

Ex-ante publicity of a future call for tenders

Third Language testing for the EU Institutions

- **Reference :** EPSO.03/PN/2019/032
- **Type of call for tenders:** Negotiated procedure for a middle value contract of maximum EUR 143.999,99.
- **Subject:** Services
- **Indicative date of the launch of the procedure:** August 2019

Duration of the contract: 1 year

Description of the services to be purchased:

The European Commission, represented by the European Personnel Selection Office (EPSO) (hereinafter referred to as “EPSO” or "the contracting authority"), intends to conclude a framework contract for services related to the organisation of language tests for the purpose of assessing the ability of staff of the Institutions, Bodies and Agencies (I/B/A) to work in a third language.

The call for tenders is divided into the following two lots:

Lot	LANGUAGE
Lot 1	Organisation of tests in German (DE), English (EN), Italian (IT) and Dutch (NL)
Lot 2	Organisation of tests in Czech (CZ), Croatian (HR), Polish (PL) and Portuguese (PT)

Economic, financial, technical and professional capacity required:

The tenderer must be able to meet the following minimum selection criteria:

1. Economic and financial capacity

The tenderer must demonstrate an average annual turnover exceeding the amounts indicated below in the 2 last financial years closed.

- Lot 1 – EUR 30.000,00.
- Lot 2 – EUR 10.000,00.

When submitting a tender for both lots, the tenderer must demonstrate an average annual turnover exceeding EUR 40.000,00 in the 2 last financial years closed.

2. Technical and professional capacity

A — Tenderer's experience in the field of the contract

The tenderer must demonstrate its experience in the field of language testing through at least 3 projects delivered over the last three years. Each project must have a minimum value of EUR 4.000,00.

When submitting a tender for both lots, it is not necessary for the tenderer to demonstrate its experience in the field of language testing through at least 6 projects. It is sufficient to demonstrate the relevant experience through 3 projects delivered over the last three years.

B — Suitable premises

The tenderer must have available suitable premises for the organisation of language tests with the following characteristics:

- Geographical location in Brussels-Capital region;
- Minimum capacity of 6 people per day;
- Opening hours in relation to the official working hours of the institutions (8:00-17:00); and
- Capacity to organise minimum 3 sessions for each of the languages to be tested.

C — Capacity of the team proposed by the tenderer

The tenderer must have at its disposal for each lot a team consisting of one project manager and four linguists, i.e. one linguist per language covered by the lot concerned. One linguist can only be responsible for one language.

When submitting a tender for both lots, the project manager can be the same person for both lots. As mentioned already in the paragraph above, this is not the case for the linguists.

Profile 1 – Project manager

- **Professional experience** – The project manager must demonstrate a relevant professional experience of at least 3 years, which must have been gained in the last 3 years, in the field of the management of language tests/training/teaching, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution; and
- **Language competence** – The project manager must demonstrate knowledge of EN and/or FR corresponding to level B2 as defined by the Common European Framework of

Reference for Languages (CEFR) of the Council of Europe
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

Profile 2 – Linguist

- **Education** – The linguist must have a higher education degree in linguistics/philology. The degree must have been issued in a Member State of the European Union or be recognised as equivalent by a Member State;
- **Professional experience** – The linguist must demonstrate a relevant professional experience of at least 3 years, after obtaining the degree mentioned above, which must have been gained in the last 3 years, in the field of the preparation and evaluation of language tests and language quality check; and
- **Language competence** – The linguist must demonstrate knowledge of the language in which he/she will be testing corresponding to level C2 as defined by the Common European Framework of Reference for Languages (CEFR) of the Council of Europe
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

No documents proving the fulfilment of these criteria are requested at this stage.

If you are interested in participating in this call for tenders, and you fulfil the selection criteria as outlined above, please send an e-mail to the following address:

EPSO-TROISIEME-LANGUE@ec.europa.eu and indicate your contact details (name, organisation, address, country and email address) no later than **07/08/2019**.

Only expressions of interest sent within the above-mentioned time limit to the above email address will be taken into consideration. The economic operators having sent an expression of interest will be invited to submit an offer and receive the tender documents.