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**Greece-Thessaloniki: VET for labour market integration and social inclusion  
2017/S 140-286793**

**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](mailto:c4t-services@cedefop.europa.eu)  
Fax: +30 2310490028  
NUTS code: EL522

**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:  
[www.cedefop.europa.eu/about-cedefop/public-procurement](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:**

VET for labour market integration and social inclusion.  
Reference number: AO/DLE/IPS/VETforLM&SI/008/17.

**II.1.2) Main CPV code**

73000000

**II.1.3) Type of contract**

Services

II.1.4) **Short description:**

— To refine and further develop the content of the new Cedefop toolkit for tackling early leaving [www.cedefop.europa.eu/TEL-toolkit](http://www.cedefop.europa.eu/TEL-toolkit) and creating synergies with other Cedefop databases (such as validation, guidance and counselling, and skill matching inventory), as well as Cedefop-related studies.

— To develop a feasibility study including scenarios for the possible expansion of the abovementioned toolkit to other target groups supported by 3 key EU recommendations: long-term unemployed; youth at risk (youth guarantees) and low-skilled.

— To develop the content and the structure (prototype) of the expanded toolkit to the abovementioned target groups based on the feasibility study.

As final deliverables, the contractor should submit the final content and structure of the toolkit on VET for labour market integration and social inclusion which will include the refined structure and expanded content of the toolkit for tackling early leaving.

II.1.5) **Estimated total value**

Value excluding VAT: 300 000.00 EUR

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)**

73000000

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. The meetings will take place in Cedefop's premises.

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

The estimated budget for the required services described in this call for tenders is of the order of 300 000 EUR (without VAT).

In the case where unforeseen circumstances result in the global value of this contract being consumed faster than originally planned, Cedefop reserves the right to consider conducting a 'Negotiated procedure without prior publication of a contract notice' with the existing contractor(s) in order to increase the maximum amount stated above by up to 50 % (Article 134(e) of the rules of application (RAP) implementing the EU Financial Regulation (FR)).

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: 24

This contract is subject to renewal: no

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 (invoiced financial value) of the tenderer for the last 3 financial years concerning socio-economic research and policy analysis should be at least 300 000 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 socio-economic research and policy analysis.

In 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 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, 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. They must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the terms of reference.

Requirements for technical and professional capacity:

- have adequate experience to perform the services described in the terms of reference,
- have provided services in the past 3 years in execution of contract(s) in the field of research and comparative analysis on vocational education and training policies at European level and/or labour market and skills analysis at European level, with a combined minimum total invoiced financial value of 300 000 EUR,
- the tenderer's team of experts, who will be proposed to implement the contract, must have the relevant knowledge and experience for its successful implementation. In particular, the team must comply with the following minimum requirements:

team leader (1 member):

university degree at bachelor's or master's or PhD level in humanities or social sciences;

a minimum of 6 years of experience in research and/or policy analysis on vocational education and training and/or labour market and skills analysis at European level,

- a minimum of 5 years' experience in coordination and management of research and/or policy analysis on vocational education and training and/or labour market and skills analysis at European level.

Senior experts (minimum 4 members):

- all senior experts: university degree at bachelor's or master's or PhD level in humanities or social sciences,
- at least 1 senior expert: a minimum of 5 years' experience in vocational education and training and/or labour market and skills analysis at European level,
- at least 1 senior expert with a minimum of 5 years' experience in evaluating education and training systems/policies,
- at least 1 senior expert with a minimum of 5 years' experience in research and comparative analysis at European level in VET policies for social inclusion and labour market integration,
- at least 1 senior expert with a minimum of 5 years' experience in primary data collection, including developing research tools (designing, organising and conducting interviews at European level), and qualitative/quantitative analysis of the collected data.

Senior expert on information architecture/user experience/business analysis (1 member):

- university degree in computer, library and/or information science (including completed specialised training courses on user experience design),
- minimum 3 years of professional experience in user experience and/or information architecture,
- minimum 1 year's professional experience in information architecture.

Junior experts (at least 2 members):

- university degree at bachelor's or master's or PhD level in humanities or social sciences,

— at least 2 years of relevant experience in research on vocational education and training and/or labour market and skills analysis at European level.

All experts should communicate and draft to a high standard in English at level C1 of the Common European Framework of Reference for Languages.

Minimum level(s) of standards possibly required:

Proofs/evidences 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 to prove the ability, technical know-how, experience and expertise needed for the provision of the required services under this call for tenders (please fill in questionnaire 4 of Annex G of the procurement documents),

— list of contracts with services provided by the deadline for submission of offers and within the past 3 years, in the field of research and comparative analysis on vocational education and training policies at European level and/or labour market and skills analysis at European level, and with total amount of min. 300 000 EUR (invoiced financial value), 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),

— the Europass curriculum vitae format (<https://europass.cedefop.europa.eu>) or similar format shall be filled in by each person involved in the execution of the tasks foreseen in this call for tenders. CVs must clearly specify the role of the expert in the team at the top of the first page and his/her experience demonstrating that s/he meets the requirements,

— overview of the composition of the team by filling in the table in questionnaire 5 of Annex G. For each CV all fields of questionnaire 5 of Annex G must also be filled in, synthesising information aimed at demonstrating the professional capacity of the team member as above requested. In particular, in questionnaire 5 of Annex G it should be clearly indicated which work experiences are relevant for the fulfilment of the specific aforementioned requirements (specifying dates, employer, main activities and responsibilities), and linguistic abilities clearly presented. In addition, the CV of the team leader should also include a list of his/her publications relevant to the subject of this call for tenders.

In 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**

**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**

**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: 14/09/2017

**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: 13/03/2018

**IV.2.7) Conditions for opening of tenders**

Date: 28/09/2017

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 (No +30 2310 490 028) or by e-mail ([C4T-services@cedefop.europa.eu](mailto: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 visit the site regularly 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](mailto: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](mailto:cfi.registry@curia.europa.eu)  
Fax: +352 43032100  
Internet address: <http://curia.europa.eu>

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

13/07/2017