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**DK-Copenhagen: framework contract for the provision of language training to the staff of the European Environment Agency (EEA)**

**2011/S 62-099554**

**CONTRACT NOTICE**

**Services**

**SECTION I: CONTRACTING AUTHORITY**

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

EEA Procurement Services  
Kongens Nytorv 6  
Attn: Mr Olivier Cornu  
1050 Copenhagen K  
DENMARK  
Tel. +45 33367246  
E-mail: [olivier.cornu@eea.europa.eu](mailto:olivier.cornu@eea.europa.eu)  
Fax +45 33367273

**Internet address(es)**

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

Address of the buyer profile <http://eea.europa.eu/about-us/tenders>

**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

Environment

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 the provision of language training to the staff of the European Environment Agency (EEA).

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

Services

Service category: No 24

Main place of performance As for lots 1, 2, 4 and 5: main place of performance: near proximity of the EEA offices. The tenderer may also be asked to conduct training at the premises of the EEA (lot 3).

**II.1.3) 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 month(s): 48  
Estimated total value of purchases for the entire duration of the framework agreement  
estimated cost excluding VAT 415 000 EUR

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

The services under the framework contract to be awarded shall enhance overall language skills of EEA staff and enable them, in particular, to meet the required level of knowledge of a third language (level B2 CEF as from 1.1.2009).

II.1.6) **Common procurement vocabulary (CPV)**

80000000, 80400000

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**

The estimated total value of the framework contract over a maximum period of 48 months is 415 000 EUR. Approximately 250 000 EUR (lot 1), 40 000 EUR (lot 2), 60 000 EUR (lot 3), 50 000 EUR (lot 4), 15 000 EUR (lot 5).

Excluding VAT 415 000 EUR

II.2.2) **Options**

No

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

**INFORMATION ABOUT LOTS**

LOT NO: 1

TITLE Regular courses, classroom type, in EEA-only groups

1) **SHORT DESCRIPTION**

Under request from the EEA, language classes are to be set up for groups of EEA staff members. The maximum number of participants per course is 10, minimum 3, unless otherwise agreed.

The EEA reserves the right to add or cancel courses allowing the contractor 2 weeks' prior notification.

Courses are to be held once or twice a week on weekdays between 8:00 and 19:00 for 90 minutes at a time (equivalent to 2 lessons or 1 unit).

3 terms are to be organised along the year. Courses shall therefore start 3 times a year, in January (winter courses), in April (spring courses) and in September (autumn courses).

The first courses under the framework contract are foreseen to start in September 2011.

2) **COMMON PROCUREMENT VOCABULARY (CPV)**

80000000

3) **QUANTITY OR SCOPE**

The estimated value of lot 1 over a maximum period of 48 months is 250 000 EUR.

Excluding VAT 250 000 EUR

- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**  
5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 2

TITLE Regular courses, classroom type, in other existing classes

- 1) **SHORT DESCRIPTION**  
Under request from the EEA, staff members are integrated in existing language classes, corresponding to the student's learning level.  
The EEA staff member will follow the regular language programme, as defined by the school, together with other students. It is nevertheless envisaged that EEA students enrol in courses that can be attended once or twice a week, in an average of 3 to 4 hours per week.  
The EEA students should be able to enrol in language courses starting at least 3 times a year, preferably in January (winter courses), in April (spring courses) and in August/September (autumn courses).  
The first enrolments under the framework contract are foreseen to start in August/September 2011.

- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**  
80000000

- 3) **QUANTITY OR SCOPE**  
The estimated value of lot 2 over a maximum period of 48 months is 40 000 EUR.  
Excluding VAT 40 000 EUR

- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**  
5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 3

TITLE Intensive courses, classroom type, individual

- 1) **SHORT DESCRIPTION**  
Under request from the EEA, the contractor will set up individual intensive language courses.  
Independently of the format or duration of the intensive courses (as agreed between the EEA and the contractor on an ad hoc basis) intensive courses should be able to be broken down into slots of 12 hours.  
Some flexibility is therefore required from the contractor with regard to ad hoc requests for intensive courses.  
Courses might be more or less intensive depending on the student's needs and availability and conducted either at the contractor's premises or the EEA's premises.  
The EEA student will follow the programme and methodology proposed by the contractor, corresponding to his/her language level.

- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**  
80000000

- 3) **QUANTITY OR SCOPE**  
The estimated value of lot 3 over a maximum period of 48 months is 60 000 EUR.  
Excluding VAT 60 000 EUR

- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**  
5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 4

TITLE Online language courses, individual

1) **SHORT DESCRIPTION**

Under request from the EEA, the contractor will set up individual online language courses.

Courses should be run according to the tenderer's proposed methodology, tools and technology, which will be assessed through this tendering procedure.

The EEA must be able to enrol new students at any moment in the year. Independently of the format or duration of the courses (as proposed by the tenderer) online courses should be able to be broken down into slots of 12 hours.

2) **COMMON PROCUREMENT VOCABULARY (CPV)**

80000000

3) **QUANTITY OR SCOPE**

The estimated value of lot 4 over a maximum period of 48 months is 50 000 EUR.

Excluding VAT 50 000 EUR

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

5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 5

TITLE Ad hoc proficiency language tests

1) **SHORT DESCRIPTION**

Under request from the EEA, the contractor will set up individual language tests, with the purpose of being certified at a proficiency level, minimum CEF B2.

Test must include indication of levels for each of the 4 competencies — i.e., oral and written comprehension, oral and written expression.

These ad hoc tests are to be set up for EEA staff members who are not engaged in any language training courses, and that need to be certified on a particular language skill.

2) **COMMON PROCUREMENT VOCABULARY (CPV)**

80000000

3) **QUANTITY OR SCOPE**

The estimated value of lot 5 over a maximum period of 48 months is 15 000 EUR.

Excluding VAT 15 000 EUR

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

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**

As stated in the draft framework service contract attached as Annex 6 to the tender specifications.

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

As stated in the draft framework service contract attached as Annex 6 to the tender specifications.

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

Tenders may be submitted by consortia of economic operators. If a consortium is awarded a contract, it may be required to adopt a given legal form before the contract is signed if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection to the EEA's contractual interests (depending on the member countries concerned, this

may be for instance, incorporation or partnership or a temporary association). Consortia must identify 1 of their members as coordinator who will interface with the EEA.

Each member of a consortium or group of service providers must fulfil the conditions for participation mentioned in Section III.2 below.

**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: Exclusion criteria — to be eligible for participation in this contract award procedure, tenderers must not be in any of the exclusion situations referred to in Articles 93 and 94 of Council Regulation (EC, Euratom) No 1605/2002 of 25.6.2002, OJ L 248 of 16.9.2002 as last modified by Council Regulation (EC, Euratom) No 1575/2007 of 17.12.2007, OJ L 343/9 of 27.12.2007. To that effect, tenderers are requested to submit a declaration of honour (see Annex 2 of the tender specifications) in accordance with Article 134 of Commission Regulation (EC, Euratom) No 2342/2002 of 23.12.2002, OJ L 357/1 of 31.12.2002 as last modified by Commission Regulation (EC, Euratom) No 478/2007 OJ L 111/13 of 23.4.2007. Under the same provisions, the tenderer to whom the contract is to be awarded will be required to produce evidence confirming the prior declaration (see Section 11.1.2 of the tender specifications).

Legal capacity — tenderers are required to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in trade or professional register and/or entry in the VAT register. To that effect, tenderers are required to submit a legal entity form (see Annex 3 to the tender specifications) duly filled out and signed, accompanied by a copy of inscription in trade register and/or a copy of inscription in VAT register, where applicable. In addition tenderers must indicate in which state they have their headquarters, registered office or residence, and provide the necessary supporting documents in accordance with their national law.

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

Information and formalities necessary for evaluating if requirements are met: Evidence of economic and financial capacity shall be furnished by (1 or more of) the following documents:

- appropriate statements from banks or evidence of professional risk indemnity insurance,
- the presentation of balance sheets or extracts from balance sheets for at least the last 2 years for which account have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established,
- a statement of overall turnover and turnover concerning the services covered by the contract during the last 2 financial years.

If, for some exceptional reason, which the EEA considers justified, a tenderer is unable to provide the references requested above, he may prove his economic and financial capacity by any other means which the EEA considers appropriate.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the EEA that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

**III.2.3) Technical capacity**

Information and formalities necessary for evaluating if requirements are met:

The evidence of the technical and professional capacity shall be furnished on the basis of the following documents:

- 1) CVs detailing the educational and professional qualifications of the firm's managerial staff as well as those of the staff designated to provide the services indicating the required professional experience as follows:  
managerial staff: minimum 1 CV (contract manager) documenting a minimum of 5 years' relevant experience;  
persons responsible for providing the services: minimum 2 teachers' CVs per language offered (minimum 8 languages as described in the tender specifications Section 7.1), with at least 1 year's experience and statement of language skills;
- 2) a list of similar services provided in the past 3 years, indicating the value, dates and recipients of the services (public or private);
- 3) an indication of the proportion of the contract which the service provider may intend to subcontract, with a description of the services to be subcontracted and their scope. If subcontracting is not envisaged, the tenderer shall clearly state so in the tender submission form (see Annex 1 to the tender specifications);
- 4) a description of the environmental policy of the tender specifying the status of implementation.

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**

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) **An electronic auction will be used**

No

IV.3) **ADMINISTRATIVE INFORMATION**

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

EEA/ADS/11/001.

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

No

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

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

4.5.2011 - 16:00

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**

Spanish. Danish. German. Greek. English. French. Italian. Dutch. Portuguese. Finnish. Swedish. Czech. Estonian. Hungarian. Lithuanian. Latvian. Maltese. Polish. Slovak. Slovenian. Irish. Bulgarian. Romanian.

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

Duration in month(s): 6 (from the date stated for receipt of tender)

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

Date: 11.5.2011 - 10:00

Persons authorised to be present at the opening of tenders Yes

Representative of tenderers (1 per tenderer) are allowed to participate in the opening session. They are requested to inform by 10.5.2011 at the latest the EEA's procurement services by e-mail at [procurement@eea.europa.eu](mailto:procurement@eea.europa.eu) or by fax at number +45 33367273.

**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**

All tender documents and any additional information are available for download from EEA's external website at the following address: <http://www.europa.eu/about-us/tenders>

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures**

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: [cfi.registry@curia.europa.eu](mailto:cfi.registry@curia.europa.eu)

Tel. +352 4303-1

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

Fax +352 4303-2100

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff (date of receipt), or, in the absence thereof, the day on which the person concerned had knowledge of the relevant information, an appeal may be lodged with the General Court; a complaint to the European Ombudsman has no impact on the above deadline for lodging an appeal.

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

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: [cfi.registry@curia.europa.eu](mailto:cfi.registry@curia.europa.eu)

Tel. +352 4303-1

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

Fax +352 4303-2100

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**  
18.3.2011