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**Slovenia-Ljubljana: Provision of temporary agency workers
to the Agency for the Cooperation of Energy Regulators
2014/S 168-298487**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

Agency for the Cooperation of Energy Regulators

Trg republike 3

For the attention of: Mateja Vavtar

SI-1000 Ljubljana

SLOVENIA

Telephone: +386 82053400

E-mail: acer-op-admin-10-2014@acer.europa.eu

Fax: +386 82053413

Internet address(es):

General address of the contracting authority: <http://www.acer.europa.eu/>

Electronic submission of tenders and requests to participate: http://www.acer.europa.eu/The_agency/Public_Procurement/Pages/Open-calls.aspx

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

General public services

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 temporary agency workers to the Agency for the Cooperation of Energy Regulators.

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: Agency's premises, Ljubljana, Slovenia.

NUTS code SI021

- 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 several operators
maximum number of participants to the framework agreement envisaged: 3
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:
Range: between 0,01 and 750 000 EUR
- II.1.5) **Short description of the contract or purchase(s)**
The Agency shall conclude multiple framework contracts in cascade with maximum 3 contractors for the provision of temporary agency workers.
- II.1.6) **Common procurement vocabulary (CPV)**
79620000, 79621000, 79610000, 79612000
- 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(s) will be concluded for a period of 12 months and may be renewed 3 times, each time for a period of 12 months (maximum duration of 4 years).
- 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: Range: between 1 and 3
In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:
in months: 12 (from the award of the contract)
- II.3) **Duration of the contract or time limit for completion**
- Section III: Legal, economic, financial and technical information**
- III.1) **Conditions relating to the contract**
- III.1.1) **Deposits and guarantees required:**
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**
As described in the tender specifications and their annexes.
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
As described in the tender specifications and their annexes.
- 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 described in the tender specifications and their annexes.

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

Information and formalities necessary for evaluating if the requirements are met: As described in the tender specifications and their annexes.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:
As described in the tender specifications and their annexes.

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: Temporary employment agencies holding a valid certificate enabling them to carry out their business in the Republic of Slovenia as required under the Labour Market Regulation Act issued by the Slovenian Ministry of Labour, Family, Social Affairs and Equal Opportunities.

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:**

ACER/OP/ADMIN/10/2014.

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

no

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

Payable documents: no

- IV.3.4) **Time limit for receipt of tenders or requests to participate**
28.10.2014 - 16:00
- 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**
Any EU official language
Other: Please note that the working language of the Agency is English and tenderers are encouraged to submit their tenders in 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 of tenders**
Date: 4.11.2014 - 12:00
Place:
Agency for the Cooperation of Energy Regulators, Trg republike 3/XII floor, SI-1000 Ljubljana, SLOVENIA.
Persons authorised to be present at the opening of tenders: yes
Additional information about authorised persons and opening procedure: Tenderers wishing to attend the opening session must send an e-mail to acer-op-admin-10-2014@acer.europa.eu at least 48 hours before the day of opening, quoting the reference number of this tender.
A maximum of 1 representative per tenderer may attend the opening session and their participation will be restricted to an observer role.
This representative should give evidence of his legal capacity for attending the opening session (legal representative of the company or person having delegation of power) and should present his/her ID card or passport.

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**
Tender documents will be made available within 4 calendar days of the publication of the contract notice on the Agency's website at the following address: http://www.acer.europa.eu/The_agency/Public_Procurement/Pages/Open-calls.aspx
Tenderers can download the tender documents and eventually any additional documents and information from this website. The site will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.
- 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: generalcourt.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

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

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

22.8.2014