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**Luxembourg-Luxembourg: Recrutement Services
2021/S 126-330043**

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Official name: European Stability Mechanism (ESM)
Postal address: 6a Circuit de la Foire Internationale
Town: Luxembourg
NUTS code: LU000 Luxembourg
Postal code: L-1347
Country: Luxembourg
E-mail: procurement@esm.europa.eu
Telephone: +352 2609620

Internet address(es):

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

I.3) Communication

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

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:

Recrutement Services

II.1.2) Main CPV code

79600000 Recruitment services

II.1.3) Type of contract

Services

II.1.4) Short description:

The ESM intends to establish framework agreements (the 'Framework Agreements' or 'Contracts') with Service Providers (individually, 'Service Provider' and collectively, 'Service Providers') to support the ESM with the provision of the services below listed.

The ESM will award one or more agreements per Lot as indicated in the table here below:

Lot 1: Executive Search Services;

Lot 2: Assessment Centre Services;

Lot 3: Psychometric Assessments and Aptitude Assessments;

Lot 4: Skill Assessment Tools;

Lot 5: 360-Feedback Assessment;

Lot 6: Outplacement Services;

Lot 7: Recruitment Agencies Services.

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

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Candidates may submit an application for one or more lots. Each lot will be assessed independently of any other lot. Candidates that apply for Lot 1 cannot apply for Lot 2 and vice versa.

II.2) **Description**

II.2.1) **Title:**

Executive Search Services

Lot No: 1

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

79600000 Recruitment services

II.2.3) **Place of performance**

NUTS code: LU00 Luxembourg

Main site or place of performance:

Remotely

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

The objective of the contract resulting from this procurement procedure is to select a pool of Service Providers able to provide potential candidate search and identification services in relation to senior expert and managerial roles. In an attempt to better ensure a high quality outcome and process, the Service Provider will search for the candidates around the globe and will provide the ESM with a diverse pool of suitable candidates who have undergone a thorough selection process, which will include, but will not be limited, to the use of recognised assessment tools and background checks.

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.2.10) **Information about variants**

Variants will be accepted: no

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**

II.2) **Description**

II.2.1) **Title:**

Assessment Centre Services

Lot No: 2

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

79635000 Assessment centre services for recruitment

II.2.3) **Place of performance**

NUTS code: LU00 Luxembourg

Main site or place of performance:

Remotely.

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

The publications of managerial positions foresee the mandatory use of assessment services for candidates shortlisted for final interviews (three to five candidates). In this context, the ESM requires a single Service Provider to assess the people management and leadership competencies of candidates for managerial positions through the provision of assessment both remotely and onsite at the Service Provider's assessment centres or at the ESM's premises (the 'Assessment Centre Services').

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.2.10) **Information about variants**

Variants will be accepted: no

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**

II.2) **Description**

II.2.1) **Title:**

Psychometric and Aptitude Assessments

Lot No: 3

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

79600000 Recruitment services

II.2.3) **Place of performance**

NUTS code: LU00 Luxembourg

Main site or place of performance:

Remotely.

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- II.2.4) **Description of the procurement:**
The ESM requires a single Service Provider to provide an on-line system for psychometric and aptitude assessments (the 'Online Testing System'). The Online Testing System will enable the ESM to arrange and manage psychometric and aptitude tests (together, the 'Assessments') with candidates. The Online Testing System will contain readily available and usable Assessments.
- 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.2.10) **Information about variants**
Variants will be accepted: no
- 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**
- II.2) **Description**
- II.2.1) **Title:**
Skill Assessment Tools
Lot No: 4
- II.2.2) **Additional CPV code(s)**
79600000 Recruitment services
- II.2.3) **Place of performance**
NUTS code: LU00 Luxembourg
Main site or place of performance:
Remotely.
- II.2.4) **Description of the procurement:**
The objective of this procurement procedure is to identify a single Service Provider able to provide online, readily available skill assessment tools.
- 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.2.10) **Information about variants**
Variants will be accepted: no
- 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**
- II.2) **Description**
- II.2.1) **Title:**
360-feedback Assessment
Lot No: 5
- II.2.2) **Additional CPV code(s)**
79414000 Human resources management consultancy services
- II.2.3) **Place of performance**
NUTS code: LU00 Luxembourg
Main site or place of performance:
Remotely.
- II.2.4) **Description of the procurement:**
The scope is to support the ESM in a 360 feedback process and subsequent individual coaching session. The ESM has already performed three 360-feedback reviews to give members of staff the facility to provide anonymised feedback on the Extended Leadership Team ('ELT').
- 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.2.10) **Information about variants**
Variants will be accepted: no
- 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**
- II.2) **Description**
- II.2.1) **Title:**
Outplacement Services
Lot No: 6
- II.2.2) **Additional CPV code(s)**
79414000 Human resources management consultancy services
- II.2.3) **Place of performance**
NUTS code: LU00 Luxembourg
Main site or place of performance:
Remotely
- II.2.4) **Description of the procurement:**
The objective of this procurement procedure is to identify a Service Provider able to provide career transition services (coaching support to define career transition, coaching support in job search) when requested by the ESM.
- 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.2.10) **Information about variants**

Variants will be accepted: no

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**

II.2) **Description**

II.2.1) **Title:**

Recruitment Agencies Services

Lot No: 7

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

79600000 Recruitment services

II.2.3) **Place of performance**

NUTS code: LU00 Luxembourg

Main site or place of performance:

The services will be performed remotely.

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

The objective of the contract resulting from this procurement procedure is to select a pool of Service Providers able to provide candidate search and identification services in relation to administrative/support staff, experts and senior experts (non-managerial roles).

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.2.10) **Information about variants**

Variants will be accepted: no

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 III: Legal, economic, financial and technical information

III.1) **Conditions for participation**

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

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

In the case of framework agreements, provide justification for any duration exceeding 4 years:

Lot name Maximum Number of Service Providers Lot 1: Executive Search Services Three Lot 2: Assessment Centre Services One Lot 3: Psychometric Assessments and Aptitude Assessments One Lot 4: Skill Assessment Tools One Lot 5: 360-Feedback Assessment One Lot 6: Outplacement Services One Lot 7: Recruitment Agencies Services Four for each Business Area

IV.1.5) **Information about negotiation**

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

Date: 13/08/2021

Local time: 11:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

Date: 01/09/2021

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)

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.3) **Additional information:**

Neither Directive 2014/24/EU of the European Parliament and of the Council of 26 February 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**

Official name: ESM Procurement Review Panel
Postal address: 6a, Circuit de la Foire Internationale
Town: Luxembourg
Postal code: L-1347
Country: Luxembourg
E-mail: procurementreview@esm.europa.eu

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

Official name: ESM Procurement Review Panel
Postal address: 6a, Circuit de la Foire
Town: Luxembourg
Postal code: L-1347
Country: Luxembourg
E-mail: procurementreview@esm.europa.eu

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

Official name: ESM Procurement Review Panel
Town: Luxembourg
Country: Luxembourg
E-mail: procurementreview@esm.europa.eu

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

22/06/2021