

This notice in TED website: <https://ted.europa.eu/udl?uri=TED:NOTICE:226040-2022:TEXT:EN:HTML>

**Germany-Schenefeld: Personnel and payroll services  
2022/S 084-226040**

**Contract notice**

**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

**I.1) Name and addresses**

Official name: European X-Ray Free-Electron Laser Facility GmbH

Postal address: Holzkoppel 4

Town: Schenefeld

NUTS code: DEF09 Pinneberg

Postal code: 22869

Country: Germany

Contact person: Dr. Oliver Jauch

E-mail: [ojauch@goerg.de](mailto:ojauch@goerg.de)

Telephone: +49 40500360-480

Fax: +49 40500360-444

**Internet address(es):**

Main address: <http://www.xfel.eu>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.subreport.de/E45788697>

Additional information can be obtained from another address:

Official name: GÖRG Partnerschaft von Rechtsanwälten mbB

Postal address: Alter Wall 20-22

Town: Hamburg

NUTS code: DE600 Hamburg

Postal code: 20457

Country: Germany

Contact person: Dr. Oliver Jauch

E-mail: [ojauch@goerg.de](mailto:ojauch@goerg.de)

Telephone: +49 40500360-480

Fax: +49 40500360-444

**Internet address(es):**

Main address: <http://www.goerg.de>

Tenders or requests to participate must be submitted electronically via: <https://www.subreport.de/E45788697>

Tenders or requests to participate must be submitted to the abovementioned address

**I.4) Type of the contracting authority**

Other type: Limited liability company subject to German private law, publicly funded mainly by the Federal Republic of Germany

- I.5) **Main activity**  
Other activity: Research

**Section II: Object**

II.1) **Scope of the procurement**

II.1.1) **Title:**

Job ads for personnel recruitment measures (advertising placements in online and print media as a framework agreement) for European XFEL  
Reference number: HR-CT043975

II.1.2) **Main CPV code**

79631000 Personnel and payroll services

II.1.3) **Type of contract**

Services

II.1.4) **Short description:**

The European XFEL is a research facility of superlatives: it generates ultrashort X-ray flashes - 27.000 times per second and with a brilliance that is a billion times higher than that of the best conventional X-ray radiation sources. To construct and operate the European XFEL, international partners agreed on the foundation of an independent research organisation — the European XFEL GmbH ('EuXFEL'), a non-profit limited liability Company under German law. The company employs more than 400 people.  
The subject of this invitation to tender is a framework agreement for personnel recruitment measures and advertising placements in online and print media ("job ads").

II.1.5) **Estimated total value**

Value excluding VAT: 400 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

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

79633000 Staff development services

II.2.3) **Place of performance**

NUTS code: DEF09 Pinneberg

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

EuXFEL will make call-offs from the concluded framework agreement. The call-off takes place in individual orders. The binding delivery period for each individual order shall be a maximum of two days, unless otherwise agreed in the individual case.

The subject of the call-offs is the placement of job ad texts prepared by EuXFEL on various online portals, each with a term of 30 days. In addition, the call-offs include the design and implementation of employer profiles. The job ads are published almost exclusively in English.

Regarding Section II.1.5 and II.2.6: The estimated contract value refers to the four-year contract term. It is based on an estimate and may deviate upwards or downwards. See also the option in Section II.2.11.

For further information see tender documents, especially the Offer Form.

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

Value excluding VAT: 400 000.00 EUR

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 24

This contract is subject to renewal: yes

Description of renewals:

The contract can be extended six weeks before the end of the contract period for a total of two 12-month periods.

**II.2.10) Information about variants**

Variants will be accepted: no

**II.2.11) Information about options**

Options: yes

Description of options:

EuXFEL is granted an option to exceed the respective estimated demand quantities by 50%, based on the entire contract term.

**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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Documents submitted must still be valid; where up-to-date requirements are made, the date refers to the date of publication of this notice (see point VI.5). Bidders must submit the following documents or documents with their offer:

PL1. Self-declaration regarding exclusion criteria (Sec. 123, 124 GWB). The form in the tender documents shall be used.

PL2. A short description of the company. The form in the tender documents shall be used.

In the case of candidate consortia, the requirements set out here apply accordingly to each individual member of the candidate consortia.

EuXFEL reserves the right to request further self-declarations and certificates for tenderers and their subcontractors, if they are eligible for the contract.

**III.1.2) Economic and financial standing**

List and brief description of selection criteria:

WL. Self-declaration concerning the economic and financial capabilities of the bidder, in particular statement of total turnover of the bidder of the last 3 financial years. The form in the tender documents shall be used.

In the case of candidate consortia, the requirements set out here apply accordingly to each individual member of the candidate consortia.

If, for a valid reason, a bidder is unable to provide the required proof, he may demonstrate his capacity by presenting other supporting documents deemed appropriate by EuXFEL.

EuXFEL reserves the right to request further self-declarations and certificates for tenderers and their subcontractors, if they are eligible for the contract.

**III.1.3) Technical and professional ability**

List and brief description of selection criteria:

TL. Experience as a company in projects of similar characteristics in the last 3 years (references). Similar are references in which the bidder has placed English-language job ads. At least 3 references must be proven. The form in the tender documents shall be used. Please do not hand in more than 5 projects. The reference projects may have been started, implemented or completed within the last 3 years.

Minimum level(s) of standards possibly required:

Regarding TL: At least 3 references must be proven.

III.2) **Conditions related to the contract**

III.2.2) **Contract performance conditions:**

1. The bidder must have an English-language proofreading service.
2. The bidder shall prepare monthly collective invoices for the individual call-offs.
3. The bidder guarantees continuous availability by telephone and/or e-mail from 8 a.m. to 6 p.m. Monday through Thursday and from 8 a.m. to 5 p.m. on Friday, in particular for taking call-offs and for consultation on individual orders.

**Section IV: Procedure**

IV.1) **Description**

IV.1.1) **Type of procedure**

Open procedure

IV.1.3) **Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement  
Framework agreement with a single operator

IV.1.8) **Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

IV.2) **Administrative information**

IV.2.2) **Time limit for receipt of tenders or requests to participate**

Date: 30/05/2022

Local time: 12:00

IV.2.3) **Estimated date of dispatch of invitations to tender or to participate to selected candidates**

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

English

IV.2.6) **Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) **Conditions for opening of tenders**

Date: 30/05/2022

Local time: 12:00

**Section VI: Complementary information**

VI.1) **Information about recurrence**

This is a recurrent procurement: no

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) **Additional information:**

- 1) The tender documents must be downloaded from the internet address given in point I.3. Their use is binding. If further information or clarification should be required from EuXFEL during the tender, this additional information will also be published at the above mentioned internet address.
- 2) Questions concerning the requirements of this notice and the tender documents should be addressed to EuXFEL via the awarding platform immediately, but no later than 20. May 2022. EuXFEL reserves the right not to answer questions received later.
- 3) Tenders must be transmitted electronically to the body designated in point I.3 via the awarding platform. Until the deadline expires, tenders are encrypted so that EuXFEL has no access to them. However, the tenderer is free to edit and re-upload his tender to participate within the deadline.
- 4) EuXFEL reserves the right to request a follow up for incomplete or missing documents in the tender at short notice.
- 5) EuXFEL reserves the right to cancel the procedure on objective grounds. Claims of the tenderers for compensation are — as far as legally permissible — excluded. By downloading the tender documents, the applicant agrees to this.
- 6) Candidate consortia must submit, with their request to participate, a legally binding declaration according to the application documents signed by all members and must comply with the requirements stated therein.

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: Vergabekammer des Bundes  
Postal address: Villemombler Straße 76  
Town: Bonn  
Postal code: 53123  
Country: Germany

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

The time-limit for appeal is regulated under Sec. 160 para. 3 GWB.

The application is inadmissible if:

- 1) The applicant became aware of the alleged violation of provisions governing the awarding of public contracts before submitting the appeal and did not object to the contracting entity within 10 calendar days; the deadline stipulated in Sec. 134 para. 2 remains unaffected;
- 2) Violations of provisions governing the awarding of public contracts which become apparent from the tender notice are not notified to the contracting entity by the end of the period specified in the notice for the submission of a tender or application;
- 3) violations of provisions governing the awarding of public contracts which only become apparent from the award documents are not notified to the contracting entity by the end of the period specified in the notice for the submission of a tender or application;
- 4) More than 15 calendar days have elapsed from the receipt of notification from the contracting entity that it is unwilling to redress the complaint.

The above sentence does not apply to an application for a declaration of invalidity of the contract pursuant to Sec. 135 para. 1 no. 2 GWB. Sec. 134 para. 1 sentence 2 GWB remains unaffected.

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

25/04/2022