

Tender procedure for the supply of Administrative and Secretarial Temporary Labour

The European Central Bank (ECB) currently employs approx. 1,600 members of staff in its main office in Frankfurt am Main. 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 support during times of heavy workload. As a result, assignment lengths can vary significantly. On average, the ECB procures approximately 80 agency staff for support level assignments per calendar year.

The ECB intends to conclude multi-supplier framework agreements for the supply of administrative and secretarial temporary labour that shall enter into force on 1 April 2012 for a period of up to four years. Under the order procedure of the agreed framework agreements, the ECB will send a request for profiles to the framework contractors specifying the requirements needed for the tasks to be fulfilled. The following 5 main profiles will be sought:

Management / Team Assistant

Administrative Assistant

Senior Management Assistant

Senior Administrative Assistant

Principal Administrative Assistant

Once the framework agreements have been concluded, and throughout their duration, it will not be possible to conclude new framework agreements with new suppliers for the same purpose of this tender procedure.

Companies wishing to participate in this tender procedure will need to show that they comply with the legal requirements for the provision of temporary labour in Germany, that they have experience in providing the services required and that they can conduct the working relationship in English. They will also need to be able to provide good quality candidates with a proficient level of English within three working days. The ECB may ask for further information on the tenderers and, in particular, on the company structure, number of employees, turnover and methodology for recruiting candidates.

Companies wishing to participate in this tender procedure are invited to send an email to procurement@ecb.europa.eu stating their interest by Friday, 28 October 2011. After this deadline, interested parties will be informed of the next steps.