

**Belgium-Brussels: Training programme for recently recruited EU staff**

OJ S 195/2013 08/10/2013

Contract notice

Services

**Directive 2004/18/EC****Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European School of Administration (EUSA)

Postal address: rue Demot 24

Town: Brussels

Postal code: 1049

Country: Belgium

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

Fax: +32 22991924

**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**

Training programme for recently recruited EU staff.

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

Services

Service category No 27: Other services

Main site or place of performance: the training will be given in Brussels and Luxembourg in training rooms provided by the contracting authority.

NUTS code

**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: 48

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

This invitation to tender is for the provision of training services aimed at helping participants adapt to a new multicultural working environment and discover and become familiar with the main aspects relating to work at the EU institutions. These training services will be available not only to staff at the institutions but also to staff at the European Union agencies and other bodies and offices in Brussels and Luxembourg.

The main tasks are:

- i. to offer an induction programme and additional seminars aimed at helping participants adapt to a new multicultural environment and discover and become familiar with the main aspects relating to work at the EU institutions;
- ii. to devise new programmes in accordance with the requirements of the institutions and their staff;
- iii. to provide a team of trainers to run these training programmes on behalf of the School;
- iv. to devise and run tailor-made training courses in accordance with the specific requirements of an institution or group of institutions.

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

80400000 Adult and other education 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**

For information only, and without this constituting a future guarantee of the annual number of training days to be organised, the estimated annual volumes are as follows:

\* for the School:

- 100 training days for the basic induction course, which currently lasts 3 days,
- 30 training days for other seminars.

The number of days required to prepare these activities will be decided upon by mutual agreement between the School and the contractor, and will depend, for the basic induction course, on the scope of any changes. However, the total number of preparation days is unlikely to exceed 30 for the first year of the contract and 10 for the following years;

\* for the European Commission:

- 100 training days for its specific induction course.

The number of days required to prepare this activity will be decided upon by mutual agreement between the European Commission and the contractor.

For information, it is estimated that approximately 80 % of the training courses will be held in Brussels and 20 % in Luxembourg. The number of training courses held at other locations (headquarters of agencies, for example) should be extremely limited.

About two thirds of the training courses will be given in English and one third in French.

During the 3 years following conclusion of the contract, the contracting authority will be able to use the negotiated procedure without prior publication of a contract notice to enter into additional contracts for the provision of services similar to those entrusted to the tenderer awarded the present contract by the same contracting authority.

#### **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**

### **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**

See specifications.

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

See specifications.

##### **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: see specifications.

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

List and brief description of conditions: see specifications.

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

List and brief description of conditions:  
see specifications.

##### **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: yes

### **Section IV: Procedure**

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#### **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**

EPSO/EUSA/PO/2013/033.

##### **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**

2.12.2013 - 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: 9 (from the date stated for receipt of tender)

##### **IV.3.8. Conditions for opening of tenders**

Date: 9.12.2013

Place:

European Commission, DG Human Resources and Security, Unit HR R.3, rue de la Science 11, room 6/28, 1149 Brussels, BELGIUM.

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

Information about authorised persons and opening procedure: 1 representative per tenderer may attend the 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**

Potential tenderers may download the invitation to tender dossier from the European School of Administration's Internet site:

EN: [http://europa.eu/eas/calls\\_en.htm](http://europa.eu/eas/calls_en.htm)

FR: [http://europa.eu/eas/calls\\_fr.htm](http://europa.eu/eas/calls_fr.htm)

During the tendering period, any new or additional information relating to this invitation to tender will be published on this Internet site. It is strongly recommended that potential tenderers consult this site regularly.

The Commission cannot be held responsible should tenderers not be aware of any additional information on this invitation to tender given on the Internet site. No paper version will be issued.

## **VI.4. Procedures for review**

### **VI.4.1. Review body**

Official name: General Court of the European Union

Postal address: rue du Fort Niedergrünewald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: [cfi.registry@curia.europa.eu](mailto:cfi.registry@curia.europa.eu)

Telephone: +352 4303-1

Fax: +352 4303-2100

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

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

Precise information on deadline(s) for review procedures: within 2 months of the petitioner being notified or, failing this, of the date on which it became known to them. Lodging a complaint with the European Ombudsman neither suspends this deadline nor creates a new deadline for appeals.

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

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

26.9.2013