

Luxembourg-Esch sur Alzette: Recruitment services

OJ S 63/2023 29/03/2023

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: University of Luxembourg
Postal address: 2 Avenue de l'Université
Town: Esch sur Alzette
NUTS code: LU Luxembourg
Postal code: 4365
Country: Luxembourg
E-mail: admin.tender@uni.lu
Internet address(es):
Main address: <https://www.en.uni.lu>

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://pmp.b2g.etat.lu/?page=entreprise.EntrepriseDetailsConsultation&id=527139&orgAcronyme=t5y>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted electronically via: <https://pmp.b2g.etat.lu/?page=entreprise.EntrepriseDetailsConsultation&id=527139&orgAcronyme=t5y>
Tenders or requests to participate must be submitted to the abovementioned address
Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at: <https://pmp.b2g.etat.lu/?page=entreprise.EntrepriseDetailsConsultation&id=527139&orgAcronyme=t5y>

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Other activity: Education & Research

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

RFP 230012 - TENDER FOR A FRAMEWORK AGREEMENT PROCEDURE – TEMPORARY EMPLOYMENT SERVICES
Reference number: 2300619

II.1.2.

Main CPV code

79600000 Recruitment services

II.1.3. Type of contract

Services

II.1.4. Short description

The University wants: - To implement a Frame Agreement with temporary employment agencies in order to manage peaks and troughs in workloads; - To conclude a Frame Agreement with temporary employment agencies able to support the University by providing temporary staff; - To be provided with qualified staff in line with the scope and requirements for each specific engagement; - To be provided with high quality temporary agency candidates who have the right mix of skills, experiences and qualifications, as required and specified by the hiring manager. Temporary staff will be remunerated and their administrative management will be carried out by the temporary agency. The employer of temporary staff shall in any event remain the temporary agency.

II.1.5. Estimated total value**II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for one lot only

Maximum number of lots that may be awarded to one tenderer: 4

II.2. Description**II.2.1. Title**

Administration, HR, Project Management, Marketing & Communication

Lot No: 1

II.2.2. Additional CPV code(s)

79600000 Recruitment services, 79000000 Business services: law, marketing, consulting, recruitment, printing and security, 79635000 Assessment centre services for recruitment

II.2.3. Place of performance

NUTS code: LU Luxembourg

NUTS code: LU00 Luxembourg

NUTS code: LU0 Luxembourg

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

To provide temporary employment services for the University's Central Administration, faculties and interdisciplinary centres in line with the scope of work and requirements defined by the hiring manager for each specific engagement related to Administration, HR, Project Management, Marketing & Communication profiles.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value**II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The start of services is planned for October 2023. The Contract has a duration of one (1) year renewable three (3) times for one (1) year at the request of the University.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

II.2. Description

II.2.1. Title

Finance, Accounting, Audit and Procurement

Lot No: 2

II.2.2. Additional CPV code(s)

79600000 Recruitment services, 79000000 Business services: law, marketing, consulting, recruitment, printing and security, 79635000 Assessment centre services for recruitment

II.2.3. Place of performance

NUTS code: LU Luxembourg

NUTS code: LU00 Luxembourg

NUTS code: LU0 Luxembourg

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

To provide temporary employment services for the University's Central Administration, faculties and interdisciplinary centres in line with the scope of work and requirements defined by the hiring manager for each specific engagement related to Finance, Accounting, Audit and Procurement profiles.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The start of services is planned for October 2023. The Contract has a duration of one (1) year renewable three (3) times for one (1) year at the request of the University.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

II.2. Description

II.2.1. Title

Facility Management, Logistics, Health, Safety, Security and Environment, Information Technology
Lot No: 3

II.2.2. Additional CPV code(s)

79600000 Recruitment services, 79000000 Business services: law, marketing, consulting, recruitment, printing and security, 79635000 Assessment centre services for recruitment

II.2.3. Place of performance

NUTS code: LU Luxembourg
NUTS code: LU00 Luxembourg
NUTS code: LU0 Luxembourg
NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

To provide temporary employment services for the University's Central Administration, faculties and interdisciplinary centres in line with the scope of work and requirements defined by the hiring manager for each specific engagement related to Facility Management, Logistics and Health, Safety, Security and Environment, Information Technology profiles.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The start of services is planned for October 2023. The Contract has a duration of one (1) year renewable three (3) times for one (1) year at the request of the University.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

II.2. Description

II.2.1. Title

Research and education services
Lot No: 4

II.2.2. Additional CPV code(s)

79600000 Recruitment services, 79000000 Business services: law, marketing, consulting, recruitment, printing and security, 79635000 Assessment centre services for recruitment

II.2.3. Place of performance

NUTS code: LU Luxembourg
NUTS code: LU00 Luxembourg
NUTS code: LU0 Luxembourg
NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

To provide temporary employment services for the University's Central Administration, faculties and interdisciplinary centres in line with the scope of work and requirements defined by the hiring manager for each specific engagement related to Research and education services profiles.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 12
This contract is subject to renewal: yes
Description of renewals:
The start of services is planned for October 2023. The Contract has a duration of one (1) year renewable three (3) times for one (1) year at the request of the University.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

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

The procurement involves the establishment of a framework agreement
Framework agreement with several operators Envisaged maximum number of participants to the framework agreement: 4

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: yes

IV.2. Administrative information**IV.2.1. Previous publication concerning this procedure**

Notice number in the OJ S: [2022/S 155-442861](#)

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 27/04/2023 Local time: 11:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**IV.2.4. Languages in which tenders or requests to participate may be submitted**

English

IV.2.7. Conditions for opening of tenders

Date: 27/04/2023 Local time: 11:00

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

This Call for Tenders is aimed at concluding a Framework Agreement, fixed at one (1) year, renewable three (3) times for one (1) year (1 + 1 + 1 + 1) on the advice of the University, in order to retain several Contracting Parties, without reopening of competition, known for their expertise in providing temporary employment services.

VI.3. Additional information

via the public procurement portal via the public procurement portal

VI.4. Procedures for review**VI.4.1. Review body**

Official name: Juridictions administratives

Town: Luxembourg

Country: Luxembourg

VI.5. Date of dispatch of this notice

24/03/2023