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**Luxembourg-Luxembourg: Training and Executive Coaching Services  
2019/S 031-068678**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

**I.1) Name and addresses**

European Stability Mechanism  
6a, Circuit de la Foire Internationale  
Luxembourg  
L-1347  
Luxembourg  
Contact person: Ralitsa Yovcheva-Hahn  
Telephone: +352 2609620  
E-mail: [procurement@esm.europa.eu](mailto:procurement@esm.europa.eu)  
NUTS code: LU000

**Internet address(es):**

Main address: [www.esm.europa.eu](http://www.esm.europa.eu)

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

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.esm.europa.eu/procurement>

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**

Economic and financial affairs

**Section II: Object**

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

**II.1.1) Title:**

Training and Executive Coaching Services  
Reference number: HR/02/TC/RYPH/2019

**II.1.2) Main CPV code**

80500000

**II.1.3) Type of contract**

Services

**II.1.4) Short description:**

The ESM intends to conclude Framework Agreements with service providers to support the ESM on various areas of personal and managerial learning and development activities for its members of staff through the provision of coaching and training services. Training and coaching services are to be delivered at the ESM's offices in Luxembourg and occasionally through virtual means.

The ESM is seeking to appoint Service Providers across six (6) Lots:

- 1) Impactful business relationships and information sharing training;
- 2) Self-efficiency and leadership training;
- 3) Writing skills training;
- 4) Project Management training;
- 5) Office automation tools training;
- 6) Executive Coaching.

Candidates may submit their applications for only one lot or for multiple lots.

The ESM's official working language is English and the services must be provided in English.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: yes  
Tenders may be submitted for all lots

II.2) **Description**

II.2.1) **Title:**

Impactful Business Relationships and Information Sharing Training  
Lot No: 1

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

80511000

II.2.3) **Place of performance**

NUTS code: LU000

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

The ESM intends to establish multiple Framework Agreements with suppliers who will deliver impactful business relationships and information sharing training services. Topics under this lot may include for example:

- presentation skills,
- public speaking,
- speed reading,
- notes/minutes taking,
- train-the-trainer,
- information gathering interview and powerful questioning,
- interpersonal communication skills,
- understanding political messages and deal with ambiguity,
- active listening,
- assertiveness,
- personal impact,
- chairing meetings,
- emotional intelligence,
- conflict management,
- business networking skills,
- business etiquette and diplomatic protocol,

— other relevant topics.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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.2.9) **Information about the limits on the number of candidates to be invited**

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

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**

II.2) **Description**

II.2.1) **Title:**

Self-efficiency and Leadership Training

Lot No: 2

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

80511000

II.2.3) **Place of performance**

NUTS code: LU000

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

The ESM intends to establish multiple Framework agreements with suppliers who will provide self-efficiency and leadership training services. The topics to be delivered may include for example:

- self-Leadership,
- junior management development (people management fundamentals),
- leadership for experts (non-managers),
- emerging leaders,
- creative problem-solving,
- personal efficiency/time management,
- stress management (mindfulness-based programme),
- other relevant topics.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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.2.9) **Information about the limits on the number of candidates to be invited**

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

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**

II.2) **Description**

II.2.1) **Title:**

Writing Skills

Lot No: 3

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

80511000

II.2.3) **Place of performance**

NUTS code: LU000

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

The ESM intends to establish a Framework Agreement with a single provider for provision of writing skills training services. The topics to be delivered may include for example:

- different levels of media communications writing skills training,
- different levels of financial (technical) writing skills training,
- different levels of professional reports and other written communications training,
- other relevant topics.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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.2.9) **Information about the limits on the number of candidates to be invited**

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

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**

II.2) **Description**

II.2.1) **Title:**

Project Management Training

Lot No: 4

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

80511000

II.2.3) **Place of performance**

NUTS code: LU000

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

The ESM intends to establish a Framework Agreement with a single provider for the provision of project management training services. The topics to be provided may include for example:

— different levels of project management methodologies based on Waterfall (at least PMI, other methodologies such as Prince2 and PM<sup>2</sup> would be an advantage),

— different levels of project management methodologies based on Agile (at least Scrum),

— project management software training at least for PMI and Scrum. Any other project management software training would be an advantage.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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.2.9) **Information about the limits on the number of candidates to be invited**

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

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**

II.2) **Description**

II.2.1) **Title:**

Office Automation Tools Training

Lot No: 5

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

80570000

II.2.3) **Place of performance**

NUTS code: LU000

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

The ESM intends to establish a Framework Agreement with a single provider for the provision of office automation tools training services. The topics may include:

— different levels of training for Microsoft tools (Minimum Excel, Word, Powerpoint, Outlook, Skype for Business, Sharepoint end-user),

— Different levels of training for graphics and presentation tools (e.g. Thinkcell, PowerPivot),

— Other relevant tools and topics.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 96

This contract is subject to renewal: no

II.2.9) **Information about the limits on the number of candidates to be invited**

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

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**

II.2) **Description**

II.2.1) **Title:**

Executive Coaching

Lot No: 6

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

79998000

II.2.3) **Place of performance**

NUTS code: LU

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

The ESM intends to establish multiple Framework Agreements with maximum of 12 coaches. The Framework Agreements for Lot 6 will be awarded to the candidates who propose the 12 top scoring coaches providing they meet the overall threshold. For the avoidance of doubt, this means that the ESM may enter into Framework Agreements with less than 12 candidates as more than one coach may be selected from each candidate and a candidate may have more than one coach on the coaching panel. The main purpose of coaching at the ESM is to improve managerial and leadership skills of the Extended Leadership Team (ELT) members composed of c. 20 people. On an exceptional basis it also may be made available for other members of staff.

The coaching continuum at the ESM will cover 4 areas:

- skills coaching focuses on developing specific skills,
- performance coaching focuses on removing barriers to performance,
- developmental coaching focuses on proactively supporting the individual when there are key career transitions requiring changes in management and leadership capability,
- transformational coaching focuses on deeper reflection to enhance self-awareness and self-management.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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.2.9) **Information about the limits on the number of candidates to be invited**

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

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

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:

As stated in the procurement documents.

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

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

III.1.5) **Information about reserved contracts**

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

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

III.2.2) **Contract performance conditions:**

III.2.3) **Information about staff responsible for the performance of the contract**

**Section IV: Procedure**

IV.1) **Description**

IV.1.1) **Type of procedure**

Competitive procedure with negotiation

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

IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**

IV.1.5) **Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

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**
- IV.2.2) **Time limit for receipt of tenders or requests to participate**  
Date: 06/03/2019  
Local time: 14:00
- IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**  
Date: 22/03/2019
- IV.2.4) **Languages in which tenders or requests to participate may be submitted:**  
English
- 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)
- IV.2.7) **Conditions for opening of tenders**

**Section VI: Complementary information**

- VI.1) **Information about recurrence**  
This is a recurrent procurement: no
- VI.2) **Information about electronic workflows**
- VI.3) **Additional information:**  
Neither Directive 2014/24/EU of the European Parliament and of the Council of 26.2.2014, nor Regulation (EU, Euratom) No. 966/2012 of the European Parliament and of the Council (as amended) apply to the ESM. The ESM procures supplies, services and works on its own behalf and for its own account pursuant to the ESM Procurement Policy as published on the ESM website. This procurement is carried out by the ESM under a Negotiated Procedure in the meaning of the ESM Procurement Policy. Please refer to the ESM website for additional details.
- VI.4) **Procedures for review**
- VI.4.1) **Review body**  
ESM Procurement Review Panel  
6a, Circuit de la Foire Internationale  
Luxembourg  
L-1347  
Luxembourg  
E-mail: [procurementreview@esm.europa.eu](mailto:procurementreview@esm.europa.eu)
- VI.4.2) **Body responsible for mediation procedures**
- VI.4.3) **Review procedure**
- VI.4.4) **Service from which information about the review procedure may be obtained**  
ESM Procurement Review Panel  
6a, Circuit de la Foire Internationale  
Luxembourg  
L-1347  
Luxembourg  
E-mail: [procurementreview@esm.europa.eu](mailto:procurementreview@esm.europa.eu)
- VI.5) **Date of dispatch of this notice:**  
01/02/2019