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**Denmark-Copenhagen: Provision of interim staff for the European Environment Agency (EEA)
2019/S 017-034865**

Contract award notice

Results of the procurement procedure

Services

Legal Basis:

Regulation (EU, Euratom) No 966/2012

Section I: Contracting authority

I.1) **Name and addresses**

European Environment Agency
Kongens Nytorv 6
Copenhagen
1050
Denmark

E-mail: procurement@eea.europa.eu

NUTS code: DK011

Internet address(es):

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

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

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

European institution/agency or international organisation

I.5) **Main activity**

Environment

Section II: Object

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

II.1.1) **Title:**

Provision of interim staff for the European Environment Agency (EEA)

Reference number: EEA/ADS/18/012

II.1.2) **Main CPV code**

79621000

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The EEA may need interim staff, as a complement to its statutory staff, for the following reasons:

- to replace staff absent because of maternity leave, extended sick leave or other reasons,
- to cope with peak periods which require additional workforce for a fixed period of time,
- to carry out, on a temporary basis, tasks which require specific competencies which are not available within the EEA.

By launching this call for tenders, the EEA seeks to contract an employment agency who can provide interim staff within a reasonable timeframe and in line with the requested professional profiles.

II.1.6) **Information about lots**

This contract is divided into lots: no

II.1.7) **Total value of the procurement (excluding VAT)**

Value excluding VAT: 1 500 000.00 EUR

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

II.2.3) **Place of performance**

NUTS code: DK011

Main site or place of performance:

Services will be delivered at the EEA premises in Copenhagen (intra-mural services). Occasionally services will have to be provided outside the EEA premises, but then always in Copenhagen.

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

Upon request from the EEA, the selected contractor is expected to provide interim staff for the following frame of activities:

- secretarial support,
- filing and archiving,
- general administrative support,
- facilities assistance,
- support to the organisation of meetings, conferences and events,
- drafting of correspondence and editing of documents,
- public procurement support,
- data input and financial assistance.

Remark: the list above is not exhaustive and is merely indicative of the type of assignments likely to arise.

The EEA requires two types of profiles for interim staff: (1) secretary and (2) assistant (administrative/financial/communication). The tasks and job description within each of the two profile types may differ slightly.

II.2.5) **Award criteria**

Quality criterion - Name: Understanding of the scope of the contract and quality of the contract implementation proposal / Weighting: 42

Quality criterion - Name: Flexibility and contract management / Weighting: 28

Price - Weighting: 30

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**

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Open procedure

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

The procurement involves the establishment of a framework agreement

IV.1.6) **Information about electronic auction**

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.2.1) **Previous publication concerning this procedure**

Notice number in the OJ S: [2018/S 187-421527](#)

IV.2.8) **Information about termination of dynamic purchasing system**

IV.2.9) **Information about termination of call for competition in the form of a prior information notice**

Section V: Award of contract

Contract No: EEA/ADS/18/012

Title:

Provision of interim staff for the European Environment Agency (EEA)

A contract/lot is awarded: yes

V.2) **Award of contract**

V.2.1) **Date of conclusion of the contract:**

17/12/2018

V.2.2) **Information about tenders**

Number of tenders received: 3

The contract has been awarded to a group of economic operators: no

V.2.3) **Name and address of the contractor**

Moment A/S

Copenhagen

Denmark

NUTS code: DK011

The contractor is an SME: yes

V.2.4) **Information on value of the contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: 1 500 000.00 EUR

Total value of the contract/lot: 1 500 000.00 EUR

V.2.5) **Information about subcontracting**

Section VI: Complementary information

VI.3) **Additional information:**

VI.4) **Procedures for review**

VI.4.1) **Review body**

General Court

rue du Fort Niedergrünwald

Luxembourg

2925

Luxembourg

Telephone: +352 4303-1

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

Fax: +352 4303-2100

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

VI.4.2) **Body responsible for mediation procedures**

European Ombudsman
1 avenue du Président Robert Schuman
Strasbourg
67001
France
Telephone: +33 388172313
E-mail: eo@ombudsman.europa.eu
Fax: +33 388179062
Internet address: <http://www.ombudsman.europa.eu>

VI.4.3) **Review procedure**

VI.4.4) **Service from which information about the review procedure may be obtained**

General Court
rue du Fort Niedergrünewald
Luxembourg
2925
Luxembourg
Telephone: +352 4303-1
E-mail: generalcourt.registry@curia.europa.eu
Fax: +352 4303-2100
Internet address: <http://curia.europa.eu>

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

17/01/2019