

B-Brussels: consultancy services in examination and selection techniques

OJ S 92/2012 15/05/2012

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

Fax: +32 22991924

Internet address(es):General address of the contracting authority: http://europa.eu/eas/index_fr.htm**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: no

Section II: Object of the contract

II.1. Description**II.1.1. Title attributed to the contract by the contracting authority**

Consultancy services in examination and selection techniques.

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 contractor must work in close cooperation with the staff of EPSO-EUSA in Brussels (Belgium) and occasionally in Luxembourg (Luxembourg).

NUTS code BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

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: 4

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

The aim of the contract is to provide technical advice to the European Personnel Selection Office and the European School of Administration. This advice involves the 'certification procedure', allowing officials of the institutions in the 'assistants' category to pass to the 'administrators' category.

The services to be provided involve the design and content of examinations, as well as providing training or any assistance to members of the Deliberation Committee in the techniques which they will need to assess the candidates.

II.1.6. CPV code(s)

79414000 Human resources management consultancy services

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

The procurement is covered by the Government Procurement Agreement: no

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

According to current estimates, the annual volume of consultancy days is as follows: approximately 40 consultancy days per year (including 3 to 4 full days in Luxembourg, Luxembourg).

These figures are given for information purposes only and may change according to future needs following the possible alterations to the certification procedure or to the training programme and the examinations.

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 this 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

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: 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

EPSO/EUSA/PO/2012/052.

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

30.7.2012 - 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: 9.8.2012 - 10:00

Place:

European Commission, Human Resources and Security DG, Unit HR R3, rue de la Science 11, room 6/28, 1149 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 attend the opening of tenders.

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

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

EN: http://europa.eu/eas/calls_en.htm

FR: 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 website. It is strongly recommended that potential tenderers consult this site regularly.

The Commission shall not be held responsible if tenderers fail to take note of additional information on this website regarding this invitation to tender. A paper version will not 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

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 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**

3.5.2012