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**Greece-Thessaloniki: Interactive Web and mobile applications — IWAMA
2016/S 210-380184**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Cedefop — European Centre for the Development of Vocational Training
Europe Street 123, PO Box 22427
Thessaloniki
551 02
Greece
Contact person: Ms Dimitra Eleftheroudi
Telephone: +30 2310490064
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028
NUTS code: GR122

Internet address(es):

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

I.2) Joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.cedefop.europa.eu/about-cedefop/public-procurement>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Interactive Web and mobile applications — IWAMA.
Reference number: AO/DRS/ASIA/IWAMA/017/16.

II.1.2) Main CPV code

72000000

II.1.3) Type of contract

Services

II.1.4) **Short description:**

Provision of ICT services related to development and maintenance of Web and mobile applications. Services will be acquired in the form of person-days, categorised in profiles as follows:

- Web and mobile developer,
- senior expert,
- project manager.

II.1.5) **Estimated total value**

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

II.2.3) **Place of performance**

NUTS code: 00

Main site or place of performance:

The tasks must be completed outside Cedefop in the contractor's premises.

II.2.4) **Description of the procurement:**

The volume of the services to be provided under the framework contract is estimated to be 1 300 person-days over 4 years. The person-days will not be distributed evenly over the years.

Tenderers should be aware that the information on volume is purely indicative, shall not be binding on Cedefop and should not be considered as a warranty as to the final value of the contract. The sum of the amounts of the successive order forms that will be issued after the framework contract is signed may not reach the abovementioned estimated value for the framework contract. Cedefop will be contractually bound only by the amounts effectively entered in the successive signed order forms. The total value of the framework contract will ultimately depend on the orders which Cedefop may place through orders forms.

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**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

The contract will be automatically renewed up to 3 times, each for an additional period of 1 year, covering a total acquisition period of 4 years (1 + 1 + 1 + 1).

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

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.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions:

Participation in this tender procedure is only open to tenderers who are in a position to subscribe in full to the 'Declaration on honour on exclusion criteria and selection criteria', given in Annex C of the procurement documents.

All tenderers, all group (consortium) members (if any) and any subcontractor/s (identified as per the 2 bullet points in the fourth paragraph of point 4.2 of the procurement documents) must provide the declaration on honour found in Annex C duly signed and dated.

— 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.

— 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 procurement documents.

III.1.2) Economic and financial standing

List and brief description of selection criteria:

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

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 170 000 EUR.

Minimum level(s) of standards possibly required:

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 procurement documents) of the tenderer's turnover for the last 3 financial years concerning the type of services similar in nature to those making 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 points 4.1 or 4.2 of the procurement documents) 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 procurement documents) who are natural persons/freelancers, a tax declaration and tax clearance statement for the last 2 financial years will be requested.

If for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide 1 or the other of the above documents, they will be required to justify the non-provision and may prove their 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.1.3) **Technical and professional ability**

List and brief description of selection criteria:

The tenderers are required to have sufficient technical and professional capacity to perform the contract.

Requirements for technical and professional capacity:

- be enrolled in the relevant professional register,
- have the technical know-how, experience, expertise and adequate structure and resources to perform the services described in the terms of reference,
- have provided services in the past 3 years in execution of at least 3 contracts similar to the scope and nature as those required in this call for tenders, with a combined total value of 250 000 EUR at minimum,
- have proposed a suitable team of key experts whose involvement will be instrumental for the successful implementation of the contract, and who have the appropriate profiles, knowledge and experience relevant to the subject of the contract, following the profiles described in Section 2.2 of the procurement documents.

Minimum level(s) of standards possibly required:

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

- document for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established (please fill in questionnaire 6 of Annex G of the procurement documents),
- brief company profile to prove the ability, technical know-how, experience and expertise needed for the provision of the required services under this call for tenders, including a description of the ICT infrastructure (please fill in questionnaire 4 of Annex G of the procurement documents),
- list of at least 3 contracts with services provided by the deadline for submission of offers and within the past 3 years, that are similar to the scope and nature as those required in this call for tenders and with total amount of min. 250 000 EUR, describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer (please fill in questionnaire 3 of Annex G of the procurement documents),
- detailed CVs of the key experts whose involvement will be crucial for performing the contract (please fill in questionnaire 5 of Annex G of the procurement documents). The tenderer must provide at least the following number of distinct CVs:

project manager: minimum 2 CVs to be provided;

senior expert: minimum 3 CVs to be provided;

Web and mobile developer: minimum 3 CVs to be provided.

The CVs must show evidence of proposed experts' experience and knowledge as specified for each of the required profiles in Section 2.2 of the procurement documents, satisfying the requirements in terms of educational background, length and scope of experience, knowledge. The CVs of the experts proposed for each profile should clearly indicate which work experiences are relevant for the fulfilment of the specific requirements (specifying dates, employer, main activities and responsibilities, and technologies), and clearly present the English linguistic abilities.

Note: for the Web and mobile developer and senior expert profiles, Cedefop is aware that it would be difficult for 1 person to cover in full all requirements concerning experience and knowledge mentioned under points 2.2.2 and 2.2.3 of the procurement documents. Therefore, the tenderers are requested to present a set of CVs for

each profile (as indicated in the above table) which as a whole cover all requirements and domains concerning experience and knowledge.

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

III.1.5) Information about reserved contracts

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

III.2.2) Contract performance conditions:

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

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.1.6) Information about electronic auction

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.2.1) Previous publication concerning this procedure

IV.2.2) Time limit for receipt of tenders or requests to participate

Date: 21/12/2016

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4) Languages in which tenders or requests to participate may be submitted:

Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 20/06/2017

IV.2.7) Conditions for opening of tenders

Date: 09/01/2017

Local time: 11:00

Place:

Cedefop's premises in Thessaloniki, Greece.

Information about authorised persons and opening procedure:

Each tenderer may be represented at the opening of tenders by maximum 2 representatives. The names of the persons attending the opening must be notified in writing by fax (+30 2310 490 028) or by e-mail ([C4T-](#)

services@cedefop.europa.eu) at least 3 working days prior to the opening session. Failing that, Cedefop reserves the right to refuse access to its premises.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about electronic workflows

VI.3) Additional information:

The procurement documents will be available on Cedefop's website: <http://www.cedefop.europa.eu/about-cedefop/public-procurement>

Cedefop's website will be updated regularly, therefore tenderers must ensure that they regularly visit the site for updates up to the closing date for receipt of tenders.

VI.4) Procedures for review

VI.4.1) Review body

General Court
rue du Fort Niedergrünwald
Luxembourg
2925
Luxembourg
Telephone: +352 4303-1
E-mail: cfi.registry@curia.europa.eu
Fax: +352 43032100
Internet address: <http://curia.europa.eu>

VI.4.2) Body responsible for mediation procedures

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures:

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.4.4) Service from which information about the review procedure may be obtained

General Court
rue du Fort Niedergrünwald
Luxembourg
2925
Luxembourg
Telephone: +352 4303-1
E-mail: cfi.registry@curia.europa.eu
Fax: +352 43032100
Internet address: <http://curia.europa.eu>

VI.5) Date of dispatch of this notice:

20/10/2016