

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:185925-2017:TEXT:EN:HTML>

**Germany-Frankfurt-on-Main: ECB - Provision of trainings and consultancy services on career management  
2017/S 095-185925**

**Social and other specific services – public contracts**

**Contract notice**

**Services**

Directive 2014/24/EU

**Section I: Contracting authority**

**I.1) Name and addresses**

European Central Bank  
Sonnemannstraße 22  
Frankfurt am Main  
60314  
Germany  
Contact person: Katja Geiger-Hahn  
Telephone: +49 69/13440  
E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)  
Fax: +49 69/13447110  
NUTS code: DE712

**Internet address(es):**

Main address: <http://www.ecb.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.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>  
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:**

Provision of trainings and consultancy services on career management.  
Reference number: PRO-003040.

**II.1.2) Main CPV code**

80500000

**II.1.3) Type of contract**

Services

II.1.4) **Short description:**

The services for which you may wish to submit a proposal are divided into 2 lots.

Lot 1: In-house training on career management: module I: career planning — discovering and making the most of your skills, values and career drivers; module II: essential employment skills (branding, interview, CV writing and networking); module III: preparing for retirement /pre-retirement planning (PRP) and module IV: career counselling skills for HR people.

Lot 2: career advisory and consultancy services: i) the provision of independent career advisory services to people working for the ECB covering career opportunities both within and outside of the ECB as well as advice to those leaving the ECB e.g. via retirement or contract end; ii) the provision of consultancy services in the form of expert advice to HR people responsible for the development and implementation of career development policies at the ECB.

II.1.5) **Estimated total value**

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:**

In-house training on career management  
Lot No: 1

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

79634000  
80570000

II.2.3) **Place of performance**

NUTS code: DE712

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

Lot 1: in-house training on career management consisting of the following services:

— the design and delivery of a career management training programme (content, structure, pedagogical methods and tools) consisting of the following 4 modules: module I: career planning — discovering and making the most of your skills, values and career drivers; module II: essential employment skills (branding, interview, CV writing and networking); module III: preparing for retirement / pre-retirement planning (PRP) and module IV: career counselling skills for HR people,

— the development of all necessary learning materials (including any online resources). These are to be printed (in colour), bound and distributed to all participants by the tenderer,

— the delivery of the abovementioned modules, and

— a communication of up to 1 page for publication on the ECB's intranet, presenting modules MI to MIII in their entirety.

II.2.6) **Estimated value**

II.2.7) **Duration of the contract or the framework agreement**

Duration in months: 48

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:**

Career advisory and consultancy services  
Lot No: 2

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

79998000  
79634000

II.2.3) **Place of performance**

NUTS code: DE712

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

Lot 2: career advisory and consultancy services consisting of the following services:

- the provision of independent career advisory services to people working for the ECB covering career opportunities both within and outside of the ECB as well as advice to those leaving the ECB e.g. via retirement or contract end. This shall encompass but not be restricted to individual career advice, career coaching and the administration and assessment of career-related psychometric tools if needed, and
- the provision of consultancy services in the form of expert advice to HR people responsible for the development and implementation of career development policies at the ECB.

II.2.6) **Estimated value**

II.2.7) **Duration of the contract or the framework agreement**

Duration in months: 48

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.1.4) **Objective rules and criteria for participation**

List and brief description of rules and criteria:

Lot 1: proven experience covering all 4 modules on the basis of reference contract(s) (min. 1, max. 3) performed during the last 3 financial years, which is/are comparable in terms of scope (i.e. training on career planning, essential employment skills, preparing for retirement / pre-retirement planning, career counselling skills for HR people), size (e.g. number of people trained as well as total number of hours of classroom training, etc.) and complexity (e.g. type of environment, composition of audience, etc.) with the contract to be tendered by the ECB.

Lot 2: at least 1 similar contract performed during the last 3 financial years, which is comparable in terms of scope (e.g. career advisory services, consultancy services related to career development policies), size (e.g. number of people coached as well as total number of hours of coaching, etc.) and complexity (e.g. type of environment, composition of audience, etc.) with the contract to be tendered by the ECB.

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) Form of procedure**

Procedure involving negotiations

###### **IV.1.3) Information about framework agreement**

The procurement involves the establishment of a framework agreement

###### **IV.1.10) Identification of the national rules applicable to the procedure:**

###### **IV.1.11) Main features of the award procedure:**

##### **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 / Time limit for receipt of expressions of interest**

Date: 05/06/2017

Local time: 18:00

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

English

#### **Section VI: Complementary information**

##### **VI.2) Information about electronic workflows**

##### **VI.3) Additional information:**

The documentation for this procurement can be downloaded from the ECB Internet website.

Internet address: <http://www.ecb.europa.eu/ecb/jobsproc/tenders/html/index.en.html>

However, downloading the documentation does not constitute participation. You must submit your interest to the ECB, on time, in the format requested as instructed in the documentation.

Should you experience any problems in downloading the documentation please contact the ECB under the following e-mail address: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu) quoting the procurement number and problem experienced.

The ECB shall endeavour to answer all queries concerning access as quickly as possible but cannot guarantee a minimum response time. The ECB shall not be bound to reply to queries received less than 7 calendar days before the time limit for the submission of tenders.

##### **VI.4) Procedures for review**

###### **VI.4.1) Review body**

Procurement Review Body of the European Central Bank, c/o Legal Advice Team

Sonnemannstraße 20

Frankfurt am Main

60314

Germany

Telephone: +49 6913440

Fax: +49 6913446886

Internet address: <http://www.ecb.europa.eu>

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

European Ombudsman

1 avenue du Président Robert Schuman

Strasbourg

67001

France

VI.4.3) **Review procedure**

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

Central Procurement Office

Sonnemannstraße 20

Frankfurt am Main

60314

Germany

Telephone: +49 6913440

Internet address:<http://www.ecb.europa.eu>

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

05/05/2017