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**Greece-Heraklion: Provision of interim support services
2015/S 212-383988**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

European Union Agency for Network and Information Security
PO Box 1309
For the attention of: Procurement Officer
710 01 Heraklion
GREECE
Telephone: +30 2814409710
E-mail: procurement@enisa.europa.eu
Fax: +30 2810391410

Internet address(es):

General address of the contracting authority: <http://www.enisa.europa.eu>
Electronic access to information: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1126>

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

Other: Network information security.

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 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: Heraklion and Athens, Greece.

NUTS code GR431,GR300

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: 2 000 000 EUR
- II.1.5) **Short description of the contract or purchase(s)**
ENISA wishes to conclude a contract for the provision of interim support services at its offices established in Heraklion and Athens, Greece. The contractor shall apply all relevant Greek legislation and regulations in force relating to social security, labour law and tax. Interim agents may be called upon to fulfil tasks which correspond to the following categories: administrative assistant, financial assistant, IT assistant and operational assistant.
- II.1.6) **Common procurement vocabulary (CPV)**
79620000, 79610000
- 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:**
- II.2.2) **Information about options**
Options: no
- II.2.3) **Information about renewals**
This contract is subject to renewal: yes
Number of possible renewals: 3
- II.3) **Duration of the contract or time limit for completion**
Duration in months: 12 (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 per tender documentation.
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**
As per 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 per 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 per tender documentation.

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

Information and formalities necessary for evaluating if the requirements are met: As per tender documentation.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:
As per 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: no

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: 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) **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:**

F-ASD-15-T44.

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

no

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

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

7.12.2015 - 23:59

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**

Any EU official language

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

Duration in months: 3 (from the date stated for receipt of tender)

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

Date: 13.1.2016 - 10:00

Place:

Heraklion, Crete, Greece.

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

Additional information about authorised persons and opening procedure: A maximum of 1 legal representative per participating tenderer may attend the opening session. Tenderers shall inform the Agency in writing via e-mail to procurement@enisa.europa.eu of their intention to attend, 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

All tender documentation is available for download on the ENISA website:

<http://www.enisa.europa.eu/procurement>

as well as from the e-tendering website

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1126>

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

Court of Justice of the European Union

boulevard Konrad Adenauer, Kirchberg

2925 Luxembourg

LUXEMBOURG

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

Telephone: +352 4303-1

Fax: +352 4303-2600

Body responsible for mediation procedures

European Ombudsman

1 avenue du Président Robert Schuman, PO Box 403

67001 Strasbourg

FRANCE

E-mail: eo@ombudsman.europa.eu

Telephone: +33 388172313

Fax: +33 388179062

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:

21.10.2015