Consortium"), I hereby submit this expression of interest (which is not an offer) and would like to participate in the procurement procedure. I acknowledge that the Single Resolution Board (SRB) may cancel the process at any time and that the SRB reserves the right to also invite economic operators not included in the list of interested economic operators who responded to this ex-ante advertisement

Name:

Function: