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**FI-Helsinki: ECHA/2011/191: multiple FWC — provision of interim staff to the European Chemicals Agency (ECHA) in Helsinki  
2011/S 225-364211**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

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

European Chemicals Agency (ECHA)

PO Box 400

For the attention of: Tuula Hakala

FI-00121 Helsinki

FINLAND

Telephone: +358 968618999

E-mail: [open-calls@echa.europa.eu](mailto:open-calls@echa.europa.eu)

Fax: +358 968618931

**Internet address(es):**

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

Address of the buyer profile: [http://echa.europa.eu/opportunities/procurement\\_en.asp](http://echa.europa.eu/opportunities/procurement_en.asp)

**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:**

ECHA/2011/191: multiple FWC — provision of interim staff to the European Chemicals Agency (ECHA) in Helsinki.

**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: ECHA, Annankatu 18, Helsinki, FINLAND.

NUTS code FI181

- 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: 5  
**Duration of the framework agreement**  
Duration in months: 24  
**Estimated total value of purchases for the entire duration of the framework agreement**  
Estimated value excluding VAT: 6 000 000 EUR
- II.1.5) **Short description of the contract or purchase(s)**  
ECHA wishes to conclude multiple framework contracts in cascade, with interim service providers, for the provision of interim staff for ECHA to perform tasks relevant to the following types of profiles: secretary/clerical tasks, administrative support, communication support, human resources support, conference hostess or host, conference organiser, budgetary and financial accountancy support, procurement and contract management support, ICT staff (e.g. database administrator, system administrator/architect/developer/programmer, support), facilities/maintenance staff, safety/security staff, scientific support, legal and regulatory affairs support.
- II.1.6) **Common procurement vocabulary (CPV)**  
79621000
- 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:**  
Multiple FWCs in cascade, for an initial duration of 24 months, with 2 possible renewals, each for 12 months.  
Estimated value excluding VAT: 6 000 000 EUR
- 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: 2  
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**  
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:**
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
- 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 specifications.
- III.2.2) **Economic and financial ability**  
Information and formalities necessary for evaluating if the requirements are met: As stated in the tender specifications.
- III.2.3) **Technical capacity**  
Information and formalities necessary for evaluating if the requirements are met:  
As stated in the tender specifications.
- 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:**  
ECHA/2011/191.
- 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**

16.1.2012 - 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

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: 22.1.2012

Place:

ECHA, Annankatu 18, FI-00120 Helsinki.

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

Additional information about authorised persons and opening procedure: 1 authorised representative of the tenderer, notified to ECHA in advance.

**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**

The tender specifications are available at ECHA website [http://echa.europa.eu/opportunities/procurement\\_en.asp](http://echa.europa.eu/opportunities/procurement_en.asp)

The framework contracts are initially concluded for a period of 24 months and can be renewed 2 times, each time for an additional period of 12 months.

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](mailto: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 the knowledge. A complaint to the European Ombudsman does not have 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:**

11.11.2011