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**GR-Heraklion: provision of interim support staff services  
2011/S 249-404639**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

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

European Network and Information Security Agency  
PO Box 1309  
Contact point(s): Procurement Officer  
710 01 Heraklion  
GREECE  
Telephone: +30 2810391280  
E-mail: [procurement@enisa.europa.eu](mailto:procurement@enisa.europa.eu)  
Fax: +30 2810391410

**Internet address(es):**

General address of the contracting authority: <http://www.enisa.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**

**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:**

Provision of interim support staff services.

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

Services

Service category No 22: Personnel placement and supply services

Main site or location of works, place of delivery or of performance: At ENISA premises in Heraklion, Greece.

NUTS code GR431

**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: 800 000 EUR

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

ENISA wishes to conclude a framework service contract for the provision of interim support staff services at its offices located in Heraklion, Greece. Interim staff may be called upon to take temporary positions such as administrative assistants, financial assistants, IT assistants and operational assistants. The contractor undertakes to apply all Greek legislation and regulations in force relating to social security, labour law and taxes.

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

79620000

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:**

The framework contract will be for an initial duration of 1 year and may be renewed tacitly for a further 3 periods of 1 year for a maximum total period of 4 years.

Estimated value excluding VAT: 800 000 EUR

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

This contract is subject to renewal: no

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:**

As stated in the tender documentation.

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

As stated in the tender documentation.

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

As stated in the tender documentation.

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: As stated in the tender documentation.
- III.2.2) **Economic and financial ability**  
Information and formalities necessary for evaluating if the requirements are met: As stated in the tender documentation.
- III.2.3) **Technical capacity**  
Information and formalities necessary for evaluating if the requirements are met:  
As stated in the tender documentation.
- 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: yes  
Reference to the relevant law, regulation or administrative provision: Evidence of registration in a professional register of temporary employment agencies under the conditions laid down in the law of the European country in which it is established. For Greece refer to Law 2956/01 Articles 20–26 and Law 3144/03 Article 5 of Ministerial Decision 30342/6-3-02.
- 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:**  
ENISA P/30/11/ADM.
- IV.3.2) **Previous publication(s) concerning the same contract**  
no
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**  
Time limit for receipt of requests for documents or for accessing documents: 27.1.2012 - 17:00  
Payable documents: no
- IV.3.4) **Time limit for receipt of tenders or requests to participate**

3.2.2012 - 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.

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 tenders**

Date: 13.2.2012 - 10:00

Place:

ENISA, Science and Technology Park of Crete, Vassilika Vouton, 700 13 Heraklion, GREECE.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: 1 representative of each tendering party. Tenderers wishing to attend must send an e-mail or fax at least 48 hours prior to the opening session.

#### **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**

Please find all tender documentation published on the ENISA website <http://www.enisa.europa.eu/procurement>

VI.4) **Procedures for appeal**

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

General Court of the European Union

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

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

Telephone: +352 4303-1

**Body responsible for mediation procedures**

The European Ombudsman

1 avenue du President Robert Schuman, PO Box 403

67001 Strasbourg

FRANCE

E-mail: [euro-ombudsman@europarl.europa.eu](mailto:euro-ombudsman@europarl.europa.eu)

Telephone: +33 388172313

VI.4.2) **Lodging of appeals**

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

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

16.12.2011