

354969-2026 - Competition

Denmark – Recruitment services – Recruitment services for VIP positions

OJ S 99/2026 26/05/2026

Contract or concession notice – standard regime

Services

1. Buyer

1.1. Buyer

Official name: Danmarks Tekniske Universitet - DTU

Email: karho@adm.dtu.dk

Legal type of the buyer: Body governed by public law

Activity of the contracting authority: Education

2. Procedure

2.1. Procedure

Title: Recruitment services for VIP positions

Description: DTU continuously seeks the right candidates for the many exciting challenges and tasks that need to be solved. DTU Group HR can handle a large part of this but for certain VIP make use of an external recruitment agency. VIP positions are understood as VIP Leadership and staff positions such as Department Director, Professor, Associate Professor, Dean and Senior Researcher etc..

Procedure identifier: 05730b3b-4d08-435a-9316-f280e50c0110

Internal identifier: #10730

Type of procedure: Negotiated with prior publication of a call for competition / competitive with negotiation

The procedure is accelerated: no

Main features of the procedure: DTU expects to have 1 negotiation with each of the prequalified Tenderers. However DTU can award the contract at any time based on the initial tender and are not obliged to have a negotiation.

2.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79600000 Recruitment services

2.1.2. Place of performance

Anywhere

2.1.3. Value

Estimated value excluding VAT: 4 000 000,00 DKK

Maximum value of the framework agreement: 5 200 000,00 DKK

2.1.4. General information

Legal basis:

Directive 2014/24/EU

2.1.6. Grounds for exclusion

Sources of grounds for exclusion: Notice, European Single Procurement Document (ESPD), Procurement Document

Corruption: Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for corruption, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator

Fraud: Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for fraud, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 48).

Money laundering or terrorist financing: Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for money laundering or terrorist financing, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

Participation in a criminal organisation: Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for participation in a criminal organisation, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

Terrorist offences or offences linked to terrorist activities: Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for terrorist offences or offences linked to terrorist activities, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

Child labour and including other forms of trafficking in human beings: Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for child labour and other forms of trafficking in human beings, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1).

Breaching of obligations in the fields of environmental law: Has the economic operator, to its knowledge, breached its obligations in the field of environmental law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

Breaching of obligations in the fields of labour law: Has the economic operator, to its knowledge, breached its obligations in the field of labour law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

Breaching of obligations in the fields of social law: Has the economic operator, to its knowledge, breached its obligations in the field of social law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

Grave professional misconduct: Is the economic operator guilty of grave professional misconduct? Where applicable, see definitions in national law, the relevant notice or the procurement documents.

Misrepresentation, withheld information, unable to provide required documents or obtained confidential information of this procedure: Can the economic operator confirm that: a) It has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, b) It has withheld such information, c) It has not been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and d) It has undertaken to unduly influence the decision making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?

Conflict of interest due to its participation in the procurement procedure: Is the economic operator aware of any conflict of interest, as indicated in national law, the relevant notice or the procurement documents due to its participation in the procurement procedure?

Direct or indirect involvement in the preparation of this procurement procedure: Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure?

Breaching obligation relating to payment of social security contributions: Has the economic operator breached its obligations relating to the payment social security contributions, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

Breaching obligation relating to payment of taxes: Has the economic operator breached its obligations relating to the payment of taxes, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

Business activities are suspended: Are the business activities of the economic operator suspended? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Bankruptcy: Is the economic operator bankrupt? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Arrangement with creditors: Is the economic operator in arrangement with creditors? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Insolvency: Is the economic operator the subject of insolvency or winding-up? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Assets being administered by liquidator: Are the assets of the economic operator being administered by a liquidator or by the court? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

Analogous situation like bankruptcy, insolvency or arrangement with creditors under national law: Is the economic operator in in any analogous situation like bankruptcy arising from a similar procedure under national laws and regulations? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

5. Lot

5.1. Lot: LOT-0000

Title: Recruitment services for VIP positions

Description: DTU continuously seeks the right candidates for the many exciting challenges and tasks that need to be solved. DTU Group HR can handle a large part of this but for certain VIP make use of an external recruitment agency. VIP positions are understood as VIP Leadership and staff positions such as Department Director, Professor, Associate Professor, Dean and Senior Researcher etc..

Internal identifier: #10730

5.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79600000 Recruitment services

5.1.2. Place of performance

Anywhere

5.1.3. Estimated duration

Duration: 4 Years

5.1.5. Value

Estimated value excluding VAT: 4 000 000,00 DKK

Maximum value of the framework agreement: 5 200 000,00 DKK

5.1.6. General information

Reserved participation:

Participation is not reserved.

Procurement Project not financed with EU Funds.

The procurement is covered by the Government Procurement Agreement (GPA): yes

5.1.9. Selection criteria

Sources of selection criteria: Notice, European Single Procurement Document (ESPD), Procurement Document

Criterion: Financial ratio

Description of selection criterion: For the last 3 audited financial years, as a minimum the Applicant/Tenderer must on average have had a: - Solvency ratio at 15% If the Applicant /Tenderer is unable to fulfil the requirements, the Applicant /Tenderer may enter into or form a consortium or rely on the capacities of other entities.

The criteria will be used to select the candidates to be invited for the second stage of the procedure

Criterion: References on specified services

Description of selection criterion: The Applicant/Tenderer must provide as a minimum 3 references for companies and/or institutions for which Applicant/Tenderer has collaborated with and performed comparable assignments. By comparable assignments is meant continuous international recruiting and search of VIP positions, which resulted in a successful employment relationship. By a successful employment relationship means that the candidate remains employed in the position for a minimum of 12 months. The agreement to which the reference refers must not be more than 3 years old. This means that the agreement must be in operation or have been in operation within the last 3 years calculated from deadline for submission of request for participation. The Applicant/Tenderer should give the following information for each reference: • Name of reference (companies and/or institutions) • Time for start-up of collaboration. If the collaboration started earlier than 3 years, then it must be documented that recruitment tasks have been performed within the last 3 years and when the first recruitment task was performed for the reference within the last 3 years. • The number of and a description of the international recruitment assignments and comparability, including which job types within the VIP area. A description is not required for each individual recruitment task, but for each of the job types within the VIP area that are representative of the total number of recruitment tasks. Applicant/Tenderer is encouraged to elaborate and enclose the references in a separate document. If the Applicant/Tenderer provides/submits more than 3 references, DTU will only consider the first 3 references. If the Applicant/Tenderer is unable to fulfil the requirements, the Applicant/Tenderer may enter into or form a consortium or rely on the capacities of other entities

The criteria will be used to select the candidates to be invited for the second stage of the procedure

Information about the second stage of a two-stage procedure:

Minimum number of candidates to be invited for the second stage of the procedure: 3

Maximum number of candidates to be invited for the second stage of the procedure: 3

The procedure will take place in successive stages. At each stage, some participants may be eliminated

The buyer reserves the right to award the contract on the basis of the initial tenders without any further negotiations

5.1.10. Award criteria

Criterion:

Type: Price

Name: Pris

Description: Cf. Appendix 2 - Prices, the evaluation price is: * Percentage of annual salary, pr. recruitment - first candidate * Percentage of annual salary pr. recruitment - subsequent

candidates The two prices are weighted as below: - Percentage of annual salary per recruitment - first candidate 75% - Percentage of annual salary per recruitment - subsequent candidates 25%

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 40

Criterion:

Type: Quality

Name: Kvalitet

Description: Quality is divided into the following sub-criteria and will be weighted as follows:

Quality – sub-criteria I: Item in Appendix 1 – Requirement specification: 1.4, 1.5, 1.6, 1.8, 1.9, 1.10, 1.13, 3.2 - 35% Quality – sub-criteria II: Response of Appendix 3 – Case - 65%

Category of award weight criterion: Weight (percentage, exact)

Award criterion number: 60

5.1.11. Procurement documents

Address of the procurement documents: https://eu.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=454929&TID=200415657&B=

5.1.12. Terms of procurement

Terms of submission:

Electronic submission: Required

Address for submission: https://eu.eu-supply.com/app/rfq/rwlentrance_s.asp?PID=454929&TID=200415657&B=

Languages in which tenders or requests to participate may be submitted: English

Electronic catalogue: Not allowed

Variants: Not allowed

Tenderers may submit more than one tender: Not allowed

Deadline for receipt of requests to participate: 14/08/2026 21:59:00 (UTC+00:00) Western European Time, GMT

Information that can be supplemented after the submission deadline:

At the discretion of the buyer, some missing tenderer-related documents may be submitted later.

Additional information: Certain supplementary information may be submitted in accordance with the procurement rules.

Terms of contract:

The execution of the contract must be performed within the framework of sheltered employment programmes: No

A non-disclosure agreement is required: no

Electronic invoicing: Required

Electronic ordering will be used: no

Electronic payment will be used: yes

5.1.15. Techniques

Framework agreement:

Framework agreement, without reopening of competition

Maximum number of participants: 1

Information about the dynamic purchasing system:

No dynamic purchase system

5.1.16. Further information, mediation and review

Review organisation: Klagenævnet for Udbud

Information about review deadlines: Complaint regarding the award of a framework agreement: Complaint regarding the award of a contract must be submitted no later than 6 months from the date after the Contracting Authority has notified the concerned Candidates and Tenderers that a framework agreement has been concluded, cf. lov om Klagenævnet for Udbud (Complaints Board for Tenders) § 7, Section 2, no. 3.

Organisation providing additional information about the procurement procedure: Danmarks Tekniske Universitet - DTU

Organisation providing offline access to the procurement documents: Danmarks Tekniske Universitet - DTU

Organisation providing more information on the review procedures: Konkurrence- og Forbrugerstyrelsen

Organisation receiving requests to participate: Danmarks Tekniske Universitet - DTU

Organisation processing tenders: Danmarks Tekniske Universitet - DTU

8. Organisations

8.1. ORG-0001

Official name: Danmarks Tekniske Universitet - DTU

Registration number: 30060946

Postal address: Anker Engelunds Vej 1

Town: Kgs. Lyngby

Postcode: 2800

Country subdivision (NUTS): Københavns omegn (DK012)

Country: Denmark

Contact point: Karin Holmsgaard

Email: karho@adm.dtu.dk

Telephone: +45 31964928

Internet address: <https://www.dtu.dk>

Buyer profile: <https://eu.eu-supply.com/ctm/company/companyinformation/index/165863>

Roles of this organisation:

Buyer

Organisation providing additional information about the procurement procedure

Organisation providing offline access to the procurement documents

Organisation receiving requests to participate

Organisation processing tenders

8.1. ORG-0002

Official name: Klagenævnet for Udbud

Registration number: 37795526

Postal address: Nævnenes hus, Toldboden 2

Town: Viborg

Postcode: 8800

Country subdivision (NUTS): Københavns omegn (DK012)

Country: Denmark

Email: klfu@erst.dk

Telephone: +45 35291000

Internet address: <http://www.klfu.dk>

Roles of this organisation:

Review organisation

8.1. ORG-0003

Official name: Konkurrence- og Forbrugerstyrelsen

Registration number: 10294819

Postal address: Carl Jacobsens Vej 35

Town: Valby

Postcode: 2500

Country subdivision (NUTS): Københavns omegn (DK012)

Country: Denmark

Email: kfst@kfst.dk

Telephone: +45 41715000

Internet address: <http://www.kfst.dk>

Roles of this organisation:

Organisation providing more information on the review procedures

8.1. ORG-0004

Official name: Mercell Holding ASA

Registration number: 980921565

Postal address: Askekroken 11

Town: Oslo

Postcode: 0277

Country subdivision (NUTS): Oslo (NO081)

Country: Norway

Contact point: eSender

Email: publication@mercell.com

Telephone: +47 21018800

Fax: +47 21018801

Internet address: <http://mercell.com/>

Roles of this organisation:

TED eSender

Notice information

Notice identifier/version: 260e180c-5657-4402-8b8e-3a4662ed9ac4 - 01

Form type: Competition

Notice type: Contract or concession notice – standard regime

Notice subtype: 16

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