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

Contract notice

Legal Basis:

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
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
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. 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.

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 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:

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.4.4) **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:**
27/11/2023