

Belgium-Brussels: DIGIT/R3/PO/2015/25 — Support for learning on office automation for IT specialists and in project management (OAPM)

OJ S 15/2016 22/01/2016

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Commission, Directorate-General for Informatics, Directorate R: Resources Management and Optimisation, Unit 3: ICT Procurement and Contract Management

Postal address: rue Belliard 28, Office: 07/141

Town: Brussels

Postal code: 1049

Country: Belgium

Contact person: <http://etendering.ted.europa.eu/>

For the attention of: Mr Martin Bilbao, Head of Unit

E-mail: digit-contracts-info-centre@ec.europa.eu

Telephone: +32 229-60762

Fax: +32 229-57702

Internet address(es):

General address of the contracting authority: http://ec.europa.eu/dgs/informatics/index_en.htm

Address of the buyer profile: http://ec.europa.eu/dgs/informatics/procurement/calls_running/index_en.htm

Electronic access to information: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1214>

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

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

I.2. Type of the contracting authority

European institution/agency or international organisation

I.3. Main activity

Other: Information technologies.

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

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: Translation Centre for the Bodies of the European Union

Postal address: 1, rue du Fort Thüngen

Town: Luxembourg

Postal code: 1499

Country: Luxembourg

Official name: European Court of Auditors

Postal address: 12, rue Alcide de Gasperi

Town: Luxembourg

Postal code: 1615
Country: Luxembourg
Official name: European Economic and Social Committee
Postal address: rue Belliard 99
Town: Brussels
Postal code: 1040
Country: Belgium
Official name: Committee of the Regions of the European Union
Postal address: rue Belliard 99–101
Town: Brussels
Postal code: 1040
Country: Belgium
Official name: Office of European Ombudsman
Postal address: 1 avenue du president Robert Schuman
Town: Strasbourg Cedex
Postal code: 67001
Country: France
Official name: European Data Protection Supervisor
Postal address: rue Wiertz 60
Town: Brussels
Postal code: 1047
Country: Belgium
Official name: European Securities and Markets Authority
Postal address: 103 rue de Grenelle
Town: Paris
Postal code: 75007
Country: France
Official name: European Insurance and Occupational Pensions Authority
Postal address: Westhafenplatz 1
Town: Frankfurt-on-Main
Postal code: 60327
Country: Germany
Official name: Agency for the Cooperation of Energy Regulators
Postal address: Trg republike 3
Town: Ljubljana
Postal code: SI-1000
Country: Slovenia
Official name: European Centre for the Development of Vocational Training
Postal address: PO Box 22427
Town: Thessaloniki
Postal code: 551 02
Country: Greece
Official name: European Aviation Safety Agency
Postal address: PO Box 101253
Town: Cologne
Postal code: 50452
Country: Germany
Official name: European Chemicals Agency
Postal address: PO Box 400
Town: Helsinki

Postal code: FI-00121
Country: Finland
Official name: European Food Safety Authority
Postal address: Largo N. Palli 5/A
Town: Parma PR
Postal code: 43121
Country: Italy
Official name: European Institute for Gender Equality
Postal address: Svitrigailos g. 11M
Town: Vilnius
Postal code: LV-03228
Country: Latvia
Official name: European Medicines Agency
Postal address: Westferry Circus, Canary Wharf
Town: London
Postal code: E14 4HB
Country: United Kingdom
Official name: European Union Agency for Network and Information Security
Postal address: PO Box 1309
Town: Heraklion, Crete
Postal code: 710 01
Country: Greece
Official name: European Railway Agency
Postal address: BP 20392
Town: Valenciennes
Postal code: 59307
Country: France
Official name: European Training Foundation
Postal address: Villa Gualino, viale Settimio Severo 65
Town: Turin TO
Postal code: 10133
Country: Italy
Official name: European Foundation for the Improvement of Living and Working Conditions
Postal address: Wyattville Road, Loughlinstown
Town: Dublin
Country: Ireland
Official name: European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union
Postal address: Rondo ONZ 1
Town: Warsaw
Postal code: 00-124
Country: Poland
Official name: European Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice
Postal address: Ravala Pst 4
Town: Tallinn
Postal code: 10143
Country: Estonia
Official name: European Asylum Support Office
Postal address: MTC Block A, Winemakers Wharf

Town: Valletta
Postal code: MT-1917
Country: Malta
Official name: Clean Sky 2 Joint Undertaking
Postal address: avenue Toison d'Or 56/60

Town: Brussels
Postal code: 1049
Country: Belgium
Official name: ECSEL Joint Undertaking
Postal address: TO56 5/3

Town: Brussels
Postal code: 1049
Country: Belgium
Official name: European Joint Undertaking for ITER and the Development of Fusion Energy
Postal address: Torres Diagonal Litoral, Building B3

Town: Barcelona (Barcelona)
Postal code: 08019
Country: Spain
Official name: Fuel Cells and Hydrogen 2 Joint Undertaking
Postal address: avenue Toison d'Or 56/60

Town: Brussels
Postal code: 1049
Country: Belgium
Official name: SESAR Joint Undertaking
Postal address: avenue de Cortenbergh 100

Town: Brussels
Postal code: 1000
Country: Belgium
Official name: European Institute of Innovation and Technology
Postal address: Infopark 1/E Neumann Janos utca

Town: Budapest
Postal code: 1117
Country: Hungary
Official name: European Defence Agency
Postal address: rue des Drapiers 17–23

Town: Brussels
Postal code: 1050
Country: Belgium
Official name: European Police College
Postal address: Ó utca 27

Town: Budapest
Postal code: 1066
Country: Hungary
Official name: European Schools
Postal address: rue Joseph II 30

Town: Brussels
Postal code: 1049
Country: Belgium
Official name: European External Action Service
Postal address: Capital building, rond point Schuman 9A

Town: Brussels
Postal code: 1046
Country: Belgium
Official name: European Fisheries Control Agency
Postal address: PO Box 771
Town: Vigo (Pontevedra)
Postal code: 36200
Country: Spain
Official name: European Banking Authority
Postal address: 25 Old Broad Street, Tower 42
Town: London
Postal code: EC2N 1HQ
Country: United Kingdom
Official name: European Police Office
Postal address: PO Box 90850
Town: The Hague
Postal code: 2509 LW
Country: Netherlands
Official name: European Maritime Safety Agency
Postal address: Cais do Sodré
Town: Lisbon
Postal code: 1249-206
Country: Portugal
Official name: European Central Bank
Postal address: 80311
Town: Frankfurt-on-Main
Country: Germany
Official name: Office for Harmonization in the Internal Market (Trade Marks and Designs)
Postal address: Avenida de Europa, 4
Town: Alicante (Alicante)
Postal code: 03008
Country: Spain
Official name: Innovative Medicines Initiative
Postal address: avenue de la Toison d'Or 56–60
Town: Brussels
Postal code: 1060
Country: Belgium
Official name: Education, Audiovisual and Culture Executive Agency
Postal address: avenue du Bourget 1
Town: Brussels
Postal code: 1140
Country: Belgium
Official name: European Research Council Executive Agency
Postal address: COV2
Town: Brussels
Postal code: 1049
Country: Belgium
Official name: Research Executive Agency
Postal address: place Rogier 16
Town: Brussels

Postal code: 1049
Country: Belgium
Official name: Executive Agency for Small and Medium-sized Enterprises
Postal address: avenue du Bourget 1
Town: Brussels
Postal code: 1140
Country: Belgium
Official name: Consumers, Health, Agriculture and Food Executive Agency
Postal address: DRB A3/042
Town: Luxembourg
Postal code: 2920
Country: Luxembourg
Official name: Innovation and Networks Executive Agency
Postal address: W910
Town: Brussels
Postal code: 1049
Country: Belgium
Official name: Office of the Body of European Regulators for Electronic Communications
Postal address: Zigfrīda Annas Meierovica bulvāris No 14, 2nd floor
Town: Riga
Postal code: LV-1050
Country: Latvia
Official name: Council of the European Union
Postal address: rue de la Loi/Wetstraat175
Town: Brussels
Postal code: 1048
Country: Belgium
Official name: Single Resolution Board (SRB)
Town: Brussels
Postal code: 1049
Country: Belgium
Official name: Bio-Based Industries Joint Undertaking
Postal address: avenue de la Toison d'Or 56–60
Town: Brussels
Postal code: 1060
Country: Belgium
Official name: European Agency for Safety and Health at Work
Postal address: Santiago de Compostela, 12
Town: Bilbao (Biscay)
Postal code: 48003
Country: Spain
Official name: European Parliament
Town: Luxembourg
Postal code: 2540
Country: Luxembourg

Section II: Object of the contract

II.1. Description

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

DIGIT/R3/PO/2015/25 — Support for learning on office automation for IT specialists and in project management (OAPM).

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

Services

Service category No 24: Education and vocational education services

Main site or place of performance: The main places of delivery are Brussels and Luxembourg.

Other places of delivery in EU Member States may be required, as described in the tendering specifications (available from the Internet address provided in Section I.1).

NUTS code BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest,LU0 Luxembourg

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

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 2

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

The purpose of this call for tenders is to establish a framework contract for the provision of computer technology training for IT staff in the fields of learning on office automation (lot 1) and project management, business process management, ITIL service management and IT security (lot 2).

The contract will be awarded for an initial period of 2 years and may be renewed twice, each time by a period of 1 year, so that the max. duration may add up to 4 years.

For detailed description of the scope of the future contract, please see the tendering specifications.

II.1.6. CPV code(s)

80530000 Vocational training services, 80533100 Computer training services

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

The procurement is covered by the Government Procurement Agreement: yes

II.1.8. Lots

This contract is divided into lots: yes

Tenders may be submitted for all lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

Lot 1: estimated around 620 course instructor man-days per year, 120 course designer man-days per year, 80 technical consultant man-days/year and 380 participants in public courses at the tenderer's premises per year.

Lot 2: estimated around 860 instructor man-days per year, 110 course designer man-days per year, 90 technical consultant man-days/year and 970 participants in public courses at the tenderer's premises per year.

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

Duration in months: 24 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Support for learning on office automation for IT specialists

1) Short description

Provision of training courses and workshops for IT staff, including adaptation service and course material.

2) CPV code(s)

80530000 Vocational training services

3) Quantity or scope

Estimated around 620 instructor man-days per year, 120 course designer man-days per year, 80 technical consultant man-days/year and 380 participants in public courses at the tenderer's premises per year.

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Support for learning in the fields of project management, business process management, ITIL service management and IT security

1) Short description

Provision of training courses and workshops for IT staff, including adaptation service and course material.

2) CPV code(s)

80530000 Vocational training services

3) Quantity or scope

Estimated around 860 instructor man-days per year, 110 course designer man-days per year, 90 technical consultant man-days/year and 970 participants in public courses at the tenderer's premises per year.

4) Indication about different time frame or duration

5) Additional information about lots

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

Please see the tendering specifications.

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

Please see the tendering specifications.

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

Please see the tendering specifications.

III.1.4. Contract performance conditions

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

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: Please see the tendering specifications.

III.2.2. Economic and financial ability

List and brief description of conditions: Please see the tendering specifications.

Minimum level(s) of standards possibly required: Please see the tendering specifications.

III.2.3. Technical and professional ability

List and brief description of conditions:

Please see the tendering specifications.

Minimum level(s) of standards possibly required:

Please see the tendering specifications.

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. 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: no

Section IV: Procedure

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

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

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

DIGIT/R3/PO/2015/025.

IV.3.2. Previous publication concerning this procedure

Prior information notice

Notice number in the OJ S: [2015/S 063-109959](#) of 31.3.2015

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

8.3.2016

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

Any EU official language

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

Duration in months: 9 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 16.3.2016

Place:

European Commission, Directorate-General for Informatics, rue Belliard 28, 1049 Brussels, BELGIUM.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: 1 representative per tenderer may participate in the opening session.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: no

VI.3. Additional information

The tendering specifications and additional documents (including questions and answers) will be made available for download at the Internet address indicated under heading I.1 and no paper copies will be issued. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.

If they wish so, interested parties may register via the e-tendering platform website (<https://etendering.ted.europa.eu/general/page.html?name=home>). This will allow them to be informed from the e-tendering system when an update with regard to the present call for tenders is made available.

Non-registered parties are invited to consult the website regularly. The Commission will not be liable if tenderers do not take notice of the additional information published on the website with regard to the present call for tenders.

Further information on the conditions relating to the contract, contract duration and renewals, conditions for participation, minimum capacity levels demanded, estimated total volume of the services, information on the specific contracts to be awarded, required information about the staff responsible for the execution of the service, etc. is provided in the tendering specifications available from the Internet address indicated under heading I.1.

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.europa.eu/>

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: You may submit any observations concerning the award procedure to the contracting authority indicated under heading I.1.

If you believe that there was maladministration, you may lodge a complaint to the European Ombudsman within 2 years of the date when you became aware of the facts on which the complaint is based (see <http://www.ombudsman.europa.eu>). Such complaint does not have as an effect either to suspend the time limit to launch an appeal or to open a new period for lodging an appeal.

Within 2 months of the notification of the award decision or, in absence thereof, of the day on which it came to your knowledge you may lodge an appeal to the body referred to in VI.4.1.

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

Official name: European Commission, Directorate-General for Informatics, Directorate R:

Resources Management and Optimisation, Unit 3: ICT Procurement and Contract Management

Postal address: rue Belliard 28, Office: 07/141

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: digit-contracts-info-centre@ec.europa.eu

Telephone: +32 22960762

Fax: +32 22957702

Internet address: http://ec.europa.eu/dgs/informatics/procurement/index_en.htm

VI.5. Date of dispatch of this notice

12.1.2016