

Belgium-Brussels: Staff training services

OJ S 94/2022 16/05/2022

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Ecole Régionale d'Administration Publique asbl

National registration number: 0452.113.733_27252

Postal address: Rue Capitaine Crespel, 35

Town: Bruxelles

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Postal code: 1050

Country: Belgium

Contact person: Aline Vermote

E-mail: avermote@erap-gsob.brussels

Telephone: +32 471550590

Internet address(es):Main address: www.erap-gsob.brusselsAddress of the buyer profile: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=446105>**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://enot.publicprocurement.be/enot-war/preViewNotice.do?noticeId=446105>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [https://eten.](https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=ERAP-ERAP-GOV2022-02-F02)[publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=ERAP-ERAP-GOV2022-02-F02](https://eten.publicprocurement.be/etendering/viewWorkspacesBasedOnExtUrl.do?wsName=ERAP-ERAP-GOV2022-02-F02)**I.4. Type of the contracting authority**

Other type: Asbl

I.5. Main activity

Other activity: Service de consultance et coaching

Section II: Object

II.1. Scope of the procurement**II.1.1. Title**

DISPOSITIF D'ACCOMPAGNEMENT À LA STRATEGIE & LA GOUVERNANCE Elaboration du Plan stratégique transversal Gestion de (portefeuille) projets, Conduite du changement GRH intégrée Coaching du Comité de direction & des managers

Reference number: ERAP-ERAP-GOV2022-02-F02_0

II.1.2. Main CPV code

80511000 Staff training services

II.1.3. Type of contract

Services

II.1.4. Short description

DISPOSITIF D'ACCOMPAGNEMENT
À LA STRATEGIE & LA GOUVERNANCE
Elaboration du Plan stratégique transversal
Gestion de (portefeuille) projets, Conduite du changement
GRH intégrée
Coaching du Comité de direction & des managers

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

This contract is divided into lots: yes
Tenders may be submitted for all lots

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

Elaboration du plan stratégique transversal
Lot No: 01

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad
Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS A L'ELABORATION DU PLAN STRATEGIQUE TRANSVERSAL

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

Value excluding VAT: 88 560,00 EUR

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

Duration in months: 36
This contract is subject to renewal: no

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

Portefeuille de projets et gestion de projets
Lot No: 02

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad
Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS PORTEFEUILLE DE PROJETS ET GESTION DE PROJETS

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

Value excluding VAT: 70 848,00 EUR

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

Duration in months: 36
This contract is subject to renewal: no

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

Conduite du changement
Lot No: 03

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS A LA CONDUITE DU CHANGEMENT

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

Value excluding VAT: 106 272,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

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

Démarche stratégique RH – Phases « AUDIT » et « ADVISE »
Lot No: 04

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS A LA DÉMARCHE STRATÉGIQUE RH - PHASES AUDIT & ADVISE

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

Value excluding VAT: 70 848,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

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

Cadre et organigramme
Lot No: 05

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad
Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS AU CADRE, ORGANIGRAMME

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

Value excluding VAT: 53 136,00 EUR

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

Duration in months: 36
This contract is subject to renewal: no

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

Recrutement et engagement
Lot No: 06

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS RECRUTEMENT ET ENGAGEMENT

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

Value excluding VAT: 53 136,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

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**

Mise en place d'une politique d'accueil et d'intégration des nouveaux collaborateurs
Lot No: 07

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS A MISE EN PLACE D'UNE POLITIQUE D'ACCUEIL ET D'INTEGRATION DES
NOUVEAUX COLLABORATEURS

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

Value excluding VAT: 53 136,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

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

Formation et développement du personnel

Lot No: 08

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS FORMATION ET DÉVELOPPEMENT DU PERSONNEL

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

Value excluding VAT: 53 136,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

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

Evaluation du personnel

Lot No: 09

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS EVALUATION DU PERSONNEL

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

Value excluding VAT: 53 136,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

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**

Mobilité interne, nomination et carrière

Lot No: 10

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad

Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS MOBILITÉ INTERNE, NOMINATION, CARRIERE

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

Value excluding VAT: 53 136,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

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**

Bien-être au travail – Gestion de l'absentéisme
Lot No: 11

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad
Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS BIEN-ETRE AU TRAVAIL – GESTION DE L'ABSENTÉISME

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

Value excluding VAT: 53 136,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

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

Implémentation du télétravail
Lot No: 12

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad
Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS IMPLEMENTATION DU TÉLÉTRAVAIL

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

Value excluding VAT: 53 136,00 EUR

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

Duration in months: 36
This contract is subject to renewal: no

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

Fonctionnement du Comité de direction
Lot No: 13

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad
Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS FONCTIONNEMENT DU COMITÉ DE DIRECTION

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

Value excluding VAT: 53 136,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

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

Accompagnement des managers
Lot No: 14

II.2.2. Additional CPV code(s)

80400000 Adult and other education services

II.2.3. Place of performance

NUTS code: BE100 Arr. de Bruxelles-Capitale/Arr. Brussel-Hoofdstad
Main site or place of performance: Bruxelles

II.2.4. Description of the procurement

COACHINGS ACCOMPAGNEMENT DES MANAGERS

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

Value excluding VAT: 79 704,00 EUR

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

Duration in months: 36

This contract is subject to renewal: no

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 III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

Cfr. cahier des charges en annexe

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

III.2. Conditions related to the contract

III.2.2. Contract performance conditions

Cfr. cahier des charges en annexe

III.2.3. 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

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: no

IV.2. Administrative information

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

Date: 01/07/2022 Local time: 12:00

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

French, Dutch

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 01/07/2022 Local time: 12:00

Place:

Bruxelles

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Conseil d'état

Postal address: Rue de la Science 33

Town: Bruxelles

Postal code: 1040

Country: Belgium

VI.4.2. Body responsible for mediation procedures

Official name: Conseil d'état

Postal address: Rue de la Science 33

Town: Bruxelles

Postal code: 1040

Country: Belgium

VI.5. Date of dispatch of this notice

11/05/2022