

**Belgium-Brussels: Provisioning services for temporary workers in Brussels and Geel**

OJ S 214/2019 06/11/2019

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: European Commission, Direction Générale Ressources humaines et sécurité, unité DDG.HR.R.1 «Finances, Marchés publics et Contrôle Interne»

Postal address: Bureau SC11 06/049

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Postal code: 1049

Country: Belgium

Contact person: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5421>

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

**Internet address(es):**

Main address: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5421>

Address of the buyer profile: [https://ec.europa.eu/info/departments/human-resources-and-security\\_fr](https://ec.europa.eu/info/departments/human-resources-and-security_fr)

**I.1. Name and addresses**

Official name: European Parliament

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

**Internet address(es):**

Main address: <http://europarl.europa.eu>

**I.1. Name and addresses**

Official name: Council of the European Union

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

**Internet address(es):**

Main address: <http://www.consilium.europa.eu>

**I.1. Name and addresses**

Official name: European Data Protection Supervisor (EDPS)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

**Internet address(es):**

Main address: <http://www.edps.europa.eu>

#### **I.1. Name and addresses**

Official name: European Committee of the Regions (CoR)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

##### **Internet address(es):**

Main address: <http://www.cor.europa.eu>

#### **I.1. Name and addresses**

Official name: European Economic and Social Committee (EESC)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

##### **Internet address(es):**

Main address: <http://www.cor.europa.eu>

#### **I.1. Name and addresses**

Official name: European External Action Service (EEAS)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

##### **Internet address(es):**

Main address: <http://eeas.europa.eu>

#### **I.1. Name and addresses**

Official name: Education, Audiovisual and Culture Executive Agency (EACEA)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

##### **Internet address(es):**

Main address: <http://eacea.ec.europa.eu>

#### **I.1. Name and addresses**

Official name: Executive Agency for Small and Medium-sized Enterprises (EASME)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

##### **Internet address(es):**

Main address: <https://ec.europa.eu/easme>

#### **I.1. Name and addresses**

Official name: Research Executive Agency (REA)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

**Internet address(es):**

Main address: <http://ec.europa.eu/info/departments/research-executive-agency>

#### **I.1. Name and addresses**

Official name: European Research Council Executive Agency(ERCEA)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

**Internet address(es):**

Main address: <http://www.erc.europa.eu>

#### **I.1. Name and addresses**

Official name: Innovation and Networks Executive Agency (INEA)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

**Internet address(es):**

Main address: <http://ec.europa.eu/inea>

#### **I.1. Name and addresses**

Official name: European Union Agency for the Operational management of Large-scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA)

Town: Tallinn

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Ethiopia

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

**Internet address(es):**

Main address: <http://www.eulisa.europa.eu>

#### **I.1. Name and addresses**

Official name: Single Resolution Board (SRB)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

**Internet address(es):**

Main address: <https://srb.europa.eu>

#### **I.1. Name and addresses**

Official name: Institute for Reference Materials and Measurements (IRMM)

Town: GEEL

NUTS code: BE2 Vlaams Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

**Internet address(es):**

Main address: <https://ec.europa.eu/jrc>

#### **I.1. Name and addresses**

Official name: SESAR Joint Undertaking

Town: Bruxelles  
NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest  
Country: Belgium  
E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)  
**Internet address(es):**  
Main address: <https://www.sesarju.eu>

**I.1. Name and addresses**

Official name: European Defence Agency (EDA)  
Town: Bruxelles  
NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest  
Country: Belgium  
E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)  
**Internet address(es):**  
Main address: <https://www.eda.europa.eu>

**I.1. Name and addresses**

Official name: Shift2Rail Joint Undertaking (S2R)  
Town: Bruxelles  
NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest  
Country: Belgium  
E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)  
**Internet address(es):**  
Main address: <https://shift2rail.org>

**I.1. Name and addresses**

Official name: Bio-Based Industries Joint Undertaking (BBI JU)  
Town: Bruxelles  
NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest  
Country: Belgium  
E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)  
**Internet address(es):**  
Main address: <https://bbi-europe-eu>

**I.1. Name and addresses**

Official name: Innovative Medicines Initiative 2 Joint Undertaking  
Town: Bruxelles  
NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest  
Country: Belgium  
E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)  
**Internet address(es):**  
Main address: <https://www.imi.europa.eu>

**I.1. Name and addresses**

Official name: ECSEL Joint Undertaking  
Town: Bruxelles  
NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest  
Country: Belgium  
E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)  
**Internet address(es):**  
Main address: <https://www.ecsel.eu>

### **I.1. Name and addresses**

Official name: Clean Sky 2 Joint Undertaking

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

#### **Internet address(es):**

Main address: <http://www.cleansky.eu>

### **I.1. Name and addresses**

Official name: Fuel Cells and Hydrogen 2 Joint Undertaking (PCH 2)

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

#### **Internet address(es):**

Main address: <http://fch.europa.eu>

### **I.1. Name and addresses**

Official name: European Aviation Safety Agency (EASA)

Postal address: Bureau SC11 06/049

Town: Bruxelles

NUTS code: BE10 Région de Bruxelles-Capitale/ Brussels Hoofdstedelijk Gewest

Postal code: 1049

Country: Belgium

E-mail: [hr-contrats-marches@ec.europa.eu](mailto:hr-contrats-marches@ec.europa.eu)

#### **Internet address(es):**

Main address: <https://www.easa.europa.eu/>

### **I.2. Information about joint procurement**

The contract involves joint procurement

### **I.3. Communication**

Access to the procurement documents is restricted. Further information can be obtained at:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5421>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

### **I.4. Type of the contracting authority**

European institution/agency or international organisation

### **I.5. Main activity**

General public services

## **Section II: Object**

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### **II.1. Scope of the procurement**

#### **II.1.1. Title**

Provisioning services for temporary workers in Brussels and Geel

Reference number: HR/R1/PR/2019/023

#### **II.1.2.**

**Main CPV code**

79620000 Supply services of personnel including temporary staff

**II.1.3. Type of contract**

Services

**II.1.4. Short description**

Provision of temporary workers to carry out tasks falling into the category 'employee' within the European institutions, agencies and bodies located in Brussels and Geel (Belgium).

**II.1.5. Estimated total value****II.1.6. Information about lots**

This contract is divided into lots: no

**II.2. Description****II.2.3. Place of performance**

NUTS code: BE1 Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

NUTS code: BE2 Vlaams Gewest

Main site or place of performance: Mainly Brussels, and also Geel.

**II.2.4. Description of the procurement**

Provision of temporary workers to perform tasks in the 'employee' category at 4 levels:

— level 1:

For administrative support tasks. For example: floor work and sorting ushers (agent responsible for floor work or simple sorting),

— level 2:

For secretarial, office administration or other equivalent support or administrative tasks, requiring a certain degree of autonomy. For example: secretary, clerk, bookkeeper, encoder, switchboard operator, conference operator, or laboratory technician,

— level 3:

For administrative, technical or training tasks requiring some autonomy. The main role is that of an executive assistant, specialised secretary, general secretary, administrative employee, etc. These activities, often assigned to administrative management, may nevertheless vary according to the position. In general, a level 3 secretary will provide an autonomous support role for one or more individuals, departments or units within the institution. His or her functional contribution is to give form to the information, to transform it, and to distribute it,

— level 3 s):

For administrative, technical or training tasks requiring a high degree of autonomy in specialised fields. For example: assistant responsible for complex legal support tasks, nurse, accountant, laboratory assistant, computer technician, qualified archivist, etc.

See specifications for more details.

**II.2.5. Award criteria**

Criteria below

Price

**II.2.6. Estimated value****II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

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:  
yes

Identification of the project: European Union administrative credits.

#### **II.2.14. Additional information**

### **Section III: Legal, economic, financial and technical information**

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#### **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 contract documents at the web address specified in point I.1).

##### **III.1.2. Economic and financial standing**

List and brief description of selection criteria:

Please refer to the contract documents at the web address specified in point I.1).

##### **III.1.3. Technical and professional ability**

List and brief description of selection criteria:

Please refer to the contract documents at the web address specified in point I.1).

#### **III.2. Conditions related to the contract**

##### **III.2.1. Information about a particular profession**

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

Please refer to the contract documents at the web address specified in point I.1).

##### **III.2.2. Contract performance conditions**

Please refer to the contract documents at the web address specified in point I.1).

### **Section IV: Procedure**

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#### **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 establishment of a framework agreement

Framework agreement with several operators Envisaged maximum number of participants to the framework agreement: 3

##### **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: 04/12/2019

### **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**

Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

### **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**

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### **VI.1. Information about recurrence**

This is a recurrent procurement: no

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

### **VI.4. Procedures for review**

#### **VI.4.1. Review body**

Official name: General Court

Postal address: Rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: L-2925

Country: Luxembourg

Telephone: +35 24303-1

Fax: +35 243032100

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

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

25/10/2019