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**DK-Copenhagen: framework contract for the provision of  
interim staff to the European Environment Agency (EEA)**

**2010/S 154-237371**

**Contract notice**

**Section I: Contracting authority**

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

European Environment Agency (EEA), attention: Mr Olivier Cornu, Kongens Nytorv 6, 1050 Copenhagen K, DENMARK. Tel. +45 33367246. Fax +45 33367273. E-mail: [Procurement@eea.europa.eu](mailto:Procurement@eea.europa.eu)

**Internet address(es):**

General address of the contracting authority: <http://www.eea.europa.eu>

Address of the buyer profile: <http://www.eea.europa.eu/about-us/tenders>

**Further information can be obtained at:**

As in abovementioned contact point(s).

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:**

As in abovementioned contact point(s).

**Tenders or requests to participate must be sent to:**

As in abovementioned contact point(s).

**I.2) Type of the contracting authority and main activity or activities:**

European institution/agency or international organisation.

Environment.

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:**

Framework contract for the provision of interim staff to the European Environment Agency (EEA).

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

Services.

Service category: No 22.

EEA premises at Kongens Nytorv in Copenhagen.

**II.1.3) 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 year(s): 4.

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value excluding VAT: 1 500 000 EUR.

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

The framework contract aims at selecting an employment agency that can provide interim staff within a reasonable time-frame and in line with the following frame of activities (non-exhaustive list): secretarial support; filing and archiving; general administrative support; data input; support to the organisation of meetings; events and conferences; correspondence with external contractors; receptionist; software development; financial and HRM assistance and legal support.

II.1.6) **Common procurement vocabulary (CPV):**

79620000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

No.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

No.

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

The estimated total value of the framework contract over a maximum 4-year period is 1 500 000 EUR.  
Estimated value excluding VAT: 1 500 000 EUR.

II.2.2) **Options:**

No.

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

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

As stated in the draft framework service contract attached as Annex 4 to the tender specifications.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

As stated in the draft framework service contract attached as Annex 4 to the tender specifications.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Tenders may be submitted by consortia of economic operators. If a consortium is awarded a contract, it may be required to adopt a legal form of incorporation or partnership enabling it to contract as a single entity if such change is necessary for the proper performance of the contract. Consortia must identify 1 of their members as coordinator who will interface with the EEA. Each consortium member must fulfil the conditions for participation mentioned in Section III.2 below.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

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 requirements are met:

Exclusion criteria — to be eligible for participation in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 93 and 94 of Council Regulation (EC, Euratom) No 1605/2002 of 25.6.2002, OJ L 248 of 16.9.2002 as last modified by Council Regulation (EC, Euratom) No 1575/2007 of 17.12.2007, OJ L 343/9 of 27.12.2007. To that effect, tenderers are requested to submit a declaration of

honour (see Annex 1 to the tender specifications) in accordance with Article 134 of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, OJ L 357/1 of 31.12.2002 as last modified by Commission Regulation (EC, Euratom) No 478/2007, OJ L 111/13 of 28.4.2007. Under the same provisions, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration unless this obligation is waived by the EEA.

Legal capacity — tenderers are required to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register and/or entry in the VAT register. To that effect, tenderers are required to submit an identification sheet (see Annex 2 to the tender specifications) duly filled out and signed accompanied by a copy of inscription in a trade or professional register and/or in the VAT register, where applicable.

### III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met:

Proof of economic and financial capacity must be furnished by (1 or more of) the following documents:

- (a) appropriate statements from bank or evidence of professional risk indemnity insurance;
- (b) the presentation of balance sheets or extracts from balance sheets for at least the last 2 years for which the account have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;
- (c) a statement of overall turnover and turnover concerning the services covered by the contract during the last 3 financial years.

If for some exceptional reason, which the EEA considers justified, the tenderer is unable to provide the reference requested by the EEA, he may prove his economic and financial capacity by any other means which the EEA considers appropriate.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the EEA that it will have at its disposal the resources necessary for the performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

### III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

The evidence of the technical and professional capacity shall be furnished on the basis of the following documents:

- (1) a list of the services provided in the past 3 years specifying:
  - (a) the number of interim staff provided;
  - (b) the type of profiles and language skills of the interim staff; and
  - (c) the recipients of the services provided (public or private), with indication of the sums and dates.
- (2) A description of the service provider's organisational internal structure with indication of the number of employees and the number of managerial staff over the past 3 years.
- (3) The educational and professional qualifications of the service provider's managerial staff and of the person(s) responsible for providing the services:
  - (a) minimum 2 CVs of managerial staff with at least 5 years of relevant professional experience;
  - (b) minimum 3 CVs of the persons responsible for providing the services with at least 3 years of relevant professional experience.
- (4) An indication of the proportion of the contract which the service provider may intend to subcontract, with a description of the services to be subcontracted and their scope.

### III.2.4) **Reserved contracts:**

No.

**III.3) Conditions specific to services contracts**

**III.3.1) Execution of the service is reserved to a particular profession:**

No.

**III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

No.

**Section IV: Procedure**

**IV.1) Type of procedure**

**IV.1.1) Type of procedure:**

Open.

**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) An electronic auction will be used:**

No.

**IV.3) Administrative information**

**IV.3.1) File reference number attributed by the contracting authority:**

EEA/ADS/10/004.

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

Yes.

Prior information notice:

Notice number in OJ: [2010/S 70-104295](#) of 10.4.2010.

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

15.9.2010 (16:00).

**IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:**

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

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

Duration in month(s): 6 (from the date stated for receipt of tender).

**IV.3.8) Conditions for opening tenders:**

Date: 22.9.2010 (10:00).

Place: EEA premises.

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

Representatives of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform at the latest 24 hours in advance the EEA procurement services by e-mail at [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu) or by fax at number +45 33367273.

**Section VI: Complementary information**

**VI.1) This is a recurrent procurement:**

No.

**VI.2) Contract related to a project and/or programme financed by EU funds:**

No.

VI.3) **Additional information:**

All tender documents and any additional information are available for download from EEA's external website at the following address: <http://www.eea.europa.eu/about-us/tenders>

VI.4) **Procedures for appeal**

VI.4.1) **Body responsible for appeal procedures:**

General Court, rue du Fort Niedergrünwald, 2925 Luxembourg, LUXEMBOURG. Tel. +352 4303-1. Fax +352 4303-2100. E-mail: [CFI.Registry@curia.europa.eu](mailto:CFI.Registry@curia.europa.eu) Internet: <http://curia.europa.eu>

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals:

Within 2 months of the notification to the plaintiff (date of receipt), or, in the absence thereof, the day on which the person concerned had knowledge of the relevant information, an appeal may be lodged with the General Court; a complaint to the European Ombudsman has no impact on the above deadline for lodging an appeal.

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

General Court, rue du Fort Niedergrünwald, 2925 Luxembourg, LUXEMBOURG. Tel. +352 4303-1. Fax +352 4303-2100. E-mail: [CFI.Registry@curia.europa.eu](mailto:CFI.Registry@curia.europa.eu) Internet: <http://curia.europa.eu>

VI.5) **Date of dispatch of this notice:**

30.7.2010.