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P-Lisbon: FC.11.ADM.040.4.0 — training services for the EMCDDA staff

2011/S 93-151681

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)

Cais do Sodré

Attn: Catherine Menier

1249-289 Lisbon

PORTUGAL

Tel. +351 211210200

E-mail: info.procurement@emcdda.europa.eu

Fax +351 218137013

Internet address(es)

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

Further information can be obtained at: As in above-mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s)

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s)

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

European institution/agency or international organisation

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

FC.11.ADM.040.4.0 — training services for the EMCDDA staff.

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

Services

Service category: No 24

NUTS code PT171

II.1.3) The notice involves

The establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with several operators

maximum number of participants to the framework agreement envisaged 4

Duration of the framework agreement: Duration in year(s): 4

Estimated total value of purchases for the entire duration of the framework agreement

estimated cost excluding VAT 200 000 EUR

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

The purpose of the tender is to select companies that enable the EMCDDA to provide staff with training services in the areas described in the different lots. At the end of the procurement procedure, the EMCDDA aims to conclude 1 or several framework contracts with companies providing training services. This call for tenders is organised in 4 lots:

lot 1: ICT;

lot 2: media relations and marketing;

lot 3: management development and executive coaching;

lot 4: personal development.

II.1.6) Common procurement vocabulary (CPV)

80500000

II.1.7) Contract covered by the Government Procurement Agreement (GPA)

No

II.1.8) Division into lots

Yes

tenders should be submitted for one or more lots

II.1.9) Variants will be accepted

No

II.2) QUANTITY OR SCOPE OF THE CONTRACT

II.2.1) Total quantity or scope

Excluding VAT 200 000 EUR

II.2.2) Options

No

II.3) DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION

Duration in months: 48 (from the award of the contract)

INFORMATION ABOUT LOTS

LOT NO: 1

TITLE Lot 1 — ICT

1) SHORT DESCRIPTION

Training for ICT staff and for staff in general.

2) COMMON PROCUREMENT VOCABULARY (CPV)

80500000

3) QUANTITY OR SCOPE

Excluding VAT 50 000 EUR

4) INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION

Duration in months: 48 (from the award of the contract)

5) ADDITIONAL INFORMATION ABOUT LOTS

LOT NO: 2

TITLE Lot 2 — Media relations and marketing training

1) SHORT DESCRIPTION

Provide EMCDDA staff with practical training in order to perform better before the media and general and specialised publics.

- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**
80500000
- 3) **QUANTITY OR SCOPE**
Excluding VAT 50 000 EUR
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**
Duration in months: 48 (from the award of the contract)
- 5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 3

TITLE Lot 3 — Management development and executive coaching

- 1) **SHORT DESCRIPTION**
This lot aims to provide a training programme that assists managers to channel and develop the talents and potential of their staff, to ensure increased individual and team performance. It should also contribute to improving their own performance and development.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**
80500000
- 3) **QUANTITY OR SCOPE**
Excluding VAT 50 000 EUR
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**
Duration in months: 48 (from the award of the contract)
- 5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 4

TITLE Lot 4 — personal development training

- 1) **SHORT DESCRIPTION**
Personal development courses in different areas as indicated in the specifications.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**
80500000
- 3) **QUANTITY OR SCOPE**
Excluding VAT 50 000 EUR
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**
Duration in months: 48 (from the award of the contract)
- 5) **ADDITIONAL INFORMATION ABOUT LOTS**

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) CONDITIONS RELATING TO THE CONTRACT

III.1.1) Deposits and guarantees required

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

Payments shall be issued in accordance with the provisions of the draft service contract available on the procurement section on the EMCDDA website at the following address: <http://www.emcdda.europa.eu>

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

III.1.4) **Other particular conditions to which the performance of the contract is subject**

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 requirements are met: Candidates or tenderers shall be excluded from participation in this procurement procedure if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of 'res judicata';

(c) they have been guilty of grave professional misconduct proven by any means which the EMCDDA can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the EMCDDA or those of the country where the contract is to be performed;

(e) they have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;

(f) following another procurement procedure or grant award procedure financed by the Union budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

The tenderers are requested to submit with the tender the model sworn declaration included in these specifications available on the procurement section on the EMCDDA website at the following address: <http://www.emcdda.europa.eu> in order to state that the tenderer is not in one of the abovementioned exclusion situations.

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

Information and formalities necessary for evaluating if requirements are met: To prove their financial and economic capacity, tenderers have to fill in the 'financial capacity form' available on the procurement section on the EMCDDA website at the following address: <http://www.emcdda.europa.eu> for the years 2009 and 2010 (1 form for each year).

If, for any valid reason, the service provider is unable to provide the information requested by the contracting authority, he may prove his economic and financial capacity by any other document which the contracting authority considers appropriate.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if requirements are met:

Tenderers shall provide:

— proof of expertise and experience in delivering training courses described in the lots. Such evidence shall be shown through a detailed list of courses effectively delivered in the past 3 years and should include a company profile (e.g. brochure/leaflet),

— up-to-date curricula vitae of at least 3 main instructors/trainers (including the educational background, the professional experience and linguistic skills). Instructors delivering the training should be qualified and experienced in the task assigned,

- courses' content, official accreditations copies and attendance certificate models,
- proof of capacity in adapting courses to the EMCDDA needs. The tenderer should ensure that the training courses are adequately prepared, consistently delivered and meet the training objectives and requests of the Agency; should take care in analysing needs, expectations and feedbacks,
- proof of capacity to provide e-learning, online or offline (with media); browser-based or as a desktop application (for lots 1, 3 and 4),
- details about organisational capacity and methodology (cancellation policy, minimum time response to new requests, delivery of certificates, etc.).

III.2.4) **Reserved contracts**

No

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession**

No

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service**

Yes

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) **An electronic auction will be used**

No

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority**

FC.11.ADM.040.4.0.

IV.3.2) **Previous publication(s) concerning the same contract**

No

IV.3.3) **Conditions for obtaining specifications and additional documents**

Time limit for receipt of requests for documents or for accessing documents 7.6.2011
Payable documents No

IV.3.4) **Time-limit for receipt of tenders or requests to participate**

21.6.2011 - 17:00

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**

English. Portuguese.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

Duration in month(s): 12 (from the date stated for receipt of tender)

IV.3.8) **Conditions for opening tenders**

Date: 28.6.2011 - 11:00

Place

EMCDDA, Lisbon.

Persons authorised to be present at the opening of tenders Yes

This opening session will be public. A representative of each tenderer may attend the opening session of the bids. At the end of the opening session, the chairperson of the opening committee will indicate the names of the tenderers and the admissibility of each offer received. The prices indicated in each received bid will not be communicated. To attend the opening session a request must be sent at least 5 days before the date of the meeting, to the contact point stated in point I.1, indicating the name of the attending person and the tenderer they represent.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT**

No

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS**

No

VI.3) **ADDITIONAL INFORMATION**

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

Tel. +352 4303-1

Internet: <http://curia.europa.eu>

Fax +352 433766

Body responsible for mediation procedures

The European Ombudsman

1 avenue du Président Robert Schuman, PO Box 403

67001 Strasbourg

FRANCE

Tel. +33 388172313

Internet: <http://www.ombudsman.europa.eu>

Fax +33 388179062

VI.4.2) **Lodging of appeals**

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

General Court of the European Union

boulevard Konrad Adenauer

2925 Luxembourg

LUXEMBOURG

E-mail: cfi.registry@curia.europa.eu

Tel. +352 4303-1
Internet: <http://curia.europa.eu>
Fax +352 433766

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**
4.5.2011