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**France-Paris: Interim staffing services
2016/S 071-123333**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

European Securities and Markets Authority (ESMA)
CS 60747, 103 rue de Grenelle
Paris Cedex 07
75345
FRANCE

E-mail: procurement@esma.europa.eu

NUTS code: FR101

Internet address(es):

Main address: www.esma.europa.eu/page/procurement

I.2) Joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=1440>

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

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Interim staffing services.
Reference number: PROC/2016/13.

II.1.2) Main CPV code

79620000

II.1.3) Type of contract

Services

II.1.4) Short description:

Interim staffing services for administrative profiles (lot 1) and financial market experts (lot 2).

II.1.5) Estimated total value

Value excluding VAT: 5 000 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: yes
Tenders may be submitted for all lots

II.2) **Description**

II.2.1) **Title:**

Interim staffing services for administrative profiles
Lot No: 1

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

79620000

II.2.3) **Place of performance**

NUTS code: FR101

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

The following is a non-exhaustive indicative list of functions and tasks which could be undertaken by interim staff under this lot:

secretarial support;
filing and archiving;
general administrative support;
data input;
support to the organisation of meetings, conferences, and events;
correspondence with external contractors;
software development;
financial clerical assistance;
legal support, human resources assistance, drivers, receptionists, IT helpdesk agents, hostess.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

Value excluding VAT: 4 000 000.00 EUR

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

Renewable 3 times under the same conditions (maximum duration: 4 years).

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**

II.2) **Description**

- II.2.1) **Title:**
Interim staffing services for financial market experts
Lot No: 2
- II.2.2) **Additional CPV code(s)**
79620000
- II.2.3) **Place of performance**
NUTS code: FR101
- II.2.4) **Description of the procurement:**
Experts in finance, economics, markets, securities, etc.
- II.2.5) **Award criteria**
Price is not the only award criterion and all criteria are stated only in the procurement documents
- II.2.6) **Estimated value**
Value excluding VAT: 1 000 000.00 EUR
- II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**
Duration in months: 12
This contract is subject to renewal: yes
Description of renewals:
Renewable 3 times under the same conditions (maximum duration of 4 years).
- 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:
As in tender specifications.
- 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**
- III.2.2) **Contract performance conditions:**
- 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 a single operator

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: 25/05/2016

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:

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

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: 31/05/2016

Local time: 10:00

Place:

ESMA headquarters, 75007 Paris, FRANCE.

Information about authorised persons and opening procedure:

Tenderers may be represented by 1 person. Tenderers must announce the name of the attendee to ESMA at least 2 days in advance of the opening session to procurement@esma.europa.eu

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:

Information on ordering, invoicing and payment can be found in the procurement documents.

VI.4) Procedures for review

VI.4.1) Review body

General Court

rue du Fort Niedergrünwald

Luxembourg

LUXEMBOURG

Internet address:www.curia.europa.eu

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

Within 2 months of notification to the plaintiff, or, in the absence thereof, of the day on which it came to their 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.4.4) **Service from which information about the review procedure may be obtained**

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

31/03/2016