

**Belgium-Brussels: Language training for the European Union institutions, bodies and agencies in Brussels and Luxembourg**

OJ S 108/2015 06/06/2015

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, Directorate R 'Shared Resource Services and HR Modernisation', Unit HR.R.3 'Finance and Internal Control'

Postal address: Office SC 11 6/28

Town: Brussels

Postal code: 1049

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)**Internet address(es):**General address of the contracting authority: [http://ec.europa.eu/dgs/human-resources/markets\\_en.htm](http://ec.europa.eu/dgs/human-resources/markets_en.htm)Electronic access to information: [http://ec.europa.eu/dgs/human-resources/markets\\_en.htm](http://ec.europa.eu/dgs/human-resources/markets_en.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: yes

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

Postal address: Drosbach Building, 12E, rue Guillaume Kroll

Town: Luxembourg

Postal code: 1882

Country: Luxembourg

Official name: Education, Audiovisual and Culture Executive Agency

Postal address: rue Colonel Bourg 135–139

Town: Brussels

Postal code: 1140

Country: Belgium

Official name: Executive Agency for Small and Medium-sized Enterprises

Postal address: Covent Garden Building, place Charles Rogier 16

Town: Brussels

Postal code: 1210  
Country: Belgium  
Official name: European Research Council Executive Agency  
Postal address: Covent Garden, place Charles Rogier 16  
Town: Brussels  
Postal code: 1210  
Country: Belgium  
Official name: Consumers, Health, Agriculture and Food Executive Agency  
Postal address: Drosbach Building, 12, rue Guillaume Kroll  
Town: Luxembourg  
Postal code: 1882  
Country: Luxembourg  
Official name: Research Executive Agency  
Postal address: Covent Garden, place Charles Rogier 16  
Town: Brussels  
Postal code: 1210  
Country: Belgium  
Official name: Innovation and Networks Executive Agency  
Postal address: chaussée de Wavre 910  
Town: Brussels  
Postal code: 1040  
Country: Belgium  
Official name: General Secretariat of the Council of the European Union  
Postal address: rue de la Loi 175  
Town: Brussels  
Postal code: 1048  
Country: Belgium  
Official name: Court of Justice of the European Union  
Postal address: Palais de la Cour de Justice, boulevard Konrad Adenauer, Kirchberg  
Town: Luxembourg  
Postal code: 2925  
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 External Action Service  
Postal address: EEAS Building, rond point Schuman 9A  
Town: Brussels  
Postal code: 1000  
Country: Belgium  
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  
Postal address: Jacques Delors Building, rue Belliard 99–101  
Town: Brussels

Postal code: 1040  
Country: Belgium  
Official name: European Investment Bank  
Postal address: 98–100, boulevard Konrad Adenauer  
Town: Luxembourg  
Postal code: 2950  
Country: Luxembourg  
Official name: European Data Protection Supervisor  
Postal address: rue Wiertz 60  
Town: Brussels  
Postal code: 1047  
Country: Belgium  
Official name: Clean Sky Joint Undertaking  
Postal address: avenue de la Toison d'Or 56–60, 4th floor  
Town: Brussels  
Postal code: 1060  
Country: Belgium  
Official name: Electronic Components and Systems for European Leadership Joint Undertaking  
Postal address: avenue de la Toison d'Or 56–60  
Town: Brussels  
Postal code: 1060  
Country: Belgium  
Official name: Fuel Cells and Hydrogen Joint Undertaking  
Postal address: avenue de la Toison d'Or 56–60  
Town: Brussels  
Postal code: 1060  
Country: Belgium  
Official name: European Global Navigation Satellite Systems Agency  
Postal address: Janovského 438/2  
Town: Prague 7 — Holesovice  
Postal code: 170 00  
Country: Czechia  
Official name: Innovative Medicines Initiative  
Postal address: avenue de la Toison d'Or 56–60  
Town: Brussels  
Postal code: 1060  
Country: Belgium  
Official name: SESAR Joint Undertaking (SJU)  
Postal address: avenue de Cortenbergh 100  
Town: Brussels  
Postal code: 1000  
Country: Belgium  
Official name: European Parliament  
Postal address: rue Wiertz 60  
Town: Brussels  
Postal code: 1047  
Country: Belgium

## **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**

Language training for the European Union institutions, bodies and agencies in Brussels and Luxembourg.

### **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: Brussels and Luxembourg.

NUTS code BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest,LU00  
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 several operators

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

#### **Duration of the framework agreement**

Duration in months: 60

In the case of framework agreements, provide justification for any duration exceeding 4 years:  
Alignment of the duration of the contracts for both sites Brussels and Luxembourg.

The framework contract shall enter into force on the date on which it is signed by the last party. The European Union institutions, bodies and agencies draw the attention of the candidate to the different start dates of performance of the framework contract:

The performance of the framework contracts related to services ordered for Luxembourg will start from the date on which it enters into force.

The performance of the framework contract related to services ordered for Brussels will start not earlier than 17.12.2016.

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

Language training services for staff of the European Union (EU) institutions, bodies and agencies in Brussels and in Luxembourg.

The following institutions, bodies and agencies are involved:

European Commission (EC), European Parliament (EP), General Secretariat of the Council of the European Union (GSC), Court of Justice of the European Union (CoJ), European Court of Auditors (ECOA), European External Action Service (EEAS), European Economic and Social Committee (EESC), Committee of the Regions (CoR), European Investment Bank (EIB), European Data Protection Supervisor (EDPS), Clean Sky Joint Undertaking (CSJU), Electronic Components and Systems for European Leadership Joint Undertaking (ECSEL JU), Fuel Cells and Hydrogen Joint Undertaking (FCH), European Global Navigation Satellite Systems Agency (GSA), Innovative Medicines Initiative (IMI), SESAR Joint Undertaking (SJU), Translation Centre for the Bodies of the European Union (CdT), Education, Audiovisual and Culture Executive Agency (EACEA), Executive Agency for Small and Medium-sized Enterprises (EASME), European Research Council Executive Agency (ERCEA), Consumers, Health, Agriculture and Food Executive Agency (Chafea), Research Executive Agency (REA), Innovation and Networks Executive Agency (INEA).

The framework contract covers 10 lots:

- lot 1: language learning in German (DE),
- lot 2: language learning in English (EN),
- lot 3: language learning in Spanish (ES),

- lot 4: language learning in French (FR),
- lot 5: language learning in Italian (IT),
- lot 6: language learning in Dutch (NL),
- lot 7: language learning in Danish (DA), Estonian (ET), Finnish (FI), Hungarian (HU), Luxembourgish (LU), Portuguese (PT), Romanian (RO) and Swedish (SV),
- lot 8: language learning in Bulgarian (BG), Croatian (HR), Czech (CS), Greek (EL), Irish (GA), Latvian (LV), Lithuanian (LT), Maltese (MT), Polish (PL), Slovak (SK) and Slovenian (SL),
- lot 9: language learning in Arabic (AR), Mandarin (ZH), Russian (RU), languages of candidate countries and other non-EU languages,
- lot 10: online language learning in Dutch (NL), English (EN), German (DE), French (FR), Italian (IT), Spanish (ES) and other languages, with and without tutoring, from the contractor's catalogue.

The institutions, bodies and agencies of the European Union require that the Common European Framework of Reference for Languages (CEFR) of the Council of Europe, Council for Cultural Cooperation, Education Committee, Language Policy Division, Strasbourg 2001 be taken into account for all services to be provided ([http://www.coe.int/t/dg4/linguistic/Source/Framework\\_EN.pdf](http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf)).

For all lots 1 to 9, all of the services below are required:

- 1) standard face-to-face courses;
- 2) standard blended learning courses;
- 3) specific face-to-face courses;
- 4) specific blended learning courses;
- 5) design, development and adaptation of teaching products;
- 6) preparation, carrying out and follow-up of placement tests;
- 7) provision of specific services by language trainers;
- 8) provision of specific services by language training consultants;
- 9) face-to-face or blended courses from the contractor's catalogue.

The CEFR levels required are levels A1 to C2 for all official EU and non-EU languages.

In addition, the management and the organisation of the language courses by the contractor could be asked as an extra service and could amount in terms of hours to 5 % of the total volume per lot per year.

For lot 10 the services to be provided concern the provision of 'off-the-shelf' online language courses (e-learning; forming part of the contractor's catalogue), with and without tuition, and cover:

- 1) Online language courses at CEFR levels A1 to C1 in DE (German), EN (English) and FR (French), including:
  - a. online placement tests, included in the price of the course, material and documents linked to the learners' areas of interest, an indicator of the level of the participant and technical support answering to questions within 2 working days;
  - b. online tuition;
  - c. a minimum of EN (English) and FR (French) as interface languages.
- 2) Online language courses at CEFR levels A1 to B2 in ES (Spanish), IT (Italian), NL (Dutch) and other languages, including:
  - a. online placement tests, included in the price of the course, material and documents linked to the learners' areas of interest, an indicator of the level of the participant and technical support answering to questions within 2 working days;
  - b. online tuition;
  - c. a minimum of EN (English) and FR (French) as interface languages.

In addition, the management and the organisation of the e-learning language courses by the contractor could be asked as an extra service and could amount to 800 hours per year.

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

80580000 Provision of language courses

### **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: yes

Tenders may be submitted for one or more 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**

As an indication, here are the estimated volumes based on the annual average volume of all the services ordered for each lot over the period 2013–2014 in number of hours (lots 1 to 9) and number of licences and hours (lot 10) for all the services described in point II.1.5:

— lot 1: 18 270 in language learning in German (DE),

— lot 2: 13 104 in language learning in English (EN),

— lot 3: 12 663 in language learning in Spanish (ES),

— lot 4: 34 146 in language learning in French (FR),

— lot 5: 7 371 in language learning in Italian (IT),

— lot 6: 6 237 in language learning in Dutch (NL),

— lot 7: 7 308 in language learning in Danish (DA), Estonian (ET), Finnish (FI), Hungarian (HU), Luxembourgish (LU), Portuguese (PT), Romanian (RO) and Swedish (SV),

— lot 8: 8 757 in language learning in Bulgarian (BG), Croatian (HR), Czech (CS), Greek (EL), Irish (GA), Latvian (LV), Lithuanian (LT), Maltese (MT), Polish (PL), Slovak (SK) and Slovenian (SL),

— lot 9: 3 868 in language learning in Arabic (AR), Mandarin (ZH), Russian (RU), languages of candidate countries and other non-EU languages,

— lot 10: 3 762 licences in online language learning in Dutch (NL), English (EN), German (DE), French (FR), Italian (IT), Spanish (ES) and other languages, with and without tutoring, from the contractor's catalogue and 800 hours as extra services (as described above).

The annual volume of services is expected to be similar over the period 2016–2020. This estimation does not constitute a commitment for the institutions, agencies and bodies of the European Union regarding the volumes to order.

Please note: under Article 134(1)(f) and (3) of Commission Delegated Regulation (EU) No 1268/2012 of 29.10.2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, the contracting authority may use the negotiated procedure to award new services consisting of a repetition of similar services entrusted to the holder of the initial contract. The negotiated procedure can be applied only for a period of 3 years following conclusion of the initial contract.

### **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: 60 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Language learning in German (DE)

**1) Short description**

Language learning in German for the European institutions, bodies and agencies in Brussels and Luxembourg.

**2) CPV code(s)**

80580000 Provision of language courses

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 2

Lot title: Language learning in English (EN)

**1) Short description**

Language learning in English for the European institutions, bodies and agencies in Brussels and Luxembourg.

**2) CPV code(s)**

80580000 Provision of language courses

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 3

Lot title: Language learning in Spanish (ES)

**1) Short description**

Language learning in Spanish for the European institutions, bodies and agencies in Brussels and Luxembourg.

**2) CPV code(s)**

80580000 Provision of language courses

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 4

Lot title: Language learning in French (FR)

**1) Short description**

Language learning in French for the European institutions, bodies and agencies in Brussels and Luxembourg.

**2) CPV code(s)**

80580000 Provision of language courses

- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 5

Lot title: Language learning in Italian (IT)

- 1) Short description**  
Language learning in Italian for the European institutions, bodies and agencies in Brussels and Luxembourg.
- 2) CPV code(s)**  
80580000 Provision of language courses
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 6

Lot title: Language learning in Dutch (NL)

- 1) Short description**  
Language learning in Dutch for the European institutions, bodies and agencies in Brussels and Luxembourg.
- 2) CPV code(s)**  
80580000 Provision of language courses
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 7

Lot title: Language learning in Danish (DA), Estonian (ET), Finnish (FI), Hungarian (HU), Luxembourgish (LU), Portuguese (PT), Romanian (RO) and Swedish (SV)

- 1) Short description**  
Language learning in Danish, Estonian, Finnish, Hungarian, Luxembourgish, Portuguese, Romanian and Swedish for the European institutions, bodies and agencies in Brussels and Luxembourg.
- 2) CPV code(s)**  
80580000 Provision of language courses
- 3) Quantity or scope**
- 4) Indication about different time frame or duration**
- 5) Additional information about lots**

Lot No: 8

Lot title: Language learning in Bulgarian (BG), Croatian (HR), Czech (CS), Greek (EL), Irish (GA), Latvian (LV), Lithuanian (LT), Maltese (MT), Polish (PL), Slovak (SK) and Slovenian (SL)

**1) Short description**

Language learning in Bulgarian, Croatian, Czech, Greek, Irish, Latvian, Lithuanian, Maltese, Polish, Slovak and Slovenian for the European institutions, bodies and agencies in Brussels and Luxembourg.

**2) CPV code(s)**

80580000 Provision of language courses

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 9

Lot title: Language learning in Arabic (AR), Mandarin (ZH), Russian (RU), languages of candidate countries and other non-EU languages

**1) Short description**

Language learning in Arabic, Russian, Mandarin, languages of candidate countries and other non-EU languages for the European institutions, bodies and agencies in Brussels and Luxembourg.

**2) CPV code(s)**

80580000 Provision of language courses

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

Lot No: 10

Lot title: Online language learning in Dutch (NL), English (EN), German (DE), French (FR), Italian (IT), Spanish (ES) and other languages with and without tutoring, from the contractor's catalogue

**1) Short description**

Online language learning in Dutch, English, German, French, Italian, Spanish and other languages with and without tutoring, from the contractor's catalogue for the European institutions, bodies and agencies in Brussels and Luxembourg.

**2) CPV code(s)**

80580000 Provision of language courses

**3) Quantity or scope**

**4) Indication about different time frame or duration**

**5) Additional information about lots**

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**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**

No advance payments will be made. Payment shall be made within 30 days of receipt of the invoice by the department of the contracting authority which issued the order form.

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

### **III.1.4. Contract performance conditions**

## **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: I — Delivery:

Request to participate must be sent by letter posted within the deadline given in point IV.3.4 of this notice using one of the following methods:

— 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 by the candidate, 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 until 17:00, Monday to Thursday, and from 8:00 until 16:00 on Fridays. It is closed at weekends and on European 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 delivery is 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.

The candidate must:

- quote reference 'HR/R3/PR/2014/083' in his request to participate and on the envelop,
- state precisely the lot or lots as defined in point II.1.5 that the application refers to,
- enclose all documents and information required under points III.2.1 to III.2.3,
  - enclose a detailed identification form (Annex I to be downloaded at [http://ec.europa.eu/dgs/human-resources/markets\\_en.htm](http://ec.europa.eu/dgs/human-resources/markets_en.htm)) and the documentary evidence requested therein.

II — Joint requests to participate/consortia:

Group/consortia of 2 or more economic operators can submit a request to participate. Such a request will be treated no differently from any other type of request, being assessed on its own merits in relation to the criteria contained in this contract notice.

Any change in the composition of the group/consortium during the procurement procedure may lead to rejection of the corresponding request to participate/tender.

The group/consortium shall nominate 1 legal entity ('the leader') who will have full authority to bind the group/consortium and each of its members, and will be responsible for the administrative management of the contract (invoicing, receiving payments, etc.) on behalf of all other entities.

The request to participate must be submitted by one of the members ('the leader') on behalf of and duly authorised by the other members. The group/consortium shall comply with the requirement mentioned under point I above and provide in a power of attorney by each member appointing 'the leader' for this procedure.

All members of the consortium, grouping or association of companies must be jointly and

severally liable for performance of the framework contract.

For group/consortia the exclusion criteria (see below) will be applied for each member individually. The selection criteria (see points III.2.2 and III.2.3) will apply to the group /consortia as a whole.

#### III — Subcontractors:

Subcontracting is allowed but the contractor shall retain full liability towards the contracting authority for the implementation of the contract.

Any intention to subcontract part of the contract must be clearly stated in the request to participate. The candidate must indicate the share that it intends to subcontract (i.e. a percentage of the total value of the contract), with the references of the proposed subcontractors and statements from the subcontractors declaring their unambiguous undertaking to collaborate with the candidate in case of award and the resources that they will put at the candidate's disposal for the performance of the contract.

For subcontractors providing more than 10 % (in value) of the services the additional information requested in the identification form (Annex I to be downloaded at [http://ec.europa.eu/dgs/human-resources/markets\\_en.htm](http://ec.europa.eu/dgs/human-resources/markets_en.htm)), shall be provided in the request to participate.

#### IV — Exclusion criteria:

The candidate's request to participate must include a duly signed and dated solemn declaration, stating that he is not in any of the situations which would disqualify him from participating in the framework contract. This document is available at the following address: [http://ec.europa.eu/dgs/human-resources/markets\\_en.htm](http://ec.europa.eu/dgs/human-resources/markets_en.htm)

In the case of a group/consortium, the detailed identification form (Annex I to be downloaded at [http://ec.europa.eu/dgs/human-resources/markets\\_en.htm](http://ec.europa.eu/dgs/human-resources/markets_en.htm)) and the solemn declaration as described above must be provided separately for each member.

In case of subcontractors providing more than 10 % (in value) of the services, the solemn declaration as described above must be provided separately for each subcontractor.

### III.2.2. Economic and financial ability

List and brief description of conditions: The candidate must demonstrate sufficient economic and financial resources to be able to execute the framework contract.

In order to assess the economic and financial ability the following documents must be submitted:

1. a copy of official balance forms or extracts from balance forms and profit and loss accounts for the past 3 financial years for which accounts have been closed showing the annual pre-tax profit. If, for a valid reason, the candidate or one of the members is unable to provide them, he must enclose a statement as to the annual pre-tax profits for the past 3 financial years for which accounts have been closed. If the balance forms or the statements show an average loss over the past 3 financial years for which accounts have been closed, then the candidate must furnish another document as proof of his financial and economic capacity, such as appropriate bank references or proof of professional risk insurance cover;
2. a statement as to overall annual turnover during each of the past 3 financial years for which accounts have been closed;
3. a statement as to the specific annual turnover in the domain of language learning for each of the past 3 financial years for which accounts have been closed.

If, for some exceptional reason which the contracting authority considers justified, a candidate is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the contracting authority considers appropriate. In any case, the contracting authority must at least be notified of the exceptional reason and its justification in the request to participate. The Commission reserves

the right to request any other document enabling it to verify the candidate's economic and financial capacity.

In case of group/consortium, each member must provide the information required above. In case of subcontractors providing more than 10 % (in value) of the services, the information required above must be provided separately for each subcontractor.

### III.2.3. Technical and professional ability

List and brief description of conditions:

The candidate must comply with the following criteria and provide the requested documents (in case of group/consortium, all members must provide the information required):

I — For lots 1 to 9:

a) have at disposal the required experts as indicated below:

1 — trainer of standard courses (native speaker):

— experience of 3 years (= minimum 2 400 hours) in teaching their mother tongue to adults since 2005;

2 — trainer of specific courses (native speaker):

— experience of 3 years (= minimum 2 400 hours) in teaching their mother tongue to adults since 2005,

— experience/knowledge of specific vocabulary in at least 1 field related to the EU policies (e. g. law, economics, finance, translation, interpretation, etc.),

— a capacity to work on specific and complex texts (decisions of the Court of Justice, audit reports, etc.);

3 — teaching coordinators:

— experience of 5 years (= minimum 4 000 hours) in teaching their mother tongue to adults since 2005,

— experience of 3 years in teaching coordination;

4 — language learning consultants:

— experience of 5 years (= minimum 4 000 hours) in language teaching since 2005,

— experience of 2 years in designing, organising, running, mentoring or consulting language training programmes.

For all profiles described above it must have:

— a university degree in domain of languages or equivalent. The degree has to be awarded after at least 3 years of study. Also, if the degree is not in the domain of languages, it could be replaced by extensive experience (5 years = 4 000 hours) in language teaching of mother tongue to adults since 2005,

— language skill: mother tongue(s) + EN (English) or FR (French) at CEFR level C1.

Requested documents:

lots 1 to 6: 3 curriculum vitae per lot of possible trainers respecting the requirements mentioned under point a);

lots 7 to 9: 2 curriculum vitae of possible trainers per lot corresponding each one to a different language;

and for lots 1 to 9: 1 curriculum vitae of a possible trainer with specific experience in teaching his/her mother tongue to translators and/or interpreters.

The model of curriculum vitae in Annex II must be used (Annex II to be downloaded at [http://ec.europa.eu/dgs/human-resources/markets\\_en.htm](http://ec.europa.eu/dgs/human-resources/markets_en.htm));

b) have at disposal staff members capable of communicating in EN (English) or FR (French) at CEFR level C1 for the execution of the framework contracts.

Requested document:

List of the staff that will be potentially involved in the execution of the framework contract with the indication of its language skills according to CEFR;

c) demonstrate the capacity to annually provide all the services for each lot for which the candidate requests participation (for groups/consortia, separate documents for each member + a consolidated document).

Services required for lots 1 to 9:

- standard face-to-face courses,
- standard blended learning courses,
- specific face-to-face courses,
- specific blended learning courses,
- design, development and adaptation of teaching products,
- preparation, carrying out and follow-up of placement tests,
- provision of specific services by language trainers,
- provision of specific services by language training consultants,
- face-to-face or blended courses from the contractor's catalogue.

Requested documents:

1) a statement detailing the number of hours of services provided annually for the last 3 years (2012, 2013, 2014). The minimum number of hours per year shall be:

- for lot 1: 3 625 hours,
- for lot 2: 2 600 hours,
- for lot 3: 2 512 hours,
- for lot 4: 4 525 hours,
- for lot 5: 1 462 hours,
- for lot 6: 1 237 hours,
- for lot 7: 1 450 hours overall in at least 3 languages constituting this lot; the choice of the 3 languages does not have to be the same in 2012, 2013 and 2014,
- for lot 8: 1 737 hours in at least 5 languages constituting this lot; the choice of the 5 languages does not have to be the same in 2012, 2013 and 2014,
- for lot 9: 767 hours in at least 2 languages constituting this lot; the choice of the 2 languages does not have to be the same in 2012, 2013 and 2014;

2) a copy of the candidate's catalogue or, in the absence of a catalogue, an equivalent document(s) valid on the date on which the request to participate is submitted, i.e. a full list along with a short and clear description of the language courses available to the general public or a full print-out of the online catalogue indicating the date and the address of the website along with a short and clear description of the language courses available to the general public. The requested documents shall refer, inter alia, to the CEFR.

II — For lot 10:

a) have the capacity to provide online language courses in DE, EN and FR (CEFR levels A1 to C1) + ES, IT and NL (CEFR levels A1 to B2) including:

- online placement tests,
- online tuition,
- a minimum of EN and FR as interface languages.

All 6 languages shall be provided on a single platform accessible from other continents.

Requested documents:

1) a copy of its full catalogue (paper version), describing its online courses (off-the-shelf e-learning courses) by proposed level and language (level corresponding to the CEFR, titles, objectives, target groups, content, learning tools, and an indication of the duration and number of hours of work), and the address of the website at which it can be found or, failing that, an equivalent document(s), i.e. complete list(s) along with a short and clear description of the DE, EN and FR (CEFR levels A1 to C1) and ES, IT and NL (CEFR levels A1 to B2), language courses offered to the general public on the date of submission of the request to participate. Tenderers should specify whether the various tools (technical and pedagogical) and activities

are available for all languages and levels;

2) a list of the 3 largest contracts (in terms of volume) carried out in the past 3 years (2012, 2013 and 2014) in the field of provision of online (e-learning) off-the-shelf language courses, with and without tutoring and covering the learning of any language. This reference list must be accompanied by documents attesting the performance of services (e.g. certificates of satisfactory performance, detailed supporting documents, volume in terms of licences, recipients of the services (customers), etc.);

b) have in place a server used for the e-learning off-the-shelf courses with a capacity of 1 000 users at the same time and located in Europe:

Requested documents:

A description of the location of the server and its capacity in terms of simultaneous connections;

c) have at disposal tutors teaching their mother tongue to adults:

Requested document:

1 curriculum vitae per language of a tutor with 3 years (= min. 2 400 hours) of experience;

d) have at disposal staff members capable of communicating in EN (English) or FR (French) at CEFR level C1 for the execution of the framework contract:

Requested document:

list of the staff that will be potentially involved in the execution of the framework contract with the indication of its language skills according to CEFR;

e) have in place technical support able to provide an answer to technical questions within 2 working days from the request:

Requested document:

A description of the functioning of the technical support and any other related supporting documents.

#### **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/2014/083.

**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**

3.7.2015

**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. Interested parties should refrain from requesting further information at this stage of the procedure.

3. If the monitoring of your responses to the contract notice involves the registration and processing of personal data (e.g. name, address, CV), this data will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18.12.2000 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 and the personal data requested are necessary for the evaluation of your request to participate, and will be processed for this purpose only by DG Human Resources and Security (DG.HR.R.R3). Detailed information on the processing of your personal data can be found in the privacy

statement which can be consulted at the following address: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf)

4. Your personal data may be registered by the Commission's accounts officer either in the early warning system (EWS) only, or in both the EWS and the central exclusion database, if you are in any of the situations referred to in:

— Commission Decision 2014/792/EU of 13.11.2014 on the Early Warning System to be used by authorising officers of the Commission and by the executive agencies (for further information, consult the privacy policy statement at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_fr.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_fr.cfm)), or

— Commission Regulation (EC, Euratom) No 1302/2008 of 17.12.2008 on the central exclusion database (for further information, consult the privacy policy statement at: [http://ec.europa.eu/budget/explained/management/protecting/protect\\_fr.cfm#BDCE](http://ec.europa.eu/budget/explained/management/protecting/protect_fr.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 of the plaintiff, or in absence thereof, of the date on which it came to the knowledge of the plaintiff.

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

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

27.5.2015