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**Greece-Thessaloniki: Measuring performance of EU Member
States' skills systems and prioritising skill mismatches
2013/S 243-422079**

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): Mrs Dimitra Eleftheroudi
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>

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

Section II: Object of the contract

II.1) Description

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

Measuring performance of EU Member States' skills systems and prioritising skill mismatches.

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: The tasks must be completed externally.

NUTS code

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)

The purpose of this contract is twofold:

(1) to develop a methodology and a policy tool — a skills monitoring index — that can be used to evaluate the performance of EU Member States' skills systems (e.g. in terms of skill development, activation and utilisation);

(2) to use a 'risk-based approach' in order to identify and prioritise occupations that are susceptible to skill mismatch (i.e. skill shortages or surpluses) and are of high economic importance in each EU Member State.

To achieve these goals at both country and occupational level, the proposed system should exploit (and combine in the form of suitable composite indices) a set of informative and transparent quantitative indicators of skills (e.g. skill demand, skill supply and skill utilisation) along with qualitative inputs. The aim of this project is to assess the performance of EU Member States' skills systems and to provide early warning signals of the presence of skill mismatches in occupations of priority economic relevance.

II.1.6) Common procurement vocabulary (CPV)

73000000

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:

The estimated total budget for the required services described in this call for tenders is of the order of 400 000 EUR, excluding VAT.

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: 24 (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 as follows:

— pre-financing: 30 % after contract signature and within 30 days of submission of invoices and at the conditions set out in the draft contract,

— 1st interim payment: 20 % after submission of interim report 2.2 and within 60 days of submission of invoices and at the conditions set out in the draft contract,

— 2nd interim payment: 20 % after submission of interim report 2.4 and within 60 days of submission of invoices and at the conditions set out in the draft contract,

— payment of the balance: 30 % after submission of final report and within 60 days of submission of invoices and at the conditions set out in the draft contract.

For further details please refer to the draft contract (Annex B to the tender documents).

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

Tenderers may choose between submitting a joint offer as a consortium/grouping or by introducing a bid as a single tenderer, in both cases with the possibility of having 1 or several subcontractors. Whichever type of bid is chosen, the tender must stipulate the legal status and role of each legal entity in the tender proposed.

For more information please refer to the tender documents.

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). For more information please refer to the tender documents.

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 and have the legal position to allow them to participate in this tendering procedure.

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 in Annex C of the tender documents.

For more information please refer to the tender documents.

III.2.2) Economic and financial ability

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

— 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 300 000 EUR.

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

— signed statement (please fill in and sign your statement in questionnaire 2 of Annex G of the tender dossier) of the tenderer's turnover concerning the type of services covered in this call for tenders during each of the last 3 financial years.

In the case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors (in line with points 4.1 or 4.2 of the tender documents) must provide the required statement for the economic and financial capacity (questionnaire 2 of Annex G of the tender dossier), 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.

If, for some exceptional reason the tenderer is unable to provide one or more 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, knowledge, skills and the ability to perform the tasks outlined in the terms of reference.

Minimum level(s) of standards possibly required:

Requirements:

- the tenderer must have a minimum of 5 years' experience in the field of comparative European data and policy analysis and the capacity to analyse socio-economic data at national and European levels,

- previous professional experience working with Eurostat micro-data and/or institutional eligibility to access Eurostat micro-data,

- the tenderer's proposed team of experts must have the profiles, knowledge and experience relevant to the subject of the study for the successful implementation of the contract.

In particular, the following requirements are mandatory:

- For the proposed team leader:

- minimum 5 years of individual experience in European research project management,

- minimum 5 years of individual professional research experience in total, in one or more of the following fields:

- comparative research on education and training policy

- comparative research on labour market and/or employment policy analysis,

- minimum 5 years of individual professional research experience in handling, processing and engaging in data analysis of international, European or national socio-economic data sources,

- linguistic ability to communicate and draft to a high standard in English (level C1 as determined in 'Language levels of the Common European Framework of Reference (CEF)').

- For the proposed senior researchers:

- minimum 4 years of individual professional research experience in total, in one or more of the following fields:

- comparative research on education and training policy

- comparative research on labour market and/or employment policy analysis,

- minimum 4 years of individual professional research experience in handling, processing and engaging in data analysis of international, European or national socio-economic data sources,

- linguistic ability to communicate and draft to a high standard in English (level B2 as determined in 'Language levels of the Common European Framework of Reference (CEF)').

- For each of the proposed researchers/team members who will be involved in the study:

- minimum 2 years of individual experience in total, in one or more of the following fields:

- comparative research on education and training policy

- comparative research on labour market and/or employment policy analysis,

— linguistic ability to communicate and draft to a high standard in English (level B2 as determined in 'Language levels of the Common European Framework of Reference (CEF)').

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:

— a brief company profile with short presentation of the tenderer (experience in comparative European data and policy analysis, previous professional experience working with Eurostat micro-data, capacity to analyse socio-economic data at national and European levels),

— copy of an existing contract signed with Eurostat for access to Eurostat micro-data, or statement of eligibility to be checked against the legal entity form in Annex D of the tender documents as filled in by the tenderer, in line with Eurostat restrictions on access to micro-data,

— a list of at least 3 contracts performed in the past 5 years (concluded by the deadline of submission of offers) similar to the scope, size and nature of this call for tenders (i.e. covering subjects of research and analysis on education and training and/or labour market policies), describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer (please fill in Annex G, questionnaire 3),

— the detailed CVs of the experts (in Europass format or similar) who will be proposed to implement the contract (the team leader, senior researchers and the team of researchers), i.e. of the persons whose involvement will be crucial for performing the contract, including reference to linguistic abilities and list of publications.

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

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 in the specifications, in the invitation to tender or to negotiate or in the descriptive document

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/RPA/KPOUL-AZU/Prioritising_Skill_Mismatches/015/13.
- IV.3.2) **Previous publication(s) concerning the same contract**
no
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**
Payable documents: no
- IV.3.4) **Time limit for receipt of tenders or requests to participate**
20.2.2014
- 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
- IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**
until: 20.8.2014
- IV.3.8) **Conditions for opening of tenders**
Date: 6.3.2014 - 11:00
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 (c4tservices@cedefop.europa.eu) at least 2 working days prior to the opening session.

Section VI: Complementary information

- VI.1) **Information about recurrence**
- VI.2) **Information about European Union funds**
- VI.3) **Additional information**
The tender documents will be available 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, therefore tenderers must ensure that they visit regularly the site for updates up to the closing date for receipt of tenders.
Please note that Cedefop will be closed between 23.12.2013 and 1.1.2014 for Christmas and New Year holidays.
Any request for clarification received during the closure will be processed at the beginning of January 2014.
- 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:**

4.12.2013