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**FI-Helsinki: Provision of an HR system, implementation and support services
2013/S 065-108238**

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

Contact point(s): Finance Unit

For the attention of: Tuula Hakala

FI-00121 Helsinki

FINLAND

Telephone: +358 99686180

E-mail: procurement@echa.europa.eu

Internet address(es):

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

Address of the buyer profile: <http://echa.europa.eu/web/guest/about-us/procurement>

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 an HR system, implementation and support services.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 27: Other services

Main site or location of works, place of delivery or of performance: ECHA's premises (Helsinki) and contractor's premises.

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 a single operator

Duration of the framework agreement

Duration in years: 8

Justification for a framework agreement, the duration of which exceeds four years: The contract has an initial duration of 2 years with 2 possible annual extensions for services. Furthermore, ECHA has the possibility to extend the contract for up to a further 4 years in order to ensure that the investment in the system can be maintained throughout its lifetime. In the second 4 years, use of the contract would be limited to hosting, maintenance and services in connection with essential changes: no overhaul to the system will take place if the contract continues in years 5 to 8.

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 3 600 000 EUR

II.1.5) Short description of the contract or purchase(s)

The objective of the contract is the provision of an 'externally hosted' HR system, implementation and support services that will support ECHA's Human Resources (HR) Unit in the administration and management of different HR processes such as recruitment, personnel administration, performance management, training, etc. The HR system is expected to be an integrated IT system together with related services, which include, but are not limited to, hosting, maintenance, customisation, data migration etc.

II.1.6) Common procurement vocabulary (CPV)

48450000, 72212450, 48000000, 48517000, 72000000, 72210000, 72212422, 72227000, 72263000, 72265000, 72267000, 72260000

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:

Estimated value excluding VAT: 3 600 000 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: 6

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts: in months: 24 (from the award of the contract)

II.3) Duration of the contract or time limit for completion

Duration in months: 96 (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:

As described in the specifications.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

As described in the specifications.

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 specifications.

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 specifications.

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

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

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:
As described in the 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/2013/03.

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

Prior information notice

Notice number in the OJEU: [2012/S 240-394705](#) of 13.12.2012

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

13.5.2013 - 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: 9 (from the date stated for receipt of tender)

IV.3.8) Conditions for opening of tenders

Date: 23.5.2013 - 12:00

Place:

ECHA premises, Helsinki, Finland.

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

Additional information about authorised persons and opening procedure: 1 authorised representative per tenderer.

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 available for download at the address indicated under heading I.1. The website 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

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 the 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:**
22.3.2013