

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:6023-2016:TEXT:EN:HTML>

**Hungary-Budapest: Provision of interim staff services for the European Institute of Innovation and Technology  
2016/S 006-006023**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

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

European Institute of Innovation and Technology

Infopark, Building E, Neumann Janos utca 1.

For the attention of: EIT Procurement

1117 Budapest

HUNGARY

E-mail: [eit-procurement@eit.europa.eu](mailto:eit-procurement@eit.europa.eu)

**Internet address(es):**

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

Address of the buyer profile: <http://eit.europa.eu/collaborate/procurement>

Electronic access to information: <http://eit.europa.eu/collaborate/procurement>

**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: Innovation and technology boosting activities by way of awarding EU grants.

**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 staff services for the European Institute of Innovation and Technology.

**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: Budapest, Hungary.

NUTS code

**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 several operators  
maximum number of participants to the framework agreement envisaged: 3

**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: 360 000 EUR

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

The EIT wishes to conclude framework service contracts in cascade for the provision of interim staff services at its premises located in Budapest, Hungary.

The overall objective of the contract is to provide the EIT with the necessary interim personnel in a timely fashion and in line with the following job profiles:

I. technical support;

II. administrative assistant;

III. assistant;

IV. administrator.

The interim staff will complement to the EIT's statutory staff, in the case of the following enlisted circumstances:

— to replace staff member(s) in the event of maternity leave, long-term illness, parental or family leave, other short or long-term absences,

— to cope with peak periods of heavy workload, which require an additional workforce for a fixed period of time,

— to carry out, on a temporary basis, specific projects and/or tasks which require specific competencies which are not available within the EIT.

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

79610000, 79612000, 79620000, 79621000

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:**

The value of the contract for the 2-year period should not exceed 180 000 EUR, excluding VAT. The maximum value of the framework contract for the total duration of 4 years is 360 000 EUR, excluding VAT.

The duration of the execution of the tasks shall not exceed 24 months. The framework contract shall be renewed automatically once, for a period of execution of tasks of 2 years. Therefore, the total duration of the framework contract is 48 months.

Estimated value excluding VAT: 360 000 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: 1

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:  
in months: 24 (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:**

See point 3.5 of 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:**

Not applicable.

**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: Not applicable.

**III.2.2) Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Proof of its economic and financial capacity shall be furnished by the tenderer by the presentation of balance sheets or extracts from balance sheets and profit and loss accounts for at least the last 2 years for which accounts have been closed, where publication of the balance sheet is required under the law of the country in which the tenderer is established.

Minimum level(s) of standards possibly required: The minimum annual average turnover in the last 2 financial years is equal to or above 180 000 EUR per year.

**III.2.3) Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

1. Evidence concerning criterion 1:

1.1. list of contracts performed during the last 3 years;

1.2. the number of interim staff provided in the last 3 years;

1.3. copy or proof of valid registration/authorisation.

2. Evidence concerning criterion 2:

2.1–2.2–2.3:

— curriculum vitae of the team leader and the team members,

— summary table of main expertise of all persons responsible for providing the services,

— language certificates.

Minimum level(s) of standards possibly required:

1. Criteria concerning the tenderer:

1.1. the tenderer shall have at least 3 years' experience in the field of interim staff services. The tender shall have at least 3 years of experience in providing interim services to international entities (e.g. international organisations, multi-national companies, European Union institutions or bodies) established in Europe;

1.2. the tenderer shall have provided for 50 interim staff members within the last 3 years (per year);  
1.3. the tenderer shall have the State registration/authorisation to exercise the provision of interim staff services in accordance with Article 215 (1)(b) of the Hungarian Labour Code and the relevant Ministerial Decree.

2. Criteria concerning the tenderer's team:

2.1. a team leader with a university degree in social sciences issued or recognised in one of the EU Member States.

The team leader shall have at least 5 years of relevant professional experience in Human Resources;

2.2. at least 2 team members:

— dealing with the interim staff services, including the contact person for the EIT. The team members should have at least 3 years of relevant professional experience in human resources,

— administrative personnel, each of them with at least 1 year of relevant professional experience;

2.3. all above team members shall have a proven adequate (B2) working knowledge of English and Hungarian.

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 below

1. Relevance, comprehensiveness, quality and clarity of the proposed methodology for the management of a database of interim staff, including the different methods to establish and maintain a pool of candidates to ensure coverage of the needs for all profiles. Weighting 35

2. Relevance, comprehensiveness, quality and clarity of the proposed methodology on the selection of interim staff, including the assessment of the abilities and potentials of candidates for the different categories of interim personnel and the methodology to present the candidates for interviews. Weighting 35

3. Relevance, quality and flexibility of the proposed general methodology and time-frames for the implementation of the framework contract and the order forms in order to ensure the continuity of the service, including the steps concerning the entry into service, replacement and exit procedures of interim staff. Weighting 30

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:**

07/2015/OP/EITPROC.

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

no

**IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document**

Payable documents: no

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

29.2.2016 - 23:59

**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: 6 (from the date stated for receipt of tender)

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

Date: 8.3.2016 - 10:30

Place:

EIT premises, Budapest.

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

Additional information about authorised persons and opening procedure: A representative of each tenderer may attend the opening of the tenders. In this case, the interested tenderers are kindly requested to register beforehand by e-mail. At the opening, the representative of the tenderer may be asked to present its credentials/ power of attorney to be checked by the EIT.

**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

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

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

Fax: +352 4303-2100

**VI.4.2) Lodging of appeals**

Precise information on deadline(s) for lodging appeals: See point VI.4.3.

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

General Court of the European Union

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: [generalcourt.registry@curia.europa.eu](mailto:generalcourt.registry@curia.europa.eu)

Telephone: +352 4303-1

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

Fax: +352 4303-2100

VI.5) **Date of dispatch of this notice:**  
30.12.2015