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**Latvia-Riga: HR technical assistance and language training services
2017/S 218-452602**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

BEREC Office
Z. A. Meierovica bulv. 14, 2nd floor
Riga
1050
Latvia
Contact person: Procurement Team
E-mail: procurement@bereg.europa.eu
NUTS code: LV006

Internet address(es):

Main address: <http://bereg.europa.eu/>

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=3051>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the following address:

BEREC Office
Z. A. Meierovica Bulvaris 14, 2nd floor
Riga
1050
Latvia
Contact person: Procurement Team
E-mail: procurement@bereg.europa.eu
NUTS code: LV006

Internet address(es):

Main address: <http://bereg.europa.eu/>

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

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- II.1.1) **Title:**
HR technical assistance and language training services.
Reference number: BEREC/2017/07/OT.
- II.1.2) **Main CPV code**
79500000
- II.1.3) **Type of contract**
Services
- II.1.4) **Short description:**
Provision of HR technical assistance and language training services for the BEREC Office.
- II.1.5) **Estimated total value**
Value excluding VAT: 800 000.00 EUR
- II.1.6) **Information about lots**
This contract is divided into lots: yes
Tenders may be submitted for all lots
Maximum number of lots that may be awarded to one tenderer: 2
- II.2) **Description**
- II.2.1) **Title:**
HR technical assistance
Lot No: 1
- II.2.2) **Additional CPV code(s)**
79621000
- II.2.3) **Place of performance**
NUTS code: LV006
Main site or place of performance:
BEREC Office premises.
- II.2.4) **Description of the procurement:**
HR technical assistance, including the relevant additional administrative assistance related to the HR activities of the BEREC Office in order to fulfil the annual and multiannual targets.
- 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: 600 000.00 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:
Automatically renewable up to 3 times. Maximum duration should not exceed 48 months.
- 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:

Language training services

Lot No: 2

II.2.2) Additional CPV code(s)

80580000

II.2.3) Place of performance

NUTS code: LV006

Main site or place of performance:

BEREC Office premises or at the premises of the contractor if requested by the BEREC Office.

II.2.4) Description of the procurement:

The language training services shall come in 3 different packages based on their formats according to the audience, time, frequency, location, target objectives and outputs.

— Package I: group language training at BEREC Office premises.

— Package II: one-to-one, or two-to-one language training at BEREC Office premises or at the premises of the contractor if requested by the BEREC Office.

— Package III: additional linguistic services.

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: 200 000.00 EUR

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

Duration in days: 12

This contract is subject to renewal: yes

Description of renewals:

Automatically renewable up to 3 times. Maximum duration should not exceed 48 months.

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

III.1.2) Economic and financial standing

- III.1.3) **Technical and professional ability**
- 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**
- 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: 14/12/2017
- 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
- IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**
- IV.2.7) **Conditions for opening of tenders**
Date: 04/01/2018
Local time: 11:00

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:**
- VI.4) **Procedures for review**
- VI.4.1) **Review body**
General Court of the European Union
rue du Fort Niedergrünwald
Luxembourg
2925
Luxembourg
- VI.4.2) **Body responsible for mediation procedures**
- VI.4.3) **Review procedure**

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

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

02/11/2017