



EX-ANTE PUBLICITY NOTICE

Professional assistance with staff selection procedures implementation

REFERENCE: **NP/DRS/LHAR/SelectionProceduresImplementation/007/19**

Background

The European Centre for the Development of Vocational Training (Cedefop) is planning to award a framework contract for '**Professional assistance with staff selection procedures implementation**'.

The maximum duration of the above mentioned framework contract will be **18 months** from its signature (estimated signature in the second half of November 2019). The maximum budget foreseen for this contract is **EUR 60.000** (excluding VAT) for the whole duration of the contract.

CEDEFOP is located at Europe 123 – 57001, Thessaloniki, Greece.

Indicative description of the services to be provided under the framework contract.

- (1) Provision of support in **drafting vacancy notices**, in compliance to applicable rules and guidelines;
- (2) Provision of support in the applicants pre-selection: **screening of CVs** and completion of a selection grid with the best qualified candidates;
- (3) As part of the pre-selection process, provision of **telephonic screening of candidates**, based on a long-list of best qualified candidates;
- (4) Provision of support to the selection board in the **preparation and assessment grids of competency-based interviews**;
- (5) Administrative support **for the organisation of the interviews**;
- (6) Provision of support to the **decision making regarding appointment**.

All above tasks will be done remotely i.e. in the Contractor's premises. A kick off meeting is envisioned to take place at Cedefop premises in Thessaloniki Greece. This meeting will occur only once at the beginning of the contract.

The use of the above services will depend on the selection procedures and will be subject to a separate order form per selection procedure.

The purpose of this 'ex-ante publicity' is to invite tenderers to express their interest in this procurement procedure.

Candidates may choose between:

- submitting a joint offer as a consortium/grouping; or
- introducing a bid as a single tenderer.

In both cases, there is a possibility of having one or several subcontractors.

At this stage, the reply form attached has to be filled in only by the candidate (acting on behalf of a consortium or subcontractor).

If you are interested in applying for this contract, please send an email, together with the filled-in reply form, in one of the official languages of the European Union (and preferably in English) **by no later than 06/09/2019 (23:59 CET+1 i.e. local Greek time)** to the following functional mail box:

C4T-Services@cedefop.europa.eu

This publication gives an indicative value of the estimated contract amount and constitutes no obligation to award a contract. Registering interest to receive an invitation to tender in a negotiated procedure of this type does not create any legal right or legitimate expectation on the part of any economic operator.

Cedefop will send out the invitation to tender and related documents at a later stage (estimated date mid-September 2019).

We look forward receiving your declarations of interest.

CEDEFOP Procurement Service