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**Lithuania-Vilnius: Framework contract for provision of interim
personnel services to the European Institute for Gender Equality
2016/S 035-055478**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Institute for Gender Equality
Gedimino pr. 16
LT-01103 Vilnius
LITHUANIA
E-mail: procurement@eige.europa.eu

Internet address(es):

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

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: Gender equality.

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:

Framework contract for provision of interim personnel services to the European Institute for Gender Equality.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 27: Other services

Main site or location of works, place of delivery or of performance: Shall be the contractor's premises or any other place indicated by EIGE.

NUTS code LT00

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 a single operator

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: 500 000 EUR

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

The contractor shall employ and pay the interim personnel assigned to EIGE in line with the national employment legislation:

- to support EIGE's statutory staff by providing clerical, assistant and administrative support,
- to carry out, on a temporary basis, additional tasks to the ordinary ones resulting from specific projects,
- to cope with peak work periods which require an additional workforce for a fixed period of time,
- to reinforce staff shortages in case of absences of EIGE staff due to maternity/parental leaves, sickness or other reasons of absence.

II.1.6) Common procurement vocabulary (CPV)

79600000

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:

Estimated value excluding VAT: 500 000 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: 3

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 required.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:

As specified in the draft contract and other procurement documents.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

Joint tenders submitted by several operators (a consortium) are allowed. In such cases, one of the members must be designated as the group leader or group manager.

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: To identify themselves, tenderers must fill in the legal entity form and financial identification form. Tenderers must meet the requirements of exclusion criteria as stated in the tender specifications available at: <http://www.eige.europa.eu/content/procurement>

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

Information and formalities necessary for evaluating if the requirements are met: As stated in the tender specifications available at: <http://www.eige.europa.eu/content/procurement>

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:
As stated in the tender specifications available at: <http://www.eige.europa.eu/content/procurement>

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: no

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 in the specifications, in the invitation to tender or to negotiate or in the descriptive document

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:**

EIGE/2016/ADM/04.

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**

6.4.2016

- 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: 13.4.2016 - 14:30
Place:
Gedimino pr. 16, LT-01103 Vilnius, LITHUANIA, Eastern European Time.
Persons authorised to be present at the opening of tenders: yes
Additional information about authorised persons and opening procedure: 1 authorised representative of each tenderer may attend the opening of the bids as an observer. Companies wishing to attend are requested to notify their intention at the latest 2 working days in advance to the contact address indicated in Section I of this notice. This notification must contain the reference number of the procurement procedure, an authorisation document signed by an authorised staff member of the tenderer and specify the name of the person who will attend the opening on the tenderer's behalf. The credentials of the representative will be checked by EIGE.

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**
Tender documents can be downloaded from <http://www.eige.europa.eu/content/procurement>
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures**
General Court of the European Union
boulevard Konrad Adenauer
2925 Luxembourg
LUXEMBOURG
E-mail: cfi.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu/>
- Body responsible for mediation procedures**
European Ombudsman
PO Box 403
Strasbourg
FRANCE
E-mail: euro-ombudsman@europarl.europa.eu
Telephone: +33 388172313
Internet address: <http://www.ombudsman.europa.eu/>
- VI.4.2) **Lodging of appeals**
Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

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

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

9.2.2016