

**ECB - call for expressions of interest for the establishment of a list of providers  
of Administrative and Secretarial Temporary Labour (D-Frankfurt-on-Main)**

**2007/S 120-146453**

**Call for expression of interest**

1. **Name, address, telephone and fax number, e-mail address of the contracting authority:**  
European Central Bank, Central Procurement Office, attn: Ms Uta Elbers, Kaiserstraße 29, D-60311 Frankfurt-on-Main. Fax (49-69) 13 44 71 10. E-mail: [procurement@ecb.int](mailto:procurement@ecb.int).
2. **Type of procedure: call for expressions of interest:**  
The ECB frequently uses administrative and secretarial temporary labour for a variety of reasons, ranging from holiday or sick leave cover, through support for specific projects, to heavy workload. As a result, assignment lengths can vary significantly, from a minimum of 2 weeks to longer than 12 months. On average, the ECB procures 80 agency staff for support level assignments per calendar year, with a total of 160 assignments. Companies or organisations interested in having their name entered on a list of potential suppliers of administrative and secretarial temporary labour for the European Central Bank (ECB) are invited to submit an application in accordance with the rules set out below. For this purpose, companies or organisations shall request the application documents at the address specified in point 1 above. The application documents must be duly completed, signed and submitted to the same address.  
The appointed procurement committee of the ECB will draw up a list of potential suppliers who meet all the qualifying criteria set out in point 8 below.  
Prior to awarding a specific contract on the basis of the agreed framework agreement, the ECB will send a request for profiles to all or some of the candidates on the list, selected, at the ECB's discretion, on the basis of the specific requirements needed for the tasks to be fulfilled. The ECB will only sign specific contracts for the provision of administrative and secretarial temporary labour with companies on the list of potential suppliers.
- 3 (a) **Description of the fields covered:**  
Temporary agency staff with a mainly secretarial/administrative profile and an excellent knowledge of English available to work at the ECB premises at least within 3 working days.
- 3 (b) **Type of contracts:**  
Framework agreements taking into account the specific requirements of the German 'Arbeitnehmerüberlassungsgesetz' (AÜG) with a maximum duration of 3 years. Requests for profiles will result in a specific contract for the successful company.
4. **Place of execution/performance of the works, for delivery of products or of the provision of services:**  
At the ECB premises in D-Frankfurt am Main.
5. **Period of validity of the list resulting for this call for expressions of interest:**  
The list will be valid for 3 years from its start date. In order to be included in the list from the start, applications must be received by the ECB by 20.7.2007 (12:00). Interested companies may apply to be added to the list at a later date by sending the information requested in this notice at any time during the 3 year period.
6. **Legal status of applicants:**  
Not applicable.
7. **Address to which requests for an application form shall be sent:**  
See point 1 above.

8. **List of qualifying criteria for inclusion on the list of potential suppliers:**

At least 1 contact person for the ECB with excellent and proven English skills.

At least 1 computer with Internet access in order to test the English skills of candidates prior to interview at the ECB. An English test for this purpose will be provided by the ECB.

Ability to provide high-quality candidates who meet the ECB requirements, in particular of excellent English skills, to work at the ECB premises within 3 working days.

Pricing rates in line with those given on the profiles provided with the application form.

Sound financial business.

Compliance with relevant legal requirements for the provision of temporary labour in Germany ('Arbeitnehmerüberlassungsgesetz' (AÜG)).

Ability to provide the ECB prior to assignment and at its own expense with a certificate issued by a national or local competent authority not older than 3 months stating whether or not the candidate is of good conduct (i.e. a certificate that lists any criminal offences for which the person has been convicted).

Warranty that employees are deployed under a valid collective labour agreement according to the AÜG. If such a warranty cannot be provided, the ECB, upon request, provides the applicable ECB terms and conditions of employment, which can also be assessed via the ECB web site: <http://www.ecb.int/ecb/jobs/html/index.en.html>.

Submission of CVs via the ECB's electronic recruitment system.

Further information relating to the qualifying criteria above will be provided in the application form.

Documentation and information concerning the applicant's own position, and the information, formalities and documents necessary for an appraisal of the minimum economic and technical standards will be required with the application form

9. **Date of dispatch of the notice:**

14.6.2007

10. **Date of receipt by the Office for Official Publications of the European Communities:**

14.6.2007