

**B-Brussels: provision of training services for the certification programme**

OJ S 206/2012 25/10/2012

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

**Internet address(es):**General address of the contracting authority: [http://europa.eu/eas/index\\_en.htm](http://europa.eu/eas/index_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**

Education

**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**

Provision of training services for the certification programme.

**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: Services will be delivered in both 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 a single operator

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

Duration in months: 48

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

The European School of Administration (EUSA) is responsible for the design and delivery of a training programme related to the 'certification procedure' whereby officials from the EU institutions can move from the category of assistant to that of administrator. The main tasks of the contractor will be to prepare the detailed contents of the courses, to provide a team of trainers to deliver the certification training programme and to develop and provide documentation for candidates.

The training programme will consist of approximately 28 days' classroom-based training. The training programme is organised in French and in English and the courses will be run separately in English and French. Each group consists of 10 to 12 candidates. In 2012 there were 4 groups following the training in French and 8 in English. 10 groups were in Brussels and 2 in Luxembourg. It is not expected that these linguistic and geographical balances will change much in future years, although this cannot be excluded.

The framework contract is foreseen to be signed in the second half of 2013 and the provision of the training services will start with the 2014 programme.

#### **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**

It is currently estimated that the average annual volume in consultant days under the contract will be as follows:

- 350 training days,
- 65 preparation/revision days, including the annual trainers' meeting,
- 100 hours of review of candidates' work from individual study periods,
- 20 project management days,
- 20 half day meetings.

These figures are given only as an indication and might change if modifications are made to the certification procedure itself or the training programme and examinations.

Pursuant to Article 126(1)(f) and (3) of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, as amended by Regulation (EC, Euratom) No 1261/2005 of 20.7.2005 laying down the detailed rules for implementation, the contracting authority may use the negotiated procedure for the award of new services consisting of the repetition of similar services entrusted to the economic operator awarded the initial contract. This procedure can only be applied during 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**

## **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**

#### **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: no

## **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/2012/096.

##### **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**

10.1.2013

##### **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: 17.1.2013 - 10:00

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**

##### **VI.3. Additional information**

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

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 website. It is strongly recommended that potential tenderers consult this site regularly.

The Commission shall not be held responsible if tenderers fail to take note of additional information on this website regarding this invitation to tender. A paper version will not 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 Niedergrünwald

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 plaintiff's being notified or, failing this, of the date on which it became known to them. A complaint made to the European Ombudsman neither suspends this period nor opens a new period for lodging appeals.

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

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

15.10.2012