

VOLUNTARY CONTRACT NOTICE FOR UPCOMING PROCUREMENT PROCEDURE –

SUPPLY OF ADMINISTRATIVE AND SECRETARIAL TEMPORARY LABOUR

REFERENCE NUMBER: PRO-000629

Title: Supply of Administrative and Secretarial Temporary Labour

I. Contracting authority

1. Name, addresses and contact point of the contracting authority: European Central Bank, Central Procurement Office, attention: Alessandro Sussex, Sonnemannstr. 22, 60314 Frankfurt am Main.

2. Procuring Business area: Directorate Human Resources, Budget and Organisation

3. Division: Recruitment and Compensation Division

4. Section: Recruitment and Health Services Sections

5. Background and scope:

The ECB currently employs approx. 2,600 members of staff stemming from all 28 Member States of the European Union. The working language of the ECB is English. Further information on the ECB and its tasks is available on the internet under www.ecb.europa.eu. The ECB frequently uses administrative and secretarial temporary labour at its headquarters in Frankfurt am Main for a variety of reasons, ranging from holiday or sick leave cover, through support for specific projects, to support during times of heavy workload. As a result, assignment lengths can vary significantly, with a minimum assignment length of 2 weeks and a current maximum assignment length of 2 years¹.

II. Profiles targeted and Order information:

The ECB is looking for the administrative and secretarial profiles which are listed in Annexes 1-5 to this Voluntary Contract Notice².

The ECB intends to conclude Framework Agreements that shall enter into force on 1 April 2016 and that shall be concluded for a period of up to 48 months.

Orders for temporary labours will be placed as needed with the framework contractors during the duration of the Framework Agreements.

¹ The currently applicable minimum and maximum assignment lengths may be subject to change.

² The administrative and secretarial profiles may be subject to adjustments in terms of content and number in the upcoming procurement procedure.

Orders will be made following a mini-competition between all framework contractors via an ECB electronic system³. Orders will be awarded to the Contractor offering the most economically advantageous offer in line with the award criteria indicated. Unless otherwise stipulated, the Contractors would need to ensure that all candidates proposed would be available for an interview within three working days as of expiry of the deadline for submission of offers and available to start an assignment on the start date given in the request.

III. Procedure

1. General information

This document constitutes a voluntary contract notice in the run-up to a procurement procedure for the supply of Administrative and Secretarial Temporary Labour which shall be governed by Decision ECB/2007/5 of 3 July 2007 laying down the Rules on Procurement⁴ and the supplementary rules attached as Annex 6. The procurement procedure will be carried out without publication of a notice in accordance with Article 29 of Decision ECB/2007/5.

2. Pre-selection procedure:

Envisaged number of candidates: 30, where available.

Objective criteria for limiting the number of candidates:

In order to identify the envisaged number of suitable bidders for the described upcoming procurement, the ECB will evaluate the applications received against the criteria set forth under Section IV. below. The ECB will create a list of candidates who fulfil the minimum criteria laid down in Section IV. 1. of this voluntary contract notice and will send a request for proposal to those candidates fulfilling the minimum criteria who – in addition – best meet the respective selection criteria set out under IV. 2. below (“Further general qualifications”). In such request for proposal, the selected candidates will be asked to submit an offer to the ECB for the specified services. These offers will be evaluated against the criteria stated in Section 4. below.

3. Division into lots:

No.

4. Type of contracts and award criteria:

Framework contracts for the duration of 4 years (envisaged number: 10-20).

For information: Framework agreements will be awarded on the basis of the evaluation of the following award criteria:

| Award criteria | Weighting |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Quality of the proposal | 100% |
| a) Range of profiles 2 points will be awarded for each of the 5 different profiles provided. One CV cannot be submitted for multiple profiles. | 10% |
| b) Quality of candidates | 20% |
| 1. CV 1 | (4%) |
| 2. CV 2 | (4%) |
| 3. CV 3 | (4%) |
| 4. CV 4 | (4%) |

³ Contractors will receive the call for provision of temporary labour via the ECB electronic system. The system will also be used for uploading offers.

⁴ OJ L 184, 14.7.2007, p. 34 as amended by Decision ECB/2009/2 (OJ L 51, 24.2.2009, p. 10) and Decision ECB/2010/8 (OJ L 238, 9.9.2010, p. 14), all published on <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>.

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| 5. CV 5 (A maximum of 5 CVs will be assessed against the qualifications and experience listed in the profile description(s) for which they are submitted ⁵ .) | (4%) |
| c) Quality of CV template and structure 1. CV 1 2. CV 2 3. CV 3 4. CV 4 5. CV 5 (The same 5 CVs as used for the evaluation of the “quality of candidates” criterion will be assessed for layout, clarity of information, depth of content provided) | 15% (3%) (3%) (3%) (3%) (3%) |
| d) Methodology for ensuring that candidates which would be proposed to the ECB in the context of a mini-competition would be available for interviews within three working days as of expiry of the deadline of offers and for the assignment by the date indicated in the request. | 10% |
| e) Methodology for recruiting potential staff for your company and selecting appropriate candidates for ECB assignments | 10% |
| f) Staff Policy (e.g. training measures/development measures/social activities/taking care of well-being of staff) | 10% |
| g) Speed of Service (guaranteed response time to the ECB's requests and measures for ensuring the availability of the successful tenderer's contact person) | 10% |
| h) Methodology of ensuring a smooth handover and knowledge transfer should there be a change in the successful tenderer's contact person | 15% |

5. Closing date: All applications must be received by the ECB by the closing date set out in Section VIII. below.

IV. Qualifications and experience (selection criteria)

1. Minimum criteria: Candidates must meet the following selection criteria:

- Candidates must provide a contact person⁶ with a minimum level of English corresponding to B1 according to the following self-assessment grid (see Annex 7 or

⁵ If more than 5 CVs are submitted and in the absence of a clear indication of the Tenderer's on the priority of the 5 CVs, the first five CVs of the proposal will be assessed.

http://www.coe.int/t/dg4/education/elp/elp-reg/Source/assessment_grid/assessment_grid_english.pdf

- Candidates must have a permit to supply temporary labour in accordance with the German Act on the supply of temporary labour in Germany (Arbeitnehmerüberlassungsgesetz)
- Candidates must have paid all financial liabilities, including taxes, social security and insurance payments in a timely manner.
- Candidates must have the technical equipment in place to submit candidate CVs via the ECB's electronic system. Only modern browsers such as currently Chrome 6+, Safari 4+, Firefox 3.6+, Opera 12.1+ and Internet Explorer 10+ are supported. Successful tenderers shall confirm their willingness to upgrade their browsers during the duration of the framework agreement as needed.

For information: At a later stage, in the context of the upcoming procurement procedure, tenderers may be asked to provide a collective bargaining agreement.

2. Further requirements:

It would be an advantage for candidates to demonstrate the following:

- Experience with reference clients comparable to the ECB in terms of working language (English) and size of the organisation and its tasks.

V. How to apply:

1. Form and Content of the application:

Applications must include the following documents:

- Indication re English language skills (according to the self-assessment grid attached as Annex 7) of contact person who would be proposed to the ECB.
- Copy of the permit to supply temporary labour in accordance with the German Act on the supply of temporary labour (Arbeitnehmerüberlassungsgesetz);
- Written confirmation of the technical equipment in place for a secure internet connection in order to access the ECB's electronic system;
- Written proof issued recently by authorities and/or insurance companies that all financial liabilities, including taxes, social security and insurance payments have been paid in a timely manner (Unbedenklichkeitsbescheinigung or similar document);
- List of reference clients for which administrative and secretarial temporary labour was deployed. For each client please indicate (i) the working language, (ii) the size and (iii) the tasks of the client.

Incomplete applications, i.e. those with no supporting documentation, will not be considered.

Applications must be sent by post, quoting the above reference number, to the **address stipulated under Section I. 1. above**. Applications will not be returned and will remain the property of the ECB.

2. Submission of the application

All applications must be received by the ECB by the closing date (see Section VIII below). If candidates submit their proposals by registered post or private courier services, the post office stamp or the date on the slip issued by the courier service shall constitute proof of compliance with the above time-limit for submission. However, the ECB will not consider proposals which reach the ECB seven calendar days after expiry of the above time-limit.

3. Closing date:

Interested candidates may not apply to participate in the procurement procedure and/or to be added to the list of candidates at a later date by sending the information requested in this voluntary contract notice after the closing date.

The ECB may, at its discretion, exclude applications that do not meet the qualifying criteria, do not contain the information requested or are otherwise incomplete.

4. Exclusion of applications

VI. Additional information:

1. Framework agreements are intended for a duration of 4 years.
2. All Framework agreements shall be governed by and interpreted under German civil law.
3. The ECB reserves the right to reuse the candidate's data for the identification of potential bidders for future procurement procedures.
4. The ECB reserves the right not to make any award to any of the suitable candidates.
5. The ECB will not be liable for any costs, nor shall it reimburse any expenses or losses that suitable candidates may incur in connection with the submission of their application.

VII. Date of dispatch of this call for the identification of potential bidders:

2 September 2015

VIII. Closing date:

7 October 2015