

Poland-Warsaw: Provision of language courses
OJ S 215/2015 06/11/2015
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 language courses.

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

Services

Service category No 24: Education and vocational education services

Main site or place of performance: Frontex's 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 a single operator

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 70 000 and 280 000 EUR

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

The aim of this call for tenders is the selection of an experienced service provider to conduct language courses for Frontex staff. The objective of the courses is to improve the language skills of Frontex employees and to prepare them to take part in internationally recognised language exams.

II.1.6. CPV code(s)

80000000 Education and training 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: yes

Tenders may be submitted for one or more lots

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 scope of the call for tenders is divided into the 6 lots (types of language courses at various levels) which should be provided:

lot 1: courses in business English addressed to advanced users of English at C1 and C2 levels;

lot 2: courses in French (all levels up to B2 level);

lot 3: courses in German (all levels up to B2 level);

lot 4: courses in Spanish (all levels up to B2 level);

lot 5: courses in Italian (all levels up to B2 level);

lot 6: courses in Polish for foreigners (all levels up to B2 level).

The contract shall be signed for a period of 1 year with the possibility of up to 3 renewals, each for 1 year.

Estimated value excluding VAT:

Range: between 70 000 and 280 000 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 3

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

in months: 12 (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)

Information about lots

Lot No: 1

Lot title: Courses in business English addressed to advanced users of English at C1 and C2 levels

1) Short description

2) CPV code(s)

80000000 Education and training services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 2

Lot title: Courses in French (all levels up to B2 level)

1) Short description

2) CPV code(s)

80000000 Education and training services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 3

Lot title: Courses in German (all levels up to B2 level)

1) Short description

2) CPV code(s)

80000000 Education and training services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 4

Lot title: Courses in Spanish (all levels up to B2 level)

1) Short description

2) CPV code(s)

80000000 Education and training services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 5

Lot title: Courses in Italian (all levels up to B2 level)

1) Short description

2) CPV code(s)

80000000 Education and training services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

Lot No: 6

Lot title: Courses in Polish for foreigners (all levels up to B2 level)

1) Short description

2) CPV code(s)

80000000 Education and training services

3) Quantity or scope

4) Indication about different time frame or duration

5) Additional information about lots

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 against monthly invoices within 30 days of receipt of the relevant invoice submitted by the contractor. Invoices for delivered services shall be issued on a monthly basis or, exceptionally, on Frontex's request, for 2 calendar months. They must indicate the number of the taught units, the contract number and the order number and should be received by Frontex within 10 calendar days of the completion of the tasks.

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.

Minimum level(s) of standards possibly required: — The tenderer should provide a declaration of the total turnover and the turnover of the services specified in the contract carried out over the past 3 financial years. The total annual turnover shall be at least (or the equivalent of) 50 000 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. 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 a provider of language courses for a minimum of 3 years, which shall be evidenced by:
 - a brief description of the company's profile,
 - a tenderer's statement of its capacity in relation to the available language teachers fulfilling the requirements of the profile as specified in point (c) below (how many potential candidates the contractor currently has available),
 - a tenderer's statement on the number of language courses provided during the last 2 years (year 2013 and year 2014); the minimum required number is 4 per year per lot,
 - 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;
- c) CVs of the firm's managerial staff and CVs of the proposed teachers accompanied by signed letters of intent and copies of the relevant diplomas, which shall indicate the required professional experience as follows:
 - managerial staff: minimum 2 CVs (contract manager/coordinator and methodological coordinator) documenting a minimum of 5 years' relevant experience, qualifications and language skills,
 - persons responsible for providing the services (teachers), including at least 1 native

speaker per lot with the exception of lot 1, for which at least 2 native speakers are required:

- at least 2 years' teaching experience and relevant qualifications (university degree in linguistics or philology including/accompanied by a methodological course for non-native speakers),
- at least 1 year of teaching experience and relevant qualifications (university degree including /accompanied by a methodological course for native speakers),
- the minimum number of proposed eligible teachers is 2 so that there is the possibility of a replacement for each of the courses.

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

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/575/2015/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: 7.12.2015

Payable documents: no

IV.3.4.

Time limit for receipt of tenders or requests to participate

14.12.2015 - 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: 21.12.2015

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

27.10.2015