

**Université du Luxembourg  
Administration Centrale  
Administration des Marchés Publics de l'Université**

**Avis de marché**

**Procédure :** européenne ouverte

**Type de marché :** Services

**Modalités d'ouverture des offres :**

Date: 27/09/2022 Heure: 11:00

**SECTION II: OBJET DU MARCHÉ**

**Intitulé attribué au marché :** RFP 220017 - TENDER FOR A FRAMEWORK AGREEMENT PROCEDURE – TEMPORARY EMPLOYMENT SERVICES

**Description succincte du marché :** The University wants:

- To implement a Frame Agreement with temporary employment agencies in order to manage peaks and troughs in workloads;
  - To conclude a Frame Agreement with temporary employment agencies able to support the University by providing temporary staff;
  - To be provided with qualified staff in line with the scope and requirements for each specific engagement;
  - To be provided with high quality temporary agency candidates who have the right mix of skills, experiences and qualifications, as required and specified by the hiring manager.
- Temporary staff will be remunerated and their administrative management will be carried out by the temporary agency. The employer of temporary staff shall in any event remain the temporary agency.

This Call for Tenders is aimed at concluding a Framework Agreement, fixed at one (1) year, renewable three (3) times for one (1) year (1 + 1 + 1 + 1) on the advice of the University, in order to retain several Contracting parties, without reopening of competition, known for their expertise in providing temporary employment services.

**Lot 1 :**Administration, HR, Project Management, Marketing & Communication

- Description succincte : To provide temporary employment services for the University's Central Administration, faculties and interdisciplinary centres in line with the scope of work and requirements defined by the hiring manager for each specific engagement related to Administration, HR, Project Management, Marketing & Communication profiles.

**Lot 2 :**Finance, Accounting, Audit and Procurement

- Description succincte : To provide temporary employment services for the University's Central Administration, faculties and interdisciplinary centres in line with the scope of work and requirements defined by the hiring manager for each specific engagement related to Finance, Accounting, Audit and Procurement profiles.

**Lot 3 :**Facility Management, Logistics, Health, Safety, Security and Environment, Information Technology

- Description succincte : To provide temporary employment services for the University's Central Administration, faculties and interdisciplinary centres in line with the scope of work and requirements defined by the hiring manager for each

specific engagement related to Facility Management, Logistics and Health, Safety, Security and Environment, Information Technology profiles.

**Lot 4 :Research and education services**

- Description succincte : To provide temporary employment services for the University's Central Administration, faculties and interdisciplinary centres in line with the scope of work and requirements defined by the hiring manager for each specific engagement related to Research and education services profiles.

**SECTION IV: PROCÉDURE**

**Conditions d'obtention du cahier des charges :**  
via the public procurement portal

**SECTION VI: RENSEIGNEMENTS COMPLÉMENTAIRES**

**Autres informations :**

Réception des offres : via the public procurement portal

**Date d'envoi de l'avis au Journal officiel de l'U.E. :**08/08/2022

**La version intégrale de l'avis no 2201670 peut être consultée sur [www.marches-publics.lu](http://www.marches-publics.lu)**

S.PALLAGE - Rector