

Prior information notice

This notice is a call for competition

Supplies

Legal Basis:

Council of the European Union Decision 11175/15 on "Financial Regulations applicable to the general budget of the European Union Institute for Security Studies"

Section I: Contracting authority

I.1) **Name and addresses**

Official name: European Union Institute for Security Studies

Postal address: 100 avenue de Suffren

Town: Paris

NUTS code: FR101 Paris

Postal code: 75015

Country: France

Contact person: Eduard Gudumac, Financial Officer

E-mail: eduard.gudumac@iss.europa.eu

Telephone: +33 782847214

Internet address(es):

Main address: <https://www.iss.europa.eu/>

I.3) **Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://www.iss.europa.eu/opportunities>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: <https://grcvm.iss.europa.eu/mf/view.php?id=42215>

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

European institution/agency or international organisation

I.5) **Main activity**

Other activity: Foreign, security and defence policy issues

Section II: Object

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

II.1.1) **Title:**

Supply, installation, commissioning and maintenance of Enterprise Resource Planning system

Reference number: RFP/2020/001

II.1.2) **Main CPV code**

48451000 Enterprise resource planning software package

II.1.3) **Type of contract**

Supplies

II.1.4) **Short description:**

EUISS requests the services of an ERP vendor to implement an ERP solution for the EUISS covering its core components of Financial, Human Resource and Procurement management.

- II.1.5) **Estimated total value**
Value excluding VAT: 200 000.00 EUR
- II.1.6) **Information about lots**
This contract is divided into lots: no
- II.2) **Description**
- II.2.3) **Place of performance**
NUTS code: FR101 Paris
Main site or place of performance:
The services will be performed at the contractor's and/or EUISS's premises in Paris.
- II.2.4) **Description of the procurement:**
The new ERP system should provide the following functions:
1. Financial Management
2. Human Resources Management System (HRMS)
3. Purchase to Payment
4. Missions management
The solution will also need to provide cross-functional capability in areas such as:
• configurable reports, enquiries and analytics,
• configurable workflows,
• configurable tasks/reminder notifications to users,
• MS Office integration,
• single sign-on/multi-factor authentication,
• mobile device capability for transaction entry and approval.
- 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: 200 000.00 EUR
- II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**
Duration in months: 60
- II.2.10) **Information about variants**
- II.2.11) **Information about options**
- 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.1.2) **Economic and financial standing**
Selection criteria as stated in the procurement documents
- III.1.3) **Technical and professional ability**
Selection criteria as stated in the procurement documents
- III.2) **Conditions related to the contract**
- III.2.3) **Information about staff responsible for the performance of the contract**
Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

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- IV.1) **Description**
- IV.1.1) **Type of procedure**
Competitive procedure with negotiation
- 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: no
- IV.2) **Administrative information**
- IV.2.2) **Time limit for receipt of expressions of interest**
Date: 27/11/2020
Local time: 12:00
- IV.2.4) **Languages in which tenders or requests to participate may be submitted:**
English
- IV.2.5) **Scheduled date for start of award procedures:**
05/01/2021

Section VI: Complementary information

- VI.3) **Additional information:**
- VI.4) **Procedures for review**
- VI.4.1) **Review body**
Official name: European Union Institute for Security Studies
Town: Paris
Country: France
- VI.5) **Date of dispatch of this notice:**
09/11/2020