

**Belgium-Brussels: External assistance services in relation to the implementation of certain aspects of the European Commission's senior management policies**

OJ S 106/2014 04/06/2014

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Directorate-General for Human Resources and Security, Shared Resource Services Directorate, Finance and Internal Control Unit

Postal address: 1049

Town: Brussels

Country: Belgium

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

**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**

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

External assistance services in relation to the implementation of certain aspects of the European Commission's senior management policies.

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: Brussels.

NUTS code BE10 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 months: 48

## **Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 2 500 000 EUR

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

The framework contract proposed under this call for tenders concerns the delivery of external assistance services in relation to the implementation of certain aspects of the European Commission's senior management policies.

There are 3 parts to the assistance services, which must be provided by the same contractor.

Part 1:

Provision of support, advice and know-how in the recruitment/selection process and assessment of certain skills of applicants for senior management functions, notably through assessment centres.

Part 2:

Provision of support, advice and know-how in developing management skills of senior managers in the European Commission as well as of other Commission staff with potential to exercise these functions.

Part 3:

Provision of consultancy services in relation to the selection of and/or overall career management for senior managers in the European Commission.

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

79635000 Assessment centre services for recruitment

### **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**

### **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**

Payment within 30 days of approval of payment requests.

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

Where the successful tenderer is a consortium, all members thereof will be jointly and severally liable for performance of the contract.

### **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: Requests to participate must be sent by 1 of the following methods before the final date or deadline indicated in point IV.3.4:

— registered post, as evidenced by the postmark, to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR.R.3, Office SC-11 6/28, 1049 Brussels, BELGIUM,

— delivery (in person, or by a representative of the candidate or a courier service) to the following address: European Commission, Directorate-General for Human Resources and Security, Unit HR.R.3, Office SC-11 6/28, avenue du Bourget 1, 1140 Brussels (Evere), BELGIUM. This department is open from 8:00 to 17:00 Monday to Thursday, and from 8:00 to 16:00 on Fridays. It is closed on weekends and on Commission holidays.

If delivery is made via a courier service, the valid date of dispatch will be the date on the courier's delivery receipt. If the request to participate is delivered by the candidate himself, or by a representative of his, a delivery receipt will be issued, dated and signed by the official from the Commission's Central Mail Department who takes delivery of the documents.

Candidates (individual candidates or consortia) must (N.B.: consortia must furnish these documents individually for each member):

— quote reference 'HR/R3/PR/2014/032' in their request to participate,

— enclose all documents and information required under points III.2.1 to III.2.3,

— enclose a detailed identity sheet (individual sheets for each member of the consortium, with an indication of the lead company) stating: name, legal status, nationality, postal address, name and e-mail address of the contact person, telephone and fax numbers, VAT number, legal registration number (where applicable) and precise bank details.

Legal position — means of proof required: name of the country in which candidates have their head office or are domiciled, along with the corresponding attestations, in accordance with the law in their country of residence (consortia must furnish these documents individually for each member).

Candidates' requests to participate must include a duly signed and dated solemn declaration, stating that they are not in any of the situations which would disqualify them from participating in the contract. This document is available at the following address:

[http://ec.europa.eu/dgs/human-resources/markets\\_fr.htm](http://ec.europa.eu/dgs/human-resources/markets_fr.htm)

Consortia must furnish separate solemn declarations for each member.

Requests to participate submitted by consortia or associations of companies must include:

(a) a document detailing the composition and constitution of the entity or the legal form of this cooperation in the event they are awarded the contract;

(b) a letter signed by each consortium member, stating that they undertake to carry out the

work, and specifying their role, qualifications and experience. Candidates who fail to provide this document may be automatically excluded.

The framework contract will be signed between the European Commission and the successful tenderer (lead company in the case of a consortium).

Candidates may rely on the capacities of other bodies, regardless of the legal nature of the links which they have with them. In such an event, they must provide the contracting authority with proof that they will have the resources to carry out the contract by, for example, producing a written commitment by said bodies to make such resources available.

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

List and brief description of conditions: Candidates must demonstrate that they have sufficient economic and financial resources to be able to carry out the tasks specified in this contract notice.

Candidates who do not furnish the documentation specified, or who do not comply, based on the documents provided, with the criteria given hereafter, may be excluded.

If the candidate wishes to call upon the services of subcontractors or make use of the capacities of other entities, he must therefore prove that he will have the resources needed to carry out the contract by producing for example, a written commitment from the entities in question to make such resources available.

The following documents must also be provided as proof of economic and financial capacity (consortia must provide separate documents for each of their members):

— balance sheets, or summaries thereof, and profit and loss accounts for at least the past 3 financial years for which accounts have been closed, where publication of balance sheets is prescribed under company law in the country in which the economic operator is resident. The balance sheets must show pre-tax profits for the past 3 financial years for which accounts have been closed,

— if the balance sheets or the statement show an average loss over the past 3 financial years, then the candidate must furnish another document as proof of their financial and economic capacity, such as appropriate bank references or proof of professional risk insurance cover,

— statement as to annual turnover during the past 3 financial years. The candidate must provide proof that his annual turnover for each of the past 3 years is at least 1 250 000 EUR.

Should the application be submitted by a consortium, the aforementioned information must be submitted to the contracting authority in the form of a separate document for each consortium member and a document summarising the consolidated data for the consortium as a whole.

If, for some exceptional reason which the contracting authority considers to be justified, the candidate is unable to produce the references required, he is permitted to provide evidence of his economic and financial capacity by any other means which the contracting authority deems suitable.

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

List and brief description of conditions:

The following documents must be submitted as proof of compliance with the aforementioned technical and professional criteria:

1. A declaration on average annual manpower for the past 3 financial years used for management selection, management assessment and development of managers. The minimum requirement is 20 consultants per year.

2. Details of the 5 largest contracts carried out over the past 3 financial years as main contractor or being subcontractor/part of a consortium in the selection and organisation of assessment centres for senior management positions, and details of the 5 largest contracts carried out over the past 3 years as main contractor or being subcontractor/part of a

consortium in senior management development and organisation of development centres. These must be contracts other than those entered into with EU institutions and bodies. In case the contractor has acted as subcontractor or as part of a consortium, he needs to state clearly the parts of the contract he has carried out and for which amount.

The minimum value of each contract shall be 75 000 EUR per year or 175 000 EUR over 3 years for each contract. The following information must be provided in respect of these contracts: amounts involved, start and end dates of contracts, field of activity, type of services provided and brief description thereof, staff of the company involved, names of customers and references from said customers.

3. A list of at least 20 consultants:

a. 10 senior consultants (with at least 10 years of experience in senior management selection and the organisation of senior management assessment centres) together with their CVs;

b. 10 senior consultants (with at least 10 years of experience in senior management development and the organisation of senior management development centres) together with their CVs.

The CVs of the consultants must clearly demonstrate:

— the number of years that they have been involved in the requested fields (see description above), mentioning clearly the start and end dates of this experience as well as the employer for whom the activity was exercised,

— the consultant's appropriate linguistic capacity in English and French, using the following scale: at least level C1 in the CEF scale in English or French, and B2 in the second language (<http://www.eui.eu/Documents/ServicesAdmin/LanguageCentre/CEF.pdf>).

4. Declaration on ongoing development and certification of consultants: the candidate must submit the ongoing development plan for his staff, detailing the exact measures put in place for certification and supervision and their continuous professional development.

5. For practical reasons, the assessment centres and development centres will be held in Brussels or in the vicinity (max. 10 km from Brussels) on premises made available by the contractor. The premises chosen must be easily accessible from the centre of Brussels (by public transport). Where relevant, the layout of the assessment centre will have to be adapted for persons with special needs arising from a disability. Candidates who have premises in Brussels or the vicinity (max. 10 km from Brussels) must furnish details thereof. Candidates who do not have premises in Brussels or the vicinity (max. 10 km from Brussels) must enclose a description of the way in which the services required will be provided in the aforementioned area.

6. In the case of subcontracting, the candidate must enclose a declaration which states the proportion of the service contract which he intends to subcontract.

#### **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**

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

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

Restricted

#### **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**

HR/R3/PR/2014/032.

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

no

##### **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**

4.7.2014

##### **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**

##### **IV.3.8. Conditions for 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**

1) The attention of interested parties is drawn to the aim of this notice, i.e. to select candidates who will receive the specifications and be invited to tender.

2) NB: interested parties are requested to strictly observe the conditions stated in point III.2 of this notice when submitting their request to participate, namely:

— to send their request to participate before the date or the deadline given in point IV.3.4.

Requests to participate received after this deadline will be automatically rejected,

— to enclose all documents and information required under points III.2.1 to III.2.3.

Incomplete requests to participate may be automatically rejected.

3) Data protection: suitable technical and organisational measures taken to guarantee a level of personal data security must be agreed upon between the selected candidate (each individual member in the case of a consortium and each subcontractor) and the European Commission in writing or in another equivalent form.

4) Interested parties should refrain from requesting further information at this stage.

5) Any candidates who have been the subject of disciplinary measures, warnings or reprimands from their professional authorities will be excluded from this contract.

6) Any candidates with civil servant status or other agents working at the European institutions at the time of publication of this invitation to tender will be excluded from this contract.

7) If the processing of requests to participate for this invitation to tender notice requires the registration and processing of personal data (name, address, CV), this data will be processed in accordance with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless otherwise specified, the answers to questions asked and all the personal data requested are necessary for the evaluation of requests to participate in accordance with the contract notice, and will be used for this purpose only by the contracting authority designated in point I.1.

Detailed information concerning the processing of personal data is available in the privacy policy statement: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

Candidates are informed that their personal data may be registered by the Commission's accounts officer in the early warning system (EWS) only or in both the EWS and the central exclusion database (CED), if they are in any of the situations referred to in:

— Commission Decision 2008/969/EC, Euratom of 16.12.2008 on the early warning system (for further information, see the privacy policy statement at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)), or

— Commission Regulation (EC, Euratom) No 1302/2008 of 17.12.2008 on the central exclusion database (for further information, see the privacy policy statement at: [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE)).

## **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)

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

### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge of the plaintiff. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

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

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

23.5.2014