

Luxembourg-Luxembourg: EIF - Provision of Training Services to EIF Staff Members for Professional and Personal Development (Luxembourg)

OJ S 189/2019 01/10/2019

**Contract notice
Services****Legal Basis:**

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: European Investment Fund

Postal address: 37B, avenue J. F. Kennedy

Town: Luxembourg

NUTS code: LU000 Luxembourg

Postal code: 2968

Country: Luxembourg

Contact person: The Procurement Team

E-mail: EIF-procurement@eif.org**Internet address(es):**Main address: www.eif.orgAddress of the buyer profile: http://www.eif.org/who_we_are/governance/procurement/index.htm?lang=-en**I.3. Communication**The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5448>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://smartshare.eib.org>**I.4. Type of the contracting authority**

European institution/agency or international organisation

I.5. Main activity

General public services

Section II: Object

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

Provision of Training Services to EIF Staff Members for Professional and Personal Development

Reference number: 2019-HRM-DPS

II.1.2. Main CPV code

80511000 Staff training services

II.1.3.

Type of contract

Services

II.1.4. Short description

DPS for training services to EIF Staff for professional and personal development, in the following categories:

- soft skills (4 categories),
- languages,
- corporate/business related skills,
- IT skills,
- individual coaching.

The DPS also include a category for training facilities.

II.1.5. Estimated total value

Value excluding VAT: 2 860 000,00 EUR

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

Soft Skills — Leadership and Management
Lot No: 1

II.2.2. Additional CPV code(s)

80532000 Management training services

II.2.3. Place of performance

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

Leadership and management trainings are aimed to provide managers with guidelines to increase their leadership capabilities. The list of courses shall include but not be limited to:

- introduction to management for newly appointed managers,
- managing performance,
- team efficiency,
- giving feedback and managing difficult conversations,
- strategic thinking.

The expected duration of each training course is on average 1 or 2 days.

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

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

Duration in months: 72

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

Only those candidates who have indicated their interest in this category and who have been accepted onto the DPS for this category, will be invited to take part in the competition for a contract under this category. Any information including the detailed specifications and the award criteria will be provided in the invitation to tender (ITT).

II.2. Description

II.2.1. Title

Soft Skills — Communication and Presentation
Lot No: 2

II.2.2. Additional CPV code(s)

80500000 Training services

II.2.3. Place of performance

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

Communication and presentation trainings focus on developing the ability to give inspiring and persuasive presentations as well as being prepared for interventions for various occasions. the list of courses include but is not limited to:

- presentation skills public speaking,
- media handling,
- impactful communication— story telling.

The expected duration of each training course is on average 1 or 2 days.

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

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

Duration in months: 72

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

Only those candidates who have indicated their interest in this category and who have been accepted onto the DPS for this category, will be invited to take part in the competition for a contract under this category. Any information including the detailed specifications and the award criteria will be provided in the invitation to tender (ITT).

II.2. Description

II.2.1. Title

Soft Skills — Negotiation

Lot No: 3

II.2.2. Additional CPV code(s)

80500000 Training services

II.2.3. Place of performance

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

This area of training focuses on supporting the concerned staff members to negotiate confidently and in professional, ethical and competent matter. the list of courses includes but is not limited to:

— negotiation skills,

— influencing skills.

The expected duration of each training course is on average 1 or 2 days.

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

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

Duration in months: 72

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

Only those candidates who have indicated their interest in this category and who have been accepted onto the DPS for this category, will be invited to take part in the competition for a contract under this category. Any information including the detailed specifications and the award criteria will be provided in the invitation to tender (ITT).

II.2. Description

II.2.1. Title

Soft Skills — Personal Efficiency

Lot No: 4

II.2.2. Additional CPV code(s)

80570000 Personal development training services

II.2.3. Place of performance

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

The personal efficiency trainings will focus on areas to be improved as identified by the employees and their managers. The list of courses includes but is not limited to:

- voice coaching,
- time management,
- report writing,
- speed reading,
- stress management.

The expected duration of each training course is on average 1 or 2 days.

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

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

Duration in months: 72

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

Only those candidates who have indicated their interest in this category and who have been accepted onto the DPS for this category, will be invited to take part in the competition for a contract under this category. Any information including the detailed specifications and the award criteria will be provided in the invitation to tender (ITT).

II.2. Description

II.2.1. Title

Languages

Lot No: 5

II.2.2. Additional CPV code(s)

80580000 Provision of language courses

II.2.3. Place of performance

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

Language skills are linked to the ability of staff members to express themselves in a foreign language and therefore interact easily with non-English speaking external counterparts.

The expected training services consist of the following courses:

— French — expected duration: 2 hours training per week over a period of up to 10 months per year,

— German — expected duration: 2 hours training per week over a period of up to 10 months per year.

Other training demands related to this Category 5 could be requested in a specific call for competition under the DPS, including, for instance and amongst others, trainings in other languages such as Italian, Spanish and English through one to one approach, or using an IT device (e.g. Skype lessons, with online support).

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

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

Duration in months: 72

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

Only those candidates who have indicated their interest in this category and who have been accepted onto the DPS for this category, will be invited to take part in the competition for a contract under this category. Any information including the detailed specifications and the award criteria will be provided in the invitation to tender (ITT).

II.2. Description

II.2.1. Title

Corporate/Business Related Skills

Lot No: 6

II.2.2. Additional CPV code(s)

80500000 Training services

II.2.3. Place of performance

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

The corporate/business skills trainings will focus on enabling staff to get familiar with the core business activities of the EIF, in particular from a regulatory and market perspective. The list of courses includes but is not limited to:

- regulatory and Legal course,
- fund structuring,
- debts funds,
- EVCA,
- Basel III.

Other training demands related to the Category 6 could be requested in a specific call for competition under the DPS, including, for instance and amongst others, trainings on 'Investment Funds' or 'Luxembourg Corporate Law'.

The expected duration of each training course is on average 1 or 2 days.

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

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

Duration in months: 72

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

Only those candidates who have indicated their interest in this category and who have been accepted onto the DPS for this category, will be invited to take part in the competition for a contract under this category. Any information including the detailed specifications and the award criteria will be provided in the invitation to tender (ITT).

II.2. Description

II.2.1. Title

IT Skills

Lot No: 7

II.2.2. Additional CPV code(s)

80533000 Computer-user familiarisation and training services

II.2.3. Place of performance

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

This area focuses on improving the IT skills of staff members so that they may perform their tasks as efficiently as possible. The list of courses includes but is not limited to:

- excel basics and advanced,
- excel VBA,
- business objects (BO).

The expected duration of each training course is on average 1 or 2 days.

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

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

Duration in months: 72

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

Only those candidates who have indicated their interest in this category and who have been accepted onto the DPS for this category, will be invited to take part in the competition for a contract under this category. Any information including the detailed specifications and the award criteria will be provided in the invitation to tender (ITT).

II.2. Description

II.2.1. Title

Individual Coaching

Lot No: 8

II.2.2. Additional CPV code(s)

80532000 Management training services

II.2.3. Place of performance

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

Individual coaching is provided as an additional tool for professional development. The expected training services consist of the provision of one 2-hour one-to-one individual session per month over a minimum of 6 months period. Coaching sessions are aimed at maintain and further develop the coaching culture at EIF.

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

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

Duration in months: 72

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

Only those candidates who have indicated their interest in this category and who have been accepted onto the DPS for this category, will be invited to take part in the competition for a contract under this category. Any information including the detailed specifications and the award criteria will be provided in the invitation to tender (ITT).

II.2. Description

II.2.1. Title

Training Facilities

Lot No: 9

II.2.2. Additional CPV code(s)

80520000 Training facilities

II.2.3. Place of performance

NUTS code: LU000 Luxembourg

II.2.4. Description of the procurement

In case the training course is not provided at the EIF premises, EIF may use a service provider's facilities, which shall include of the following:

- air-conditioned meeting room that can accommodate up to 50 EIF Staff members, accessible to disabled persons,
- any IT equipment needed for the delivery of the course, such as a projector, screen, flipcharts and associated marker pens,
- any other equipment such as notepads and pens for the participants,
- internet connectivity allowing the trainer to connect their own laptop or an EIF laptop to the projector,
- hot and cold drinks during the course,
- restaurant facilities for a 3-course lunch (starter, main course, dessert), to be included for full-day training courses,
- parking facilities to be accessed at least for the trainer(s).

The EIF foresees to make use of 1/several service provider(s)' training facilities for up to 50 % of training courses each year. However, these numbers are indicative and can be increased /decreased based on the actual needs of the EIF.

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

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

Duration in months: 72

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

Only those candidates who have indicated their interest in this category and who have been accepted onto the DPS for this category, will be invited to take part in the competition for a contract under this category. Any information including the detailed specifications and the award criteria will be provided in the invitation to tender (ITT).

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:

Please refer to the procurement documents.

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

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Restricted procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the setting up of a dynamic purchasing system

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: 30/06/2025 Local time: 17:00

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
English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender
Duration in months: 6 (from the date stated for receipt of tender)

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: yes

Estimated timing for further notices to be published:

Second or last quarter of 2025.

VI.3. Additional information

The DPS is expected to start on 1.11.2019, for 6 years.

The time-limit to receive a request to participate during the life of the DPS is 30.6.2025.

Following an invitation to tender to be sent to eligible DPS providers within a same category, the minimum time frame during which tenderers must maintain their tender is 6 months (180 days).

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: generalcourt.registry@curia.europa.eu

Telephone: +352 4303-1

Fax: +352 4303-2100

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

VI.5. Date of dispatch of this notice

19/09/2019