

Poland-Warsaw: Provision of interim staff services

OJ S 124/2015 01/07/2015

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union — Frontex

Postal address: Plac Europejski 6

Town: Warsaw

Postal code: 00-844

Country: Poland

Contact person: Procurement Sector

E-mail: procurement@frontex.europa.eu

Telephone: +48 222059500

Fax: +48 222059501

Internet address(es):

General address of the contracting authority: <http://www.frontex.europa.eu>

Additional information can be obtained from:

Official name: Frontex

Postal address: Plac Europejski 6

Town: Warsaw

Postal code: 00-844

Country: Poland

Contact person: Procurement Sector

E-mail: procurement@frontex.europa.eu

Internet address: <http://www.frontex.europa.eu/about-frontex/procurement>

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

Official name: Frontex

Postal address: Plac Europejski 6

Town: Warsaw

Postal code: 00-844

Country: Poland

Contact person: Procurement Sector

E-mail: procurement@frontex.europa.eu

Internet address: <http://www.frontex.europa.eu/about-frontex/procurement>

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**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

Provision of interim staff services.

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

Services

Service category No 22: Personnel placement and supply services

Main site or place of performance: Frontex' office, Plac Europejski 6, 00-844 Warsaw, POLAND.

NUTS code PL127 Miasto Warszawa

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 years: 4

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

Estimated value excluding VAT:

Range: between 500 000 and 1 000 000 EUR

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

Frontex may need interim staff as a replacement or a complement to its statutory staff, in the following situations:

to replace staff absent due to maternity leave, parental leave, sickness or other reasons;

to cope with peak periods which require additional workforce for a fixed period of time;

to carry out, on a temporary basis, tasks resulting from specific projects, which are additional to the ordinary ones;

to carry out, on a temporary basis, tasks which require specific competences which are not available within Frontex.

The overall objective of the contract is to provide Frontex with the necessary interim personnel in a timely manner and in line with the requested job profiles.

II.1.6. CPV code(s)

79600000 Recruitment 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

The contract will be concluded for 2 years with a possibility of 1 or 2 1-year extensions for a total period not exceeding 48 months.

The total indicative number of man-months per year is estimated to be 120 (approximately 10 persons providing services throughout the whole calendar year).

Estimated value excluding VAT:

Range: between 500 000 and 1 000 000 EUR

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: Range: between 1 and 2

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 24 (from the award of the contract)

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

No deposits or guarantees are required.

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

Payments under the contract shall be made according to the time sheets against monthly invoices within 30 days of receipt of the relevant invoice submitted by the contractor (and only if the contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted to Frontex).

The invoice has to be accompanied by a copy of the time sheets approved by Frontex.

The invoices shall be issued for each calendar month.

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

No special legal form is required but, in the event a group of contractors submits an acceptable offer, it shall be necessary to provide an undertaking that each company shall be jointly and severally responsible for the due performance of the contract. In the case of a consortium bid, the contractor shall be required to act on behalf of the consortium.

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: The tenderer shall declare by means of Annex IV that none of the exclusion criteria apply.

The tenderer shall provide evidence that it is already established as a recognised legal entity and is registered in a relevant professional or trade register.

III.2.2. Economic and financial ability

List and brief description of conditions: The tenderer shall provide evidence of its economic and financial capacity to perform the contract as follows:

the tenderer should provide a declaration of the total turnover and the turnover on the services specified in the contract carried out over the past 3 financial years. The total annual turnover shall be at least (equivalent of) 250 000 EUR for each year: 2013 and 2014.

Minimum level(s) of standards possibly required: — The total annual turnover shall be at least (equivalent of) 250 000 EUR for each year: 2013 and 2014.

III.2.3. Technical and professional ability

List and brief description of conditions:

The tenderer shall provide evidence of its technical and professional capacity to perform the contract as follows:

- a) the tenderer should be established as a recognised legal entity and be registered in a relevant professional or trade register. The proof of establishment/registration indicating the authorisation to perform the services to be contracted must be provided;
- b) the tenderer must have proven experience and expertise as well as HR capacity as provider of interim staff or similar (e.g. personnel placement, recruitment, etc.) services for a minimum of 2 years, which shall be evidenced by:

a brief description of the company's profile;

description of the experience in the provision of interim staffing services in the field of administration, preferably in an international environment;

a tenderer's statement of tenderer's database capacity (how many potential candidates the contractor currently has in the database);

a tenderer's statement on the number of interim staff outsourced/placed during the last 2 years (year 2013 and year 2014); the minimum required number is 30 per year;

information about similar contracts, supported by at least 3 reference letters issued in the name of the tenderer from clients for whom similar services have been provided in the last 3 years.

Minimum level(s) of standards possibly required:

The tenderer must have proven experience and expertise as well as HR capacity as a provider of interim staff or similar (e.g. personnel placement, recruitment, etc.) services for a minimum of 2 years.

The minimum required number of interim staff outsourced/placed during the last 2 years (year 2013 and year 2014) is 30 per year.

At least 3 reference letters issued in the name of the tenderer from clients for whom similar services have been provided in the last 3 years.

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

Frontex/OP/178/2015/AH.

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

Time limit for receipt of requests for documents or for accessing documents: 30.7.2015

Payable documents: no

IV.3.4. Time limit for receipt of tenders or requests to participate

6.8.2015 - 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: 3 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 13.8.2015 - 11:00

Place:

Frontex premises, Plac Europejski 6, 00-844 Warsaw, POLAND.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: Tenderers wishing to attend the opening session shall send a confirmation e-mail or fax to the procurement sector (

procurement@frontex.europa.eu fax +48 222059501). A maximum of 1 representative per tenderer may attend the opening session. The participation shall be restricted to an observer's role.

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

The complete documentation relevant for this procedure can be accessed and downloaded at <http://frontex.europa.eu/about-frontex/procurement/open-restricted-tender-procedures/>

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court
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://www.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.

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

VI.5. Date of dispatch of this notice

19.6.2015