

Title: Provision of language training services to EEA staff members

Reference: Negotiated procedure EEA/ADS/2019/010

Description of the services to be procured:

The European Environment Agency (EEA) envisages awarding a contract to a service provider for the provision of language training services.

The primary languages are: Danish, French and English. Language training in German, Spanish, Italian and Swedish is often required. The possibility to organise courses in English as language of reference will be considered an asset.

With regards to the level of knowledge, it is required that all language courses can be offered at all 6 Common EU framework of language (CEF) levels.

All 4 fields of competence, i.e. oral and written comprehension, oral and written expression shall be considered in both training and testing.

The provision of these training sessions shall comprise the following:

- Regular courses, individual registrations (in existing open classes)

The EEA staff member will follow the regular open 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, twice or three times 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 three times a year, preferably in January (Winter courses), in April (Spring courses) and in August/September (Autumn courses). The first enrolments under this framework contract are foreseen to start in January 2020.

- Intensive courses, individual programmes, face to face

Upon request from the EEA, the contractor will set up individual, face-to-face intensive language courses. Some flexibility is required from the contractor with regard to the scheduling and duration of sessions. Courses might be more or less intensive depending on the student's needs and availability.

- Online courses fixed and flexible and blended learning (mix of regular course and online course)

Online courses and blended course of face to face and online should be available at a minimum in the Danish Language and to all level from beginner to CEF B2. This can be either in group courses with fixed online meeting sessions or individual courses with flexible meeting sessions.

- Ad-hoc proficiency tests

Upon 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. Tests shall be possible to be set up at least (minimum) in the following seven languages: Danish, English, French, German, Italian, Spanish and Swedish. Courses in additional native languages spoken in EU Member States or candidate countries will be considered an asset.

The contractor is required to supply the service directly and take full responsibility for the content and quality of the activity material and the quality standard and availability of teachers/tutors throughout the whole contract.

An entry level test- preferably online – shall be provided by the contractor for the language in questions to ensure the correct level/course placement for each participant.

Course materials (including books and audio/video resources) are to be provided by the contractor.

All communication with EEA shall be done in English, being the working language at the EEA.

Regular and intensive courses are to be conducted in the near proximity of the EEA, or at the premises of the EEA.

Type of contract:

Framework service contract for a total duration of 48 months as from the date of signature.

Estimated value:

EUR 72 000 excluding VAT.

Place of delivery or of performance:

At the EEA premises, Kongens Nytorv 6, 1050 Copenhagen K, Denmark.

Scheduled starting date of contract (indicative):

January 2020

Registration of interest:

Interested candidates shall register their interest **by e-mail to: procurement@eea.europa.eu by 9 October 2019** at the latest, quoting the title and reference number of this negotiated procedure in the subject field of the message and providing the following information:

- Name (of individual or organisation/company)
- Address (of individual or organisation/company)
- Contact person
- E-mail
- Description of main area of business / expertise (max. 500 words)

Your personal information above will be processed solely for the purpose of this negotiated procedure in accordance with the rules set in Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data¹. For further detailed information please refer to the privacy statement available on the EEA website at the following address: <http://www.eea.europa.eu/about-us/tenders/index>.

Description of the tendering procedure:

On the basis of the pre-assessment of the information provided, the EEA will draw up a list of the most suitable candidates and will forward to all or some of them (at least five candidates) by e-mail an invitation to submit a tender in accordance with the tender specifications by a set deadline. The tenders submitted will be evaluated in accordance with the criteria specified in the tender specifications. During the negotiation phase after the submission of the tenders, selected candidates may be requested to adapt their tender to the requirements set in the tender specifications in order to find the solution offering the best value for money.

¹ OJ L 295 of 21.11.2018 page 39.

Candidates shall note that registration of interest to participate in the above-mentioned procedure entails no obligation on the part of the EEA to send an invitation to candidates or to award them a contract. Please note that no replies will be sent to unselected candidates.