

B-Brussels: creation of a database of test forms containing abstract/inductive reasoning test items for use in computer- and paper-based testing as part of the EU institutions' personnel selection procedures

2009/S 141-205362

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

European Commission, European Personnel Selection Office, avenue de Cortenberg 107, Attn: M. Fransi, B-1049 Brussels. Tel. +32 22962507. E-mail: admin-contrats-marches@ec.europa.eu. Fax +32 22991924.

Internet address(es):

General address of the contracting authority: http://europa.eu/epso/index_en.htm.

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: European Commission, European Personnel Selection Office, avenue de Cortenberg 107, B-1049 Brussels. URL: http://europa.eu/epso/discover/about/tendres/index_en.htm.

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

European institution/agency or international organisation.

General public services.

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:

Creation of a database of test forms containing abstract/inductive reasoning test items for use in computer- and paper-based testing as part of the EU institutions' personnel selection procedures.

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

Services.

Service category: No 27.

Main place of performance: contractor's premises with delivery to EPSO's premises in Brussels, BELGIUM.

NUTS code: BE10.

II.1.3) 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 year(s): 4.

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

The European Personnel Selection Office (EPSO) is an inter-institutional office responsible for organising open competitions and other procedures for the selection of personnel on behalf of all EU institutions (i.e. the European Parliament, the Council, the European Commission, the Court of Justice, the Court of Auditors, the

Economic and Social Committee, the Committee of the Regions, the European Ombudsman and the Data Protection Supervisor) as well as for European Agencies.

The EPSO Development Programme (EDP), adopted in 2008, paves the way to major improvements in the format of all competitions to be launched as of 2010. In particular, the EDP outlines detailed changes for the pre-selection tests for permanent officials (administrators-AD-university graduate level and assistants-AST-secondary or post-secondary education level).

EPSO wishes to enter into a framework service contract for the creation of a database of test forms (i.e. comprehensive freestanding tests) containing abstract/inductive reasoning test items for use in computer- and paper-based testing as part of the EU Institutions' personnel selection procedures. In the framework contract, all contractual conditions are set out except for the actual concrete services, which will later be ordered as needed, either through a specific contract or through order forms. In line with the strategy of enlarging its range of cognitive testing, EPSO wishes to create a database of test forms, i.e. computer-based test items grouped as comprehensive free-standing tests. The test items within the test forms will be designed to measure problem-solving, dealing with complex concepts and developing strategies. The test items within the test forms will test the candidates' abstract reasoning ability. Using diagrams, symbols or shapes, the test items will test the candidates' ability to identify the underlying logic and to determine a solution.

II.1.6) **Common procurement vocabulary (CPV):**

79635000, 79600000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

No.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

Given a heterogeneous annual candidate population of about 48 000 (2010 estimate), the initial requirement from EPSO is estimated at around 20 test forms to start with — both for the AD-candidate population as well as for the AST-candidate population — with 1 possible additional order of a comparable size during the running of the contract. Thus, the estimated maximum number of ordered test forms over the total duration of the contract would be 40 forms (each for the AD and the AST candidate group). In addition, EPSO estimates a maximum of 2 familiarisation training events for its own staff and 12 performance reports over the total period of the contract. The tenderers should, by means of psychometric principles, confirm the soundness of this estimate in their proposal. These figures are given only as an indication.

During the 3 years following conclusion of the contract, the contracting authority will be able to use the negotiated procedure without prior publication of a contract notice for additional contracts involving services similar to those assigned to the party awarded this contract by the same contracting authority.

II.2.2) **Options:**

No.

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 regulating them:**
As stated 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 stated in the specifications.
- III.1.4) **Other particular conditions to which the performance of the contract is subject:**
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 requirements are met: Tenders must be submitted using 1 of the following methods:
— registered post, as evidenced by the postmark, to the following address: European Commission, Personnel and Administration DG, Unit ADMIN.D.1, Office SC-11 6/28, 1049 Brussels, BELGIUM;
— delivery (in person or by any party representing the candidate, or by courier) to the following address: European Commission, Personnel and Administration DG, Unit ADMIN.D.1, Office SC-11 6/28, avenue du Bourget 1, 1140 Brussels (Evere), BELGIUM.
This department is open from 8:00 until 17:00, Monday to Thursday, and from 8:00 until 16:00 on Fridays. It is closed at weekends and on Commission holidays.
For deliveries by courier, the valid date of dispatch will be the date on the courier's delivery note.
For deliveries made in person or by any party representing the candidate, delivery will, in this case, be confirmed by a receipt dated and signed by the official from the Commission's Central Mail Department who takes delivery of the documents.
Tenderers must:
— quote reference EPSO/02/PO/2009/065 in their tender,
— enclose the documents and information required in the specifications.
- III.2.2) **Economic and financial capacity:**
Information and formalities necessary for evaluating if requirements are met: see specifications.
- III.2.3) **Technical capacity:**
Information and formalities necessary for evaluating if requirements are met:
see specifications.
- III.2.4) **Reserved contracts:**
No.
- III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**
- III.3.1) **Execution of the service is reserved to a particular profession:**
No.
- III.3.2) **Legal entities 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) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority:**

EPSO/02/PO/2009/065.

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

No.

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**

Time limit for receipt of requests for documents or for accessing documents: 3.9.2009.

Payable documents: no.

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**

10.9.2009.

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:**

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

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**

Duration in month(s): 9 (from the date stated for receipt of tender).

IV.3.8) **Conditions for opening tenders:**

Date: 17.9.2009 - 10:30.

Place: European Commission, Personnel and Administration DG, Unit ADMIN D1, rue de la Science 11, room 6/28, 1049 Brussels, BELGIUM. Tel. +32 22962507.

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

1 representative of each tenderer may be present at the opening of the tenders.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

No.

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No.

VI.3) **ADDITIONAL INFORMATION:**

Potential tenderers can download the documents for this call for tenders from the EPSO website:

EN: http://europa.eu/epso/discover/about/tendres/index_en.htm

FR: http://europa.eu/epso/discover/about/tendres/index_fr.htm

DE: http://europa.eu/epso/discover/about/tendres/index_de.htm

During the tendering period, any new or additional information regarding this call for tender will be posted on this website. Potential tenderers are therefore strongly encouraged to visit the site on a regular basis.

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

Court of First Instance of the European Communities, boulevard Konrad Adenauer, L-2925 Luxembourg. E-mail: CFI.Registry@curia.europa.eu. Tel. +352 4303-1. URL: <http://curia.europa.eu>. Fax +352 433766.

VI.4.2) **Lodging of appeals:**

Precise information on deadline(s) for lodging appeals: Within 2 months of the plaintiff being notified or, failing this, of the date on which it became known to them. A complaint made to the European Ombudsman neither suspends this period nor opens 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:**

13.7.2009.