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**GR-Thessaloniki: quality approaches in learning and training patterns in European small firms
2012/S 186-304844**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Cedefop — European Centre for the Development of Vocational Training
Europe Street 123, PO Box 22427

Contact point(s): Mr Yancho Sirakov

For the attention of: Mr George Paraskevaïdis

551 02 Thessaloniki

GREECE

Telephone: +30 2310490064

E-mail: c4t-services@cedefop.europa.eu

Fax: +30 2310490028

Internet address(es):

General address of the contracting authority: <http://www.cedefop.europa.eu/>

Address of the buyer profile: <http://www.cedefop.europa.eu/>

Electronic access to information: <http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Education

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Quality approaches in learning and training patterns in European small firms.

II.1.2) Type of contract and location of works, place of delivery or of performance

Services

Service category No 8: Research and development services

Main site or location of works, place of delivery or of performance: At the contractor's premises.

NUTS code GR122

II.1.3) **Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)**

The notice involves a public contract

II.1.4) **Information on framework agreement**

II.1.5) **Short description of the contract or purchase(s)**

Through a literature review of 27 EU Member States (plus Norway and Iceland) and 20 case studies, the study aims at providing a critical analysis of measures supporting small firms in training their staff through work-based learning, including non-formal and informal learning.

II.1.6) **Common procurement vocabulary (CPV)**

73000000, 73200000, 73300000

II.1.7) **Information about Government Procurement Agreement (GPA)**

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) **Lots**

This contract is divided into lots: no

II.1.9) **Information about variants**

Variants will be accepted: no

II.2) **Quantity or scope of the contract**

II.2.1) **Total quantity or scope:**

Estimated value excluding VAT: 200 000 EUR

II.2.2) **Information about options**

Options: no

II.2.3) **Information about renewals**

This contract is subject to renewal: no

II.3) **Duration of the contract or time limit for completion**

Duration in months: 14 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

Not applicable.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

Payments will be made within 30 days of submission of invoices provided that deliverables (reports) are received and considered acceptable and at the conditions set out in the draft contract.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

Participation in tendering procedures is open on equal terms to all natural and legal persons or groupings of such persons (consortia) falling within the scope of the Treaties. It includes all economic operators registered in the EU and all EU citizens. Pursuant to Article 106 of the general Financial Regulation, participation is also open to all natural and legal persons from non-EU countries that have a ratified agreement with the European Union in the field of public procurement on the conditions laid down in that agreement.

Cedefop can therefore accept offers from and sign contracts with tenderers from 34 countries, namely: the 27 EU Member States, 3 EEA countries (Iceland, Liechtenstein, Norway) and 4 SAA countries (Albania, Croatia,

former Yugoslav Republic of Macedonia and Montenegro). The procurement (tender) procedures of Cedefop are not open to tenderers from GPA countries.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Subcontracting is allowed and is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the selected tenderer (the contractor), who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s).

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the requirements are met: Tenderers must meet the exclusion and selection criteria.

Participation in this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest. Each and all requirements for economic, financial and technical capacity should be fulfilled by the tenderer — alone (in the case of single tenderers) or by the consortium (grouping) as a whole (in case the tenderer is a consortium).

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. He must in that case prove to the contracting authority that he will have at his disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at his disposal. This obligation may be fulfilled by presenting signed statements from those entities. Please note that natural persons (individuals, freelancers) are also considered 'entities' for this purpose.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Minimum level(s) of standards possibly required: Requirements for economic and financial capacity:

— the average annual turnover of the tenderer for the last 3 financial years concerning the type of services covered in this call for tenders should be at least 200 000 EUR.

Proof of economic and financial capacity must be furnished by the following document:

— signed statement (in questionnaire 2 of Annex G to the tender document) of the tenderer's turnover for the last 3 financial years concerning the type of services similar in nature to those which are the subject of this call for tenders.

In the case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors (in line with Articles 4.1 or 4.2 of the tender document) must provide the required statement for the economic and financial capacity, but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.

In the event of recommendation for contract award the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) will be requested to prove the above by submitting audited financial statements (audited profit and loss account/statement or equivalent), if these are foreseen by the respective national legislation. Should total subcontracting exceed 40 % of the work by value, Cedefop reserves the right to request audited financial statements also from the subcontractors. For tenderers or subcontractors (identified as per any of the 2 bullet points in paragraph 4 of Article 4.2 of the tender document)

who are natural persons/freelancers, a tax declaration and tax clearance statement for the last 3 financial years will be requested.

If, for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide one or other of the above documents, he is required to justify the non-provision and may prove his economic and financial capacity by any other document which Cedefop considers appropriate. Cedefop reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

The tenderers are required to have sufficient technical and professional capacity to perform the contract. They must demonstrate qualifications, experience, knowledge, skills and the ability to perform the tasks outlined in the terms of reference.

Minimum level(s) of standards possibly required:

Requirements (mandatory) for technical and professional capacity:

— the tenderer must have 6 years of experience at least in international research management and project implementation with particular reference to education and VET and/or to labour market needs/employment issues,

— adequate structure and resources for the tenderer to perform the services described in the terms of reference,

— the tenderer's team of experts, who will be proposed to implement the contract, must have, relevant to the subject of the study, profiles, knowledge and experience for the successful implementation of the contract. In particular:

For the proposed research team leader (project manager):

— 5 years of experience at least in the field of SME economics and human resources development at national and European/international levels,

— proven scientific experience (a minimum of 5 years) in the field of applied research with particular focus on SMEs;

— proven research experience (a minimum of 3 years) in the field of quality approaches to VET with particular reference to work-based learning, in-company training and competence acquisition,

— linguistic ability to communicate and draft to a high standard in English (level C1 Europass).

For the proposed researchers:

— each of the proposed researchers should have 3 years' proven specific individual experience in the field of research on SMEs and their skill needs,

— the research team as a whole should show linguistic ability to communicate and draft to the same high standard in English as above.

Proofs/evidence of technical and professional capacity:

The following documents or information must be presented by the tenderer to prove his technical and professional capacity to perform the proposed contract:

— brief company profile with short presentation of the tenderer (to be filled in Annex G of the tender document, questionnaire 4) describing his/her experience in comparative research and analysis on education and training policies in Europe and capacity to formulate suggestions for the attention of policymakers on how to promote skills development within SMEs at national and European levels,

— list of at least 3 contracts performed in the past 6 years (to have been concluded by the deadline of submission of offers) similar to the scope, size and nature as those required in this call for tenders (covering issues of human research development and skill needs in SMEs in the EU), describing the contracting

authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer (to be filled in Annex G of the tender document, questionnaire 3),
— detailed CVs of the experts (preferably in Europass format) who will be proposed to implement the study (the research team leader and the researchers), i.e. the persons whose involvement will be crucial for performing the contract, including reference to linguistic abilities to prove the compliance with each of the minimum obligatory requirements, specified above.

In the case of a consortium or subcontracting, the consortium or the tenderer with all subcontractors together have to provide evidence of technical and professional capacity as a whole (see also 4.1 and/or 4.2 of the tender document).

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated below

1. The level of understanding of the nature of the assignment, its context and results to be achieved. Weighting 40
2. The quality and appropriateness of the methods suggested to carry out the work. Weighting 35
3. The organisation and management arrangements. Weighting 25
4. The above given 3 award criteria are with a weighting 65 %, i.e. the maximum total scores (weighted) that could be obtained are $100 \times 65 \% = 65$. Weighting 65
5. Price weighting. Weighting 35

IV.2.2) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

'AO/ECVL/TB/Quality Approaches/019/2012'.

IV.3.2) **Previous publication(s) concerning the same contract**

no

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 29.10.2012

Payable documents: no

- IV.3.4) **Time limit for receipt of tenders or requests to participate**
7.11.2012
- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**
- IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**
Any EU official language
Other: Tenders (and documents included in them) should be submitted preferably in English, but in any case in one (or in any) of the official languages of the European Union
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**
until: 7.5.2013
- IV.3.8) **Conditions for opening tenders**
Date: 19.11.2012
Place:
Cedefop's premises.
Persons authorised to be present at the opening of tenders: yes
Additional information about authorised persons and opening procedure: Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax (fax +30 2310490028) or by e-mail (c4t-services@cedefop.europa.eu) at least 2 working days prior to the opening session.

Section VI: Complementary information

- VI.1) **Information about recurrence**
This is a recurrent procurement: no
- VI.2) **Information about European Union funds**
The contract is related to a project and/or programme financed by European Union funds: no
- VI.3) **Additional information**
The full set of tender documents for this open tender procedure and any additional information can be found on Cedefop's website:
<http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>
Cedefop's website will be updated regularly and it is the tenderer's responsibility to check for any updates and modifications during the period for submission.
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures**
General Court
rue du Fort Niedergrünwald
2925 Luxembourg
LUXEMBOURG
E-mail: cfi.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu/>
Fax: +352 4303-2100
- VI.4.2) **Lodging of appeals**
Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

Same as in point VI.4.1.

VI.5) **Date of dispatch of this notice:**

17.9.2012