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**Slovenia-Ljubljana: Provision of temporary agency workers
to the Agency for the Cooperation of Energy Regulators
2017/S 101-200018**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Agency for the Cooperation of Energy Regulators
Trg republike 3
Ljubljana
1000
Slovenia
Contact person: Ms M. Vavtar
Telephone: +386 82053400
E-mail: ACERprocurement@acer.europa.eu
Fax: +386 82053413
NUTS code: SI021

Internet address(es):

Main address: <http://www.acer.europa.eu/>

I.2) Joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: http://www.acer.europa.eu/en/The_agency/Public_Procurement/Pages/Open-calls.aspx
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Provision of temporary agency workers to the Agency for the Cooperation of Energy Regulators.
Reference number: ACER/OP/ADMIN/12/2017.

II.1.2) Main CPV code

79620000

II.1.3) Type of contract

Services

II.1.4) **Short description:**

The purpose of the contract is to provide the Agency with the necessary temporary agency workers in a timely fashion and in line with profiles requested in order to facilitate the Agency in carrying out tasks of temporary nature.

II.1.5) **Estimated total value**

Value excluding VAT: 2 000 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

79621000

79610000

79612000

II.2.3) **Place of performance**

NUTS code: SI021

Main site or place of performance:

At the Agency's premises in Ljubljana, Slovenia.

II.2.4) **Description of the procurement:**

The Agency may request interim support services in its various departments (Director's Office, Administration, Electricity, Gas, Market Integrity and Transparency and/or Market Surveillance Department) in order to facilitate the Agency in carrying out tasks of temporary nature and as a complement to its statutory staff, under the following circumstances (the list is indicative and not exhaustive):

- to support the Agency's staff by providing assistance, secretarial and administrative support,
- to carry out, on a temporary basis, additional tasks to the ordinary ones resulting from specific projects,
- to reinforce staff shortages in cases of maternity/parental leave, long-term illness, other long-term absences or other reasons,
- to cope with peak periods which require additional workforce for a fixed period of time.

II.2.5) **Award criteria**

Criteria below

Quality criterion - Name: Technical quality / Weighting: 60 %

Cost criterion - Name: Coefficient (fee) / Weighting: 40 %

II.2.6) **Estimated value**

Value excluding VAT: 2 000 000.00 EUR

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 48

This contract is subject to renewal: yes

Description of renewals:

The initial duration of the FWC shall be 1 year. The FWC may be renewed 3 times, each time for a period of 1 year.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

Section III: Legal, economic, financial and technical information

III.1) **Conditions for participation**

III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Services shall be provided by a service provider who holds a valid certificate for the performance of the temporary employment agency (according to Article 167 of the Labour Market Regulation Act) issued by the Slovenian Ministry of Labour, Family, Social Affairs and Equal Opportunities.

III.1.2) **Economic and financial standing**

Selection criteria as stated in the procurement documents

III.1.3) **Technical and professional ability**

Selection criteria as stated in the procurement documents

III.1.5) **Information about reserved contracts**

III.2) **Conditions related to the contract**

III.2.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision:

Slovenian legislation on temporary employment agencies — Labour Market Regulation Act issued by the Slovenian Ministry of Labour, Family, Social Affairs and Equal Opportunities.

III.2.2) **Contract performance conditions:**

As specified in the procurement documents.

III.2.3) **Information about staff responsible for the performance of the contract**

Section IV: Procedure

IV.1) **Description**

IV.1.1) **Type of procedure**

Open procedure

IV.1.3) **Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 3

IV.1.4) **Information about reduction of the number of solutions or tenders during negotiation or dialogue**

IV.1.6) **Information about electronic auction**

IV.1.8) **Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

IV.2) **Administrative information**

IV.2.1) **Previous publication concerning this procedure**

IV.2.2) Time limit for receipt of tenders or requests to participate

Date: 06/07/2017

Local time: 16:00

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4) Languages in which tenders or requests to participate may be submitted:

Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date: 11/07/2017

Local time: 11:00

Place:

Agency for the Cooperation of Energy Regulators, Trg republike 3, SI-1000 Ljubljana, SLOVENIA.

Information about authorised persons and opening procedure:

Tenderers wishing to attend the opening session must send an e-mail to ACERprocurement@acer.europa.eu at least 48 hours before the day of the 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.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about electronic workflows

VI.3) Additional information:

Procurement documents will be available for downloading from the website of the Agency within 2 calendar days of the publication of this contract notice. The website address to access the documents is: http://www.acer.europa.eu/en/The_agency/Public_Procurement/Pages/Open-calls.aspx

Tenderers can download the procurement documents and eventually any additional documents and information from this website. The site will be updated regularly and it is the tenderer's responsibility to check for updates and modifications during the tendering period.

VI.4) Procedures for review

VI.4.1) Review body

General Court of the European Union

rue du Fort Niedergrünwald

Luxembourg

2925

Luxembourg

Telephone: +352 4303-1

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

Fax: +352 4303-2100

Internet address:<http://curia.europa.eu>

VI.4.2) Body responsible for mediation procedures

The European Ombudsman
1 avenue du Président Robert Schuman, PO Box 403
Strasbourg
67001
France
Telephone: +33 388172313
E-mail: eo@ombudsman.europa.eu
Internet address: <http://curia.europa.eu>

VI.4.3) **Review procedure**

VI.4.4) **Service from which information about the review procedure may be obtained**

General Court of the European Union
rue du Fort Niedergrünewald
Luxembourg
2925
Luxembourg
Telephone: +352 4303-1
E-mail: generalcourt.registry@curia.europa.eu
Fax: +352 4303-2100
Internet address: <http://curia.europa.eu>

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

17/05/2017