



FRAMEWORK SUPPLY CONTRACT NOTICE

Supply of a Human Resources Information System (HRIS) - 03 - PRO555CAB-2024

1. Reference

A prior information notice is not compulsory.

2. Procedure

Open tender procedure

3. Programme title

European Neighbourhood Instrument (ENI)

4. Financing

Financed through UfM Secretariat annual budget (Budget co-financed by EU funds) funds.

5. Contracting authority

Secretariat of the Union for the Mediterranean (contracting authority)

CONTRACT SPECIFICATION

6. Nature of contract

Unit-price

7. Contract description

Supply contract for the services of a Human Resources Information System (HRIS) for 75-100 staff members implementing a more agile and user friendly HR management by digitalizing the processes.

The maximum budget is EUR 50,800.00 (VAT not included).

8. Number and titles of lots

This contract is divided into lots: NO



CONDITIONS OF PARTICIPATION

9. Legal basis, eligibility and rules of origin

The legal basis of this procedure is Regulation (EU) N° 2021/947 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI)¹. See Annex A2 of the practical guide.

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping – consortium - of tenderers) , which are effectively established in a Member State or a country, territory or region mentioned as eligible by the relevant regulation/basic act governing the eligibility rules for the grant as per [Annex a2a](#) to the Practical Guide.

Participation is also open to international organisations.

10. Number of tenders

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

11. Grounds for exclusion

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.6.10.1. of the practical guide.

12. Sub-contracting

Subcontracting is allowed. The total value of the sub-contracted part of the services must not exceed 40% of the contract value.

PROVISIONAL TIMETABLE

13. Provisional commencement date of the contract

January 1, 2025

14. Implementation period of the tasks

The implementation period of the contract shall run from January 1, 2025, and shall be valid until June 30, 2028.

¹ Regulation (EU) 2021/947 of the European Parliament and of the Council of 9 June 2021 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe, amending and repealing Decision No 466/2014/EU and repealing Regulation (EU) 2017/1601 and Council Regulation (EC, Euratom) No 480/2009; OJ L 209, 14.6.2021, p. 1–78.



The period of implementation of tasks is 36 months.

SELECTION AND AWARD CRITERIA

15. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document.** Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to the tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

1) Economic and financial capacity of the tenderer (based on item 3 of the tender form). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last 3 financial years for which accounts have been closed.

- the average annual turnover of the tenderer must exceed the annualised maximum budget of the contract

2) Professional capacity of tenderer (based on item 4 of the tender form).

The reference period which will be taken into account will be the last 3 years preceding the submission deadline.

- the tenderer must have a certification in Information Security management systems

3) Technical capacity of tenderer (based on item 5 of the tender form). The reference period which will be taken into account will be the last 3 years preceding the submission deadline.

- the tenderer has delivered supplies under at least 2 contracts in fields of integrated HR, Payroll



& Time implemented at any moment during the reference period: 3 years prior to the submission deadline. This means that the contract the tenderer refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to supply contracts completed within the reference period (although started earlier) or to supply contracts not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a tenderer has implemented the supply contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence, together with a description of the nature of the supplies provided if the selection criteria relating to the pertinence of the experience have been used.

Previous experience which would have led to breach of contract and termination by a contracting authority shall not be used as reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

16. Award criteria

Price

TENDERING

17. Deadline for submission of tenders

The deadline for submission of tenders is on the 5th of December 2024.

18. Tender format and details to be provided

Tenders must be submitted using the standard tender forms.

Any additional documentation (brochure, letter, etc.) sent with a tender will not be taken into consideration.

19. How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 10 of the instructions to tenderers.

Tenders submitted by any other means will not be considered.

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.



20. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 15 of the instructions to tenderers.

21. Operational language

All written communications for this tender procedure and contract must be in English.

22. Additional information

The opening of the tenders will take place on the 12th of December 2024 at 12:00 local time.

Financial data to be provided by the tenderer in the standard application form must be expressed in EUR.

The framework contract will be implemented through Request for Services / Order Forms, to be issued over the period of validity of the Framework Service Contract. The Request for Services / Order Forms shall be placed and executed in accordance with the specifications given in the Terms of Reference.

23. Date of dispatch of this notice

05/11/2024