

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:276547-2016:TEXT:EN:HTML>

**Germany-Frankfurt-on-Main: ECB - Drafting skills and written communication training  
2016/S 153-276547**

**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-on-Main  
60314  
Germany  
Contact person: Javier Insa  
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:**

Drafting skills and written communication training.

Reference number: PRO-001797.

**II.1.2) Main CPV code**

80000000

**II.1.3) Type of contract**

Services

- II.1.4) **Short description:**  
Training on drafting skills and written communication.
- II.1.6) **Information about lots**  
This contract is divided into lots: no
- II.2) **Description**
- II.2.1) **Title:**
- II.2.2) **Additional CPV code(s)**
- II.2.3) **Place of performance**  
NUTS code: DE712
- II.2.4) **Description of the procurement:**  
The purpose of the services is to develop and deliver a set of drafting courses designed for staff members who need to improve their writing skills, write more effectively, or acquire new business writing techniques. It is also to assess the needs of each participant and propose individualised training plans accordingly.
- II.2.6) **Estimated value**
- II.2.7) **Duration of the contract or the framework agreement**  
Duration in months: 36
- 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:  
Interested parties must meet minimum requirements in:  
— economic and financial capacity: accumulated total net turnover for training activities,  
— technical capacity: comparable contracts and fields of expertise,  
— professional capacity: minimum number of trainers in the required fields of expertise.  
Among the interested parties meeting the minimum requirements, the ECB shall select those which best meet the following selection criterion: general experience of the interested party, assessed on the basis of reference contracts.
- 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**  
Obligation to indicate the names and professional qualifications of the staff assigned to performing 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: 26/09/2016

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> under 'Tenders'.

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**

Not applicable

Not applicable

Germany

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

The European Ombudsman

1 avenue du Président Robert Schuman, CS 30403

Strasbourg Cedex

67001

France

VI.4.3) **Review procedure**

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

Central Procurement Division of the European Central Bank

Sonnemannstraße 22

Frankfurt-on-Main

60314

Germany

E-mail: [procurement@ecb.europa.eu](mailto:procurement@ecb.europa.eu)

Fax: +49 6913447110

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

VI.5) **Date of dispatch of this notice:**  
29/07/2016