

Services - 360111-2016

15/10/2016 S200 Agencies - Services - Contract notice - Open procedure

I.II.III.IV.VI.

Lithuania-Vilnius: Provision of interim personnel services to the European Institute for Gender Equality

2016/S 200-360111

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

European Institute for Gender Equality
Gedimino pr. 16
For the attention of: Christos Georgiadis
LT-01103 Vilnius
Lithuania
Telephone: +370 52157448
E-mail: procurement@eige.europa.eu

Internet address(es):

General address of the contracting authority: www.eige.europa.eu

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Other: Gender equality.

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 interim personnel services to the European Institute for Gender Equality.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 22: Personnel placement and supply services

Main site or location of works, place of delivery or of performance: The place of performance of the tasks shall be the contractor's premises, and any other place indicated in the tender documents.

NUTS code LT00A

- II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**
The notice involves the establishment of a framework agreement
- II.1.4) Information on 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: 600 000 EUR
- II.1.5) Short description of the contract or purchase(s)**
Within the framework of this open tender procedure, EIGE would like to find a suitably qualified contractor to provide the services as stipulated in the terms of reference outlined below in line with the job profiles requested. The scope of the provision of interim personnel services to EIGE covers the following:
— to support EIGE's statutory staff,
— to carry out, on a temporary basis, additional tasks to the ordinary ones resulting from specific projects,
— to cope with peak work periods which require an additional workforce for a fixed period of time,
— to reinforce staff shortages in case of absences of EIGE staff due to maternity/parental leaves, sickness or other reasons of absence.
- II.1.6) Common procurement vocabulary (CPV)**
79610000
- II.1.7) Information about Government Procurement Agreement (GPA)**
The contract is covered by the Government Procurement Agreement (GPA): no
- II.1.8) Lots**
This contract is divided into lots: no
- II.1.9) Information about variants**
Variants will be accepted: no
- II.2) Quantity or scope of the contract**
- II.2.1) Total quantity or scope:**
3 renewals every 12 months.
Estimated value excluding VAT: 600 000 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: 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)

Section III: Legal, economic, financial and technical information

- III.1) Conditions relating to the contract**
- III.1.1) Deposits and guarantees required:**
Not applicable.
- III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**
As specified in the draft contract and other procurement documents.
- III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Joint tenders submitted by several operators (a consortium) are allowed. In such cases, one of the members must be designated as the group leader or group manager.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: no

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the requirements are met: To identify themselves, tenderers must fill in the legal entity form and financial identification form. Tenderers must meet the requirements of exclusion criteria as stated in the tender specifications available at:
<http://www.eige.europa.eu/content/procurement>

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: As stated in the tender specifications available at:
<http://www.eige.europa.eu/content/procurement>

III.2.3) Technical capacity

Information and formalities necessary for evaluating if the requirements are met: As stated in the tender specifications available at:
<http://www.eige.europa.eu/content/procurement>

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) Staff responsible for the execution of the service

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure

Open

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate

IV.1.3) Reduction of the number of operators during the negotiation or dialogue

IV.2) Award criteria

IV.2.1) Award criteria

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

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:

EIGE/2016/ADM/20.

IV.3.2) Previous publication(s) concerning the same contract

Other previous publications

Notice number in the OJEU: [2016/S 035-055478](#) of 19.2.2016

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:

21.11.2016 - 16:00

Payable documents: no

IV.3.4) Time limit for receipt of tenders or requests to participate

21.11.2016 - 16:00

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up
Any EU official language

IV.3.7) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 12 (from the date stated for receipt of tender)

IV.3.8) Conditions for opening of tenders

Date: 1.12.2016 - 10:00

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: 1 authorised representative of each tenderer may attend the opening of the bids as an observer. Companies wishing to attend are requested to notify their intention at the latest 2 working days in advance to the contact address indicated in Section I of this notice. This notification must contain the reference number of the procurement procedure, an authorisation document signed by an authorised staff member of the tenderer and specify the name of the person who will attend the opening on the tenderer's behalf. The credentials of the representative will be checked by EIGE.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) Additional information

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

General Court of the European Union
boulevard Konrad Adenauer
2925 Luxembourg
Luxembourg

E-mail: cfi.registry@curia.europa.eu

Telephone: +352 43031

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

Body responsible for mediation procedures

The European Ombudsman
PO Box 403
Strasbourg
France
Telephone: +33 388172313

VI.4.2) Lodging of appeals

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

VI.4.3) Service from which information about the lodging of appeals may be obtained

VI.5) Date of dispatch of this notice:

5.10.2016