

GR-Heraklion: provision of language services

2010/S 48-069700

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

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

European Network and Information Security Agency, PO Box 1309, Contact: Procurement Officer, 710 01 Heraklion, GREECE. Tel. +30 2810391280. E-mail: 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 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.

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 language services.

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: at ENISA's premises.

NUTS code: GR431.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with several operators.

Maximum number of participants to the framework agreement envisaged: 3.

Duration of the framework agreement: Duration in year(s): 4.

Estimated total value of purchases for the entire duration of the framework agreement:

Estimated value excluding VAT: 222 480 EUR.

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

The European Network and Information Security Agency is interested in offering a range of language courses in order to enable its staff to acquire proficiency and skills in the following 3 languages of the EU: Greek, French and German. These language courses are intended for adults, therefore the prospective service providers

must have the ability to address this specific group of students. The prospective service provider must be in the position to deliver language courses using English as the instruction language.

- II.1.6) **Common procurement vocabulary (CPV):**
80580000.
- II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**
Yes.
- 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:**
Lot 1: 74 160 EUR.
Lot 2: 74 160 EUR.
Lot 3: 74 160 EUR.
Estimated value excluding VAT: 222 480 EUR.
- II.2.2) **Options:**
No.
- II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**
Duration in days: 48 (from the award of the contract).

INFORMATION ABOUT LOTS

LOT NO 1

TITLE: Provision of language courses — Greek

- 1) **SHORT DESCRIPTION:**
The successful tenderer shall provide language courses in Greek as a second language. The required levels are: basic, intermediate and advanced. Greek language courses have been offered to ENISA staff members since 2006. As a consequence, some staff members have already developed skills in Greek through the courses as well as through other channels. On the other hand, newcomers or staff members that will be recruited in the future will need to follow courses addressed to beginners.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV):**
80580000.
- 3) **QUANTITY OR SCOPE:**
Estimated cost excluding VAT: 74 160 EUR.
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION:**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 2

TITLE: Provision of language courses — French

- 1) **SHORT DESCRIPTION:**
The successful tenderer shall provide language courses in French. The required levels are: basic, intermediate and advanced. ENISA has offered French language courses to its staff members since 2006. Several staff

members speak French at varying levels. ENISA wishes to support the professional use of French by its staff as the use of this language will help them to interact in their professional environment and better perform their tasks.

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

80580000.

3) **QUANTITY OR SCOPE:**

Estimated cost excluding VAT: 74 160 EUR.

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

5) **ADDITIONAL INFORMATION ABOUT LOTS:**

LOT NO 3

TITLE: Provision of Language Courses - German

1) **SHORT DESCRIPTION:**

The successful tenderer shall provide language courses in German. The required levels are: basic, intermediate and advanced. ENISA has offered German language courses to its staff members since 2006. Several staff members speak German at varying levels. ENISA wishes to support the professional use of German by its staff as the use of this language will help them to interact in their professional environment and better perform their tasks as German is one of the commonly used working languages of the EU.

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

80580000.

3) **QUANTITY OR SCOPE:**

Estimated cost excluding VAT: 74 160 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 tender documentation.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating 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 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: as stated in the tender documentation.

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

Information and formalities necessary for evaluating if requirements are met: as stated in the tender documentation.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: as stated in the tender documentation.

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:**

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) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

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

ENISA P/02/10/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: 10.4.2010 - 17:00.

Payable documents: no.

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

16.4.2010 - 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 month(s): 9 (from the date stated for receipt of tender).

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

Date: 27.4.2010 - 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.

1 representative of each tendering party. Tenderers wishing to attend must send a fax or e-mail at least 48 hours prior to the opening session.

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:

VI.4) PROCEDURES FOR APPEAL

VI.4.1) Body responsible for appeal procedures:

General Court of the European Union, rue du Fort Niedergrünewald, 2925 , LUXEMBOURG. E-mail: CFI.Registry@curia.europa.eu. Tel. +352 4303-1.

Body responsible for mediation procedures:

The European Ombudsman, 1 avenue du Président Robert Schuman, Post Box 403, 67001 Strasbourg, FRANCE. E-mail: euro-ombudsman@europarl.europa.eu. Tel. +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:

26.2.2010.