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**Luxembourg-Luxembourg: Provision of Interim Agency Services  
2023/S 233-732670**

**Contract notice**

**Services**

**Legal Basis:**

Neither Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 nor Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 (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. Please refer to the ESM website and procurement documents for more information.

**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

Contact person: Marion Courbis

E-mail: [procurement@esm.europa.eu](mailto: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: <https://www.esm.europa.eu/how-we-work/procurement>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://in-tendhost.co.uk/esm/aspx/Home>

**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:**

Provision of Interim Agency Services

Reference number: HR/11/IA/MC/23

**II.1.2) Main CPV code**

79621000 Supply services of office personnel

**II.1.3) Type of contract**

Services

II.1.4) **Short description:**

The ESM intends to conclude framework agreements with up to five providers for the provision of recruitment and contract management services related to interim personnel in order to support the ESM with interim personnel in various business areas and activities ('Disciplines') in relation to precise and non- permanent tasks for periods of up to 12 months, to be delivered primarily at the ESM's offices in Luxembourg. The disciplines include, but are not limited to, finance, administration, IT, and other support functions (e.g. HR, facilities management, communications). The successful providers, with whom the ESM will sign framework agreements as a result of this procurement procedure, will be put on a so-called 'Interim Agency Panel'. If the ESM determines a need for interim personnel in a given discipline, the ESM will sign an implementing contract with one of the service providers which will be subject to the terms and conditions of the relevant framework agreement.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.3) **Place of performance**

NUTS code: LU000 Luxembourg

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

Further information can be found in procurement documents.

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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.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Selection criteria 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

**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

Envisaged maximum number of participants to the framework agreement: 5

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.1.8) **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: 01/02/2024

Local time: 11:00

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

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:**

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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](mailto: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](mailto:procurementreview@esm.europa.eu)

VI.5) **Date of dispatch of this notice:**  
27/11/2023