

493519-2026 - Competition

Luxembourg – Human resources management consultancy services – RFP 260009 - TENDER FOR A FRAMEWORK AGREEMENT PROCEDURE – MEDIA SOURCING PROVIDER

OJ S 135/2026 16/07/2026

Contract or concession notice – standard regime

Services

1. Buyer

1.1. Buyer

Official name: UNIVERSITE DU LUXEMBOURG

Email: admin.tender@uni.lu

Legal type of the buyer: Body governed by public law

Activity of the contracting authority: Education

2. Procedure

2.1. Procedure

Title: RFP 260009 - TENDER FOR A FRAMEWORK AGREEMENT PROCEDURE – MEDIA SOURCING PROVIDER

Description: To attract candidates for open positions in Academics, Education and Corporate Services, the University of Luxembourg intends to select a Media Sourcing Provider who would be able to perform the following but not limited tasks: - To publish job postings on diverse sourcing channels such as job boards, social Medias and other online and/or printed channels; - To be in charge of contractual management with sourcing channel providers and offering flexible payment solutions. This Call for Tenders aims at the conclusion of a Framework Agreement for the provision of consultancy services with a duration of two (2) years, renewable twice for a period of one (1) year each (2 + 1 + 1), subject to the University's discretion. The objective is to select one contractor per lot, recognised for its expertise in graphic design, communication as well as its ability to provide strategic guidance in media and marketing, with a specialization in recruitment. This tender is divided into the following lots: Lot No. 1: Online Channels Lot No. 2: Print Channels & Personalised Services

Procedure identifier: 7d4863de-3c8d-467f-91e2-e8c43d3356b3

Internal identifier: 2601691

Type of procedure: Open

The procedure is accelerated: no

2.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79414000 Human resources management consultancy services

Additional classification (cpv): 79341100 Advertising consultancy services

2.1.2. Place of performance

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

2.1.4. General information

Additional information: Modalités de retrait du dossier : via le portail des marchés publics

Réception des offres/candidatures : via le portail des marchés publics

Legal basis:

Directive 2014/24/EU

2.1.5. Terms of procurement**Terms of submission:**

Maximum number of lots for which one tenderer can submit tenders: 2

Terms of contract:

Maximum number of lots for which contracts can be awarded to one tenderer: 2

2.1.6. Grounds for exclusion

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

5. Lot

5.1. Lot: LOT-0001

Title: Online Channels

Description: - Identification and provision of relevant online channels; - Execution of job posting activities (including manual placement where re-quired); - Provision of analytics and reporting, including performance metrics and quarterly expenditure overviews; - Management of contractual arrangements with media providers and implementation of flexible payment solutions.

Internal identifier: 1

5.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79340000 Advertising and marketing services

Additional classification (cpv): 79414000 Human resources management consultancy services , 79341100 Advertising consultancy services

5.1.2. Place of performance

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

5.1.3. Estimated duration

Other duration: Unknown

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

This procurement is also suitable for small and medium-sized enterprises (SMEs): yes

5.1.9. Selection criteria

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

5.1.11. Procurement documents

Address of the procurement documents: <https://pmp.b2g.etat.lu/entreprise/consultation/543617?orgAcronyme=t5y>

5.1.12. Terms of procurement**Terms of submission:**

Electronic submission: Required

Address for submission: <https://pmp.b2g.etat.lu/entreprise/consultation/543617?orgAcronym=t5y>

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

Electronic catalogue: Not allowed

Advanced or qualified electronic signature or seal (as defined in Regulation (EU) No 910/2014) is required

Variants: Not allowed

Deadline for receipt of tenders: 31/08/2026 10:00:00 (UTC+02:00) Eastern European Time, Central European Summer Time

Duration during which the tender must remain valid: 5 Months

Terms of contract:

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

Electronic invoicing: Required

Electronic ordering will be used: no

Electronic payment will be used: no

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: Juridictions administratives

Information about review deadlines: <https://justice.public.lu/fr/organisation-justice/juridictions-administratives.html>

Organisation providing additional information about the procurement procedure: UNIVERSITE DU LUXEMBOURG

Organisation providing offline access to the procurement documents: UNIVERSITE DU LUXEMBOURG

Organisation receiving requests to participate: UNIVERSITE DU LUXEMBOURG

Organisation processing tenders: UNIVERSITE DU LUXEMBOURG

5.1. Lot: LOT-0002

Title: Print Channel & Personalised Services

Description: - Adaptation of job advertisements to the specific technical, editorial and formatting requirements of each print publication, including layout and graphic design services; - Management of proofing, validation and coordination with print publishers to ensure publication compliance and optimal visibility; - Recommendations and supply of appropriate print media based on job profile and geographic scope; - Submission of proofs for validation prior to publication; - Management of contractual arrangements and negotiations with print media providers.

Internal identifier: 2

5.1.1. Purpose

Main nature of the contract: Services

Main classification (cpv): 79414000 Human resources management consultancy services

Additional classification (cpv): 79341100 Advertising consultancy services

5.1.2. Place of performance

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

5.1.3. Estimated duration

Other duration: Unknown

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

This procurement is also suitable for small and medium-sized enterprises (SMEs): yes

5.1.9. Selection criteria

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

5.1.11. Procurement documents

Address of the procurement documents: <https://pmp.b2g.etat.lu/entreprise/consultation/543617?orgAcronyme=t5y>

5.1.12. Terms of procurement

Terms of submission:

Electronic submission: Required

Address for submission: <https://pmp.b2g.etat.lu/entreprise/consultation/543617?orgAcronyme=t5y>

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

Electronic catalogue: Not allowed

Advanced or qualified electronic signature or seal (as defined in Regulation (EU) No 910/2014) is required

Variants: Not allowed

Deadline for receipt of tenders: 31/08/2026 10:00:00 (UTC+02:00) Eastern European Time, Central European Summer Time

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

Electronic invoicing: Required

Electronic ordering will be used: no

Electronic payment will be used: no

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

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Organisation receiving requests to participate: UNIVERSITE DU LUXEMBOURG

Organisation processing tenders: UNIVERSITE DU LUXEMBOURG

8. Organisations

8.1. ORG-0001

Official name: UNIVERSITE DU LUXEMBOURG

Registration number: J20

Postal address: 2, Place de l'Université

Town: Esch/Belval

Postcode: 4365

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

Contact point: Admin Tender

Email: admin.tender@uni.lu

Telephone: +352 46 66 44 1

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: Juridictions administratives

Registration number: JURAD

Postal address: 1, rue du Fort Thüngen

Town: Luxembourg

Postcode: 1499

Country subdivision (NUTS): Luxembourg (LU000)

Country: Luxembourg

Contact point: Tribunal administratif - greffe

Email: greffe.tribunal@ja.etat.lu

Telephone: 42105-1

Internet address: <https://justice.public.lu/fr/organisation-justice/juridictions-administratives.html>

Roles of this organisation:

Review organisation

Notice information

Notice identifier/version: 9c4f2a53-6ee6-4417-9122-d81b8165dbb0 - 01

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