

**Belgium-Brussels: Consultancy services for those dealing with human resources in the EU institutions, agencies and other bodies**

OJ S 45/2014 05/03/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European School of Administration (EUSA)

Postal address: rue Demot 24

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

Fax: +32 22991924

**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**

General public services

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

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

Official name: Education, Audiovisual and Culture Executive Agency (EACEA)

Postal address: rue Colonel Bourg/Kolonel Bourgstraat 135–139

Town: Brussels

Country: Belgium

Official name: European School of Administration

Postal address: rue Demot 24

Town: Brussels

Country: Belgium

Official name: Committee of the Regions

Postal address: rue Belliard/Belliardstraat 99–101

Town: Brussels

Postal code: 1040

Country: Belgium

Official name: European External Action Service

Town: Brussels

Postal code: 1046

Country: Belgium

Official name: Eurojust  
Postal address: Maanweg 174  
Town: The Hague  
Postal code: 2516 AB  
Country: Netherlands

Official name: Research Executive Agency (REA)  
Postal address: place Charles Rogier/Charles Rogierplein 16  
Town: Brussels  
Postal code: 1210  
Country: Belgium

Official name: European Research Council Executive Agency (ERCEA)  
Postal address: place Charles Rogier/Charles Rogierplein 16  
Town: Brussels  
Postal code: 1210  
Country: Belgium

Official name: European Fisheries Control Agency (EFCA)  
Postal address: Avenida García Barbón, 4  
Town: Vigo (Pontevedra)  
Postal code: 36201  
Country: Spain

Official name: European Data Protection Supervisor (EDPS)  
Postal address: rue Wiertz/Wiertzstraat 60  
Town: Brussels  
Postal code: 1047  
Country: Belgium

Official name: Agency for the Cooperation of Energy Regulators (ACER)  
Postal address: Trg republike 3  
Town: Ljubljana  
Country: Slovenia

Official name: European Asylum Support Office (EASO)  
Postal address: MTC Block A, Winemakers Wharf  
Town: Valletta  
Postal code: MT-MRS 1917  
Country: Malta

Official name: European Chemicals Agency (ECHA)  
Postal address: Annankatu 18  
Town: Helsinki  
Country: Finland

Official name: European Institute for Gender Equality (EIGE)  
Postal address: Švitrigailos g. 11M  
Town: Vilnius  
Country: Lithuania

Official name: European Union Agency for Fundamental Rights (FRA)  
Postal address: Schwarzenbergplatz 11  
Town: Vienna  
Country: Austria

Official name: European Union Agency for Network and Information Security (ENISA)  
Town: Heraklion  
Postal code: 710 01  
Country: Greece

Official name: Fusion for Energy Joint Undertaking (F4E)  
Postal address: Torres Diagonal Litoral, Building B3, C/ Josep Pla, 2  
Town: Barcelona (Barcelona)  
Country: Spain

Official name: Consumers, Health and Food Executive Agency (Chafea)  
Postal address: Drosbach Building, 12, rue Guillaume Kroll  
Town: Luxembourg  
Country: Luxembourg

Official name: Trans-European Transport Network Executive Agency (TEN-T EA)  
Postal address: chaussée de Wavre/Waversesteenweg 910  
Town: Brussels  
Country: Belgium

Official name: European Institute of Innovation and Technology (EIT)  
Postal address: Neumann Janos utca  
Town: Budapest  
Country: Hungary

Official name: Clean Sky Joint Undertaking  
Postal address: White Atrium Building TO56 — 4th floor  
Town: Brussels  
Postal code: 1049  
Country: Belgium

Official name: Fuel Cells and Hydrogen Joint Undertaking (FCH JU)  
Town: Brussels  
Postal code: 1049  
Country: Belgium

Official name: General Secretariat of the Council of the European Union and the European Council  
Postal address: rue de la Loi/Wetstraat 175  
Town: Brussels  
Postal code: 1048  
Country: Belgium

Official name: European Economic and Social Committee  
Postal address: rue Belliard/Belliardstraat 99  
Town: Brussels  
Postal code: 1040  
Country: Belgium

Official name: European Commission  
Town: Brussels  
Postal code: 1049  
Country: Belgium

Official name: European Parliament  
Postal address: rue Wiertz/Wiertzstraat 60  
Town: Brussels  
Postal code: 1049  
Country: Belgium

Official name: Court of Justice of the European Union  
Postal address: boulevard Konrad Adenauer, Kirchberg  
Town: Luxembourg  
Postal code: 2925  
Country: Luxembourg

## 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

Consultancy services for those dealing with human resources in the EU institutions, agencies and other bodies.

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

Services

Service category No 27: Other services

Main site or place of performance: The consultancy services will be mainly delivered in Brussels, Belgium, Luxembourg, Luxembourg, and Strasbourg, France.

The services may be carried out at the sites of the Joint Research Centre, on the premises of EU agencies or on the premises of representations or delegations.

NUTS code

#### 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 several operators

Maximum number Envisaged maximum number of participants to the framework agreement  
: 3

#### Duration of the framework agreement

Duration in months: 48

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

The multiple framework contracts in cascade proposed under this call for tenders concern the delivery of consultancy services for those dealing with human resources within the institutions, bodies and agencies of the European Union.

The purpose is to provide consultancy to staff in the institutions who deal with human resources, in particular those involved in training and staff organisational issues. By its nature, this work will often be ad hoc. The services may be required in the form of general advice or assistance with specific situations involving an individual department, unit or team.

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

79632000 Personnel-training services, 80000000 Education and 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: no

#### II.1.9. Information about variants

Variants will be accepted: no

### II.2. Scope of the procurement

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

It is currently estimated that the volumes in man days over the 4 years of the contract could be 2 675. The breakdown between each institution/body/agency and each place of delivery is

detailed in the specifications.

However, these figures are given only as an indication and might change.

A successive multiple framework contract will be entered into with up to 3 companies /groupings, for a maximum total term of 4 years. A multiple framework contract is understood as being a situation where separate framework contracts are entered into on identical terms between the Commission and several contractors, suppliers or service providers. The practical procedure is described in the specifications.

During the 3 years following conclusion of the contract, the contracting authority will be able to use the negotiated procedure without prior publication of a contract notice to enter into additional contracts for the provision of services similar to those entrusted to the tenderer awarded the present contract by the same contracting authority.

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

Options: no

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

This contract is subject to renewal: no

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

Duration in months: 48 (from the award of the contract)

### **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**

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

See specifications.

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

See 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: See specifications.

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

List and brief description of conditions: See specifications.

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

List and brief description of conditions:  
See 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: yes

## **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**

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**

EPSO/EUSA/PO/2013/063.

#### **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**

2.5.2014 - 16:00

#### **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**

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: 15.5.2014 - 10:00

Place:

European Commission, DG Human Resources and Security, Unit HR R3, rue de la Science 11, Room 6/28.

Persons authorised to be present at the opening of tenders: yes  
Information about authorised persons and opening procedure: 1 duly authorised representative per tenderer may attend the opening of tenders.

## **Section VI: Complementary information**

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### **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**

Potential tenderers may download the invitation to tender dossier from the European School of Administration's Internet site:

EN: [http://europa.eu/eas/calls\\_en.htm](http://europa.eu/eas/calls_en.htm)

FR: [http://europa.eu/eas/calls\\_fr.htm](http://europa.eu/eas/calls_fr.htm)

During the tendering period, any new or additional information relating to this invitation to tender will be published on this Internet site. It is strongly recommended that potential tenderers consult this site regularly.

The Commission cannot be held responsible should tenderers not be aware of any additional information on this invitation to tender given on the Internet site. No paper version will be issued.

### **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: [cfi.registry@curia.europa.eu](mailto:cfi.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: Within 2 months of the petitioner's being notified or, failing this, of the date on which it became known to them. Lodging a complaint with the European Ombudsman neither suspends this deadline nor creates a new deadline for appeals.

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

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

21.2.2014