

**Finland-Aalto: Recruitment services**  
**OJ S 2/2016 05/01/2016**  
**Contract notice**  
**Services**

**Directive 2004/18/EC**

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Aalto-korkeakoulusäätiö  
Postal address: PL 11000  
Town: Aalto  
Postal code: FI-00076  
Country: Finland  
Contact person: Aalto University Registry  
E-mail: [kirjaamo@aalto.fi](mailto:kirjaamo@aalto.fi)

**I.2. Type of the contracting authority**

**I.3. Main activity**

Education

**I.4. Contract award on behalf of other contracting authorities**

**Section II: Object of the contract**

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**II.1. Description**

**II.1.1. Title attributed to the contract by the contracting authority**

Headhunting services for Aalto University.

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 22: Personnel placement and supply services  
NUTS code F11 Manner-Suomi

**II.1.3. Information about a framework agreement or a dynamic purchasing system**

**II.1.4. Information about framework agreement**

**Duration of the framework agreement**

Duration in years: 4

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

The Aalto University Foundation, operating as Aalto University (Business ID 2228357-4) invites tenders for headhunting service for Aalto University's direct search activity (hereinafter referred to as 'Service'). Aalto University is a non-profit public entity and therefore must follow mandatory public procurement procedure in the procurement.

Aalto University ([www.aalto.fi](http://www.aalto.fi)) is a community of bold thinkers where science and art meet technology and business. Aalto University has 6 schools with nearly 20 000 students and 4 700 employees, 390 of which are professors. Our campuses are located in Espoo and Helsinki, Finland.

Headhunting services for Aalto University covering recruitments of academic faculty and service personnel (executives, managers and staff).

This invitation to tender is divided into 2 parts:

A: Academic headhunting;

B: Staff and Executives headhunting.

The tenderer may submit a tender for both parts or for 1 of the parts only.

The contract period shall be in total four (4) years, with a one (1) month mutual termination period.

Aalto University is seeking partner/partners for: A: Academic headhunting and for B: Staff and Executives headhunting. An Academic headhunting company shall have a vast global network and deep understanding of international headhunting as well as the company doing the Staff and Executives headhunting must understand the domestic headhunting in Finland.

See Invitation to Tender and annexes, available on request at: [registry@aalto.fi](mailto:registry@aalto.fi) for details.

Please include the following reference number in the request message: D/640/01.01.04.00 /2015.

The tenders must be submitted no later than on 19.2.2016 at 12:00 EET by e-mail to the Aalto University Registry.

#### **II.1.6. CPV code(s)**

79600000 Recruitment services, 79000000 Business services: law, marketing, consulting, recruitment, printing and security, 79414000 Human resources management consultancy services

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

#### **II.1.8. Lots**

This contract is divided into lots: yes

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

#### **II.2.2. Information about options**

Options: no

#### **II.2.3. Information about renewals**

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

Information about lots

Lot title: Headhunting services for Aalto University, A: Academic

#### **1) Short description**

Part A: Academic headhunting.

#### **2) CPV code(s)**

79600000 Recruitment services

#### **3) Quantity or scope**

#### **4) Indication about different time frame or duration**

#### **5) Additional information about lots**

Lot title: Headhunting services for Aalto University, B: Staff and Executives

**1) Short description**

Part B: Staff and Executives headhunting.

**2) CPV code(s)**

79600000 Recruitment services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

**Section III: Legal, economic, financial and technical information**

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**III.1. Conditions related to the contract**

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

See Invitation to Tender and annexes, available on request at: [registry@aalto.fi](mailto:registry@aalto.fi) for details.  
Please include the following reference number in the request message: D/640/01.01.04.00 /2015.

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

See Invitation to Tender and annexes, available on request at: [registry@aalto.fi](mailto:registry@aalto.fi) for details.  
Please include the following reference number in the request message: D/640/01.01.04.00 /2015.

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

See Invitation to Tender and annexes, available on request at: [registry@aalto.fi](mailto:registry@aalto.fi) for details.  
Please include the following reference number in the request message: D/640/01.01.04.00 /2015.

**III.1.4. Contract performance conditions**

**III.2. Conditions for participation**

**III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: See Invitation to Tender and annexes, available on request at: [registry@aalto.fi](mailto:registry@aalto.fi) for details. Please include the following reference number in the request message: D/640/01.01.04.00/2015.

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

List and brief description of conditions: See Invitation to Tender and annexes, available on request at: [registry@aalto.fi](mailto:registry@aalto.fi) for details. Please include the following reference number in the request message: D/640/01.01.04.00/2015.

**III.2.3. Technical and professional ability**

List and brief description of conditions:

See Invitation to Tender and annexes, available on request at: [registry@aalto.fi](mailto:registry@aalto.fi) for details.  
Please include the following reference number in the request message: D/640/01.01.04.00 /2015.

#### **III.2.4. Information about reserved contracts**

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

##### **III.3.1. Information about a particular profession**

##### **III.3.2. Information about staff responsible for the performance of the contract**

### **Section IV: Procedure**

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#### **IV.1. Type of procedure**

##### **IV.1.1. Type of procedure**

Open

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

##### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

#### **IV.2. Award criteria**

##### **IV.2.1. Award criteria**

Lowest price

##### **IV.2.2. Information about electronic auction**

#### **IV.3. Administrative information**

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

D/640/01.01.04.00/2015

##### **IV.3.2. Previous publication concerning this procedure**

no

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

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

19.2.2016 - 12:00

##### **IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

##### **IV.3.6. Languages in which tenders or requests to participate may be submitted**

English. Finnish.

##### **IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

##### **IV.3.8. Conditions for opening of tenders**

### **Section VI: Complementary information**

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#### **VI.1. Information about recurrence**

#### **VI.2. Information about European Union funds**

**VI.3. Additional information**

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Markkinaoikeus

Postal address: Radanrakentajantie 5

Town: Helsinki

Postal code: FI-00520

Country: Finland

E-mail: [markkinaoikeus@oikeus.fi](mailto:markkinaoikeus@oikeus.fi)

Telephone: +358 295643300

Fax: +358 295643314

Internet address: <http://www.oikeus.fi/markkinaoikeus>

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

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

4.1.2016