

FINANCE AND PROCUREMENT

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Thessaloniki, 19 March 2018

OPEN INVITATION TO TENDER

“Opinion Survey on AL and CVET in Europe”
AO/DLE/DSCHEUR/OpinionSurveyonAL&CVET/001/18

REFERENCE: *Contract notice - 2018/S 054-118655 of 17/03/18*

Tender Specifications

Dear Sir/Madam,

We thank you for the interest you have shown in this tender procedure.

The purpose of this call for tenders and additional information necessary to present a tender can be found in the attached Tender Specifications. You should note however the following important points concerning the submission of a tender and its implications.

1. 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.
2. Tenders may be submitted exclusively in one of the following ways:

(a) by post to be dispatched **not later than the date and time specified in the timetable in point 8 below**, in which case the evidence shall be constituted by the date of dispatch on the postmark or the date of the deposit slip, to the following post address of Cedefop :

**European Centre for the Development of Vocational Training (Cedefop),
 Attention of Procurement Service
 PO Box 22 427
 GR – 55102 Thessaloniki, Greece**

Important:

If using a postal service, tenderers must use a registered, reliable one. If no postmark has been stamped or if the postmark is not legible, Cedefop will accept deposit slip issued by the postal service, provided that this clearly indicates the date as filled in by the post office and not by the tenderer.

Tenderers shall inform Cedefop by e-mail (c4t-services@cedefop.europa.eu) or fax (+30 2310 490028)

✓ that they have submitted an offer in time, and

✓ that they request Cedefop to confirm receipt of the e-mail or fax.

Tenderers should not attach their offer to any of the above informative e-mail or fax.

or

(b1) by courier service to be dispatched not later than **the date and time specified in the timetable in point 8 below**, in which case the evidence shall be constituted by the date of dispatch to the address below or the date of the deposit slip,

or

(b2) delivered by hand not later than **the date and time specified in the timetable in point 8 below**, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the above mentioned Service who took delivery,

to the following address (for points **(b1)** and **(b2)** above):

**European Centre for the Development of Vocational Training (Cedefop),
Attention of Procurement Service
123, Europe Str,
GR-57001 Thessaloniki-Pylea, Greece
Tel: +30 2310 490111 / 490 064**

Please note that Cedefop is open from 09h00 to 17h00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

3. Tenders must be submitted strictly adhering to the following.

Tenders must be submitted in a sealed envelope itself enclosed within a second sealed envelope. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

Tenderers must pay attention to the **quality of the packaging material**, especially of the inner envelope, in order to make sure that it will remain sealed until the formal opening of tenders by the Agency.

The **outer envelope**, addressed simply to Cedefop (address depending on the means of submission, see point 2 above), should only bear additionally **the name and address** of the sender.

The **inner envelope**, addressed to the Procurement Service as indicated under point 2 above, must bear a self-adhesive label with the indication **“Open Invitation to tender – Not to be opened by the internal mail service”** and all the necessary information, as shown below:

<p>OPEN INVITATION TO TENDER</p> <p><i>CEDEFOP No: AO/DLE/DSCHEUR/OpinionSurveyonAL&CVET/001/18</i> <i>‘Opinion Survey on AL and CVET in Europe’</i></p> <p>Name of tenderer:</p> <p>NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE</p>
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The inner envelope must also contain three sealed envelopes, namely, Envelope A – “Supporting Documents”, Envelope B – “Technical Proposal” and Envelope C – “Financial

Proposal". The content of each of these three envelopes is described in section 6 of the attached Tender Specifications.

Tenderers should not disclose their financial offer in any part of their tender other than the sealed envelope C, not even disclose the total amount of their financial offer on the cover letter.

4. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible so that there can be no doubt as to words and figures.
5. **Submission of a tender implies acceptance of all the terms and conditions set out in this Invitation to Tender, in the specifications and in the draft contract and**, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract. Therefore, It is mandatory to include in the offer a **Cover Letter, signed by the person/s that is/are authorised to sign the contract in case of contract award, stating that the tenderer accepts in full and without restriction the requirements of these Tender Specifications, and the Special and General conditions governing this contract as the sole basis of this tendering procedure** (see also point 1 of the Tender Specifications).
6. The opening of tenders will take place at Cedefop on the date and time specified in the timetable in point 8 below. Each tenderer may be represented at the opening of tenders by maximum two representatives. The names of the persons attending the opening must be notified in writing by fax (Fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least three working days prior to the opening session. Failing that, Cedefop reserves the right to refuse access to its premises.
7. Contacts between the contracting authority (Cedefop) and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

7.1 Contacts before the final date for submission of tenders:

- At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the tender documents. Any request for additional information must be made in writing by e-mail (C4T-services@cedefop.europa.eu) or by fax (fax No +30 2310 490 028).

Requests for additional information/clarification (if any) from potential tenderers should preferably be written in English and should be received by the date and time as specified in the timetable in point 8 below. No such requests will be processed after that date.

Before requesting any additional information, the tenderers are kindly requested to visit the FAQ page on Cedefop website:

<http://www.cedefop.europa.eu/en/about-cedefop/faqs/procurement-procedures>.

- Cedefop may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

The Answers/Clarifications of Cedefop to the requests for additional information/clarification of the tenderers, including that referred to above, will be published on Cedefop's website under the same link where this Open Tender

Procedure is announced (<http://www.cedefop.europa.eu/en/about-cedefop/public-procurement>.) **Tenderers must ensure that they visit regularly the site for updates up to the closing date for receipt of tenders.**

7.2 Contacts after the final date for submission of tenders and before opening:

- Tenderers should not contact the Contracting Authority (i.e. Cedefop) on their own initiative.
- Tenderers are not allowed to amend their offers, e.g. by completing the documents they sent, replacing them with amended ones or sending new documents initially not included in the tender, as this may lead to rejection of the tender at a later stage. Any such need for additional information/document identified by the Evaluation Committee during the evaluation process will be notified to the tenderer concerned at Cedefop's initiative, providing for a reasonable deadline for response (see also the provisions under the heading below).

7.3 Contacts after the opening of tenders:

- Tenderers should not contact Cedefop on their own initiative at that stage.
- If clarification on the compliance with the Eligibility and/or Selection Criteria is required or if obvious clerical errors in the tender need to be corrected Cedefop may contact tenderer/s in writing to obtain further clarification or documents on specific points of the tender or to correct obvious clerical errors.
- If the necessary information and/or supporting documents for the assessment of an award criterion are missing, these may not be requested as clarification if this might alter the proposal. Any requests for clarification in that regard should not lead to amendment of the terms of the tender. Tenderers must not modify their tender or add any new elements to it. The reply must therefore make clear reference to the relevant information already present in the file. This will serve solely the purpose to provide the Evaluation Committee with a clarification regarding the technical proposal provided the terms of the tender are not modified as a result.
- In regards to possible clarifications on obvious clerical errors in the Financial Offer, tenderers must not add any new prices, but only explain the quotation on the basis of elements and prices already present in the offer. In case a tenderer alters his financial offer during a clarification (beyond the correction of any obvious clerical/calculation errors), this offer will be automatically rejected.
- Tenderers should be prepared to reply to such requests for clarification within a short reasonable deadline as it will be stated in the request for clarification.

8. Timetable:

	DATE	TIME
Deadline for request for any clarifications from the Contracting Authority (Cedefop)	10/04/18	N/A
Last date on which clarifications are issued by Cedefop	12/04/18	N/A
Deadline for submission of tenders (hand	18/04/18	17.00h

delivered)		
Deadline for submission of tenders by post / courier	18/04/18	N/A
Validity of the tenders	17/10/18	N/A
Tender opening session	30/04/18	11.00h
Estimated contract signature date	End of June 2018	

9. Tenderers must maintain the validity of their tender for at least 6 months following the deadline of submission of tenders.

In exceptional cases, before the period of validity expires, Cedefop may ask the tenderers to extend the period for a specific number of days, which may not exceed 40.

The selected tenderer must maintain his tender for a further period of 60 days from the date of notification that his tender has been recommended for the award of the contract. The further period of 60 days is added to the initial period of 6 months irrespective of the date of notification.

10. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
11. Up to the point of signature, the contracting authority (i.e. Cedefop) may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. If such decision is taken, the tenderers will be notified accordingly.
12. This invitation to tender is in no way binding on Cedefop. Cedefop's contractual obligation commences only upon the signature of an Order under the Framework Contract, whereby signature of the Framework Contract alone does not commit Cedefop to order.
13. Evaluating your tender and your possible subsequent replies to questions in accordance with the specifications of the invitation to tender, will involve the recording and processing of personal data (such as your name, address and CV). Unless indicated otherwise, such personal data will be processed by Cedefop's Finance and Procurement Service solely for that purpose and pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of data by the Union institutions and bodies and on the free movement of such data. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.
- You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.
14. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation¹. For more information, see the Privacy Statement on
http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE).

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.

15. Once Cedefop has opened the tender, it becomes its property and it shall be treated confidentially.
16. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.

Yours sincerely,

Michail Christidis
Head of Finance and Procurement

Attached: Tender Specifications

OPEN INVITATION TO TENDER

AO/DLE/DSCHEUR/OpinionSurveyonAL&CVET/001/18

Opinion Survey on AL and CVET in Europe

Tender Specifications

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Introduction to Cedefop: Europe's agency for training policy

Source: <http://www.cedefop.europa.eu/EN/about-cedefop.aspx>

About Cedefop

Cedefop is the European Union's agency for vocational education and training (VET). With its research and analyses, it supports the European Commission, EU Member States and social partners in designing and implementing VET policies, with a focus on how best to link education and employment.

European labour markets have been unsettled by globalisation, technological advances and demographic changes (ageing of the population and immigration). The economic downturn of the last decade has increased social inequality and geographical disparity. To address the economic, social, technological and environmental challenges, structural reforms both of labour markets and education and training systems are needed.

In this context, vocational education and training can help get people (back) into work and promote equality, inclusion and solidarity. VET is a pillar of lifelong learning, providing young people with an initial qualification and adults with upskilling options. VET caters both for the brightest, offering them interesting career prospects, and the most vulnerable, opening different pathways into the labour market.

Cedefop's work can be divided into three main strands:

Shaping VET

VET systems and institutions must be relevant to individual and labour market needs. Cedefop fosters their renewal and modernisation in response to emerging policy needs and priorities. It monitors labour market changes and policy implementation in the EU Member States and reports on these.

VET systems need to take into account learning acquired in different ways and at different times and allow people to move between countries and sectors. Cedefop promotes the use of European tools such as qualifications frameworks which allow Europeans working or learning abroad to "take their qualifications with them" by facilitating understanding and recognition of these.

Valuing VET

The ultimate goal of VET policy is to meet the needs of individuals: to strengthen their employability, help them find and keep jobs and allow them to make a good living. At individual countries' request, Cedefop reviews their VET policies and programmes to support effective implementation of European policies (e.g. work-based learning and apprenticeships) and policy learning between countries.

With its work on guidance and the validation of non-formal and informal learning, Cedefop promotes access to VET. It supports the inclusive role of VET by facilitating the (re)integration into education and training of low-skilled and other vulnerable groups.

Informing VET

Cedefop looks into how socio-economic and demographic trends affect employment, nature of jobs and demand for skills in the labour market. It forecasts future skills needs and supply to help individuals, employers and policy makers to make informed decisions about education, training and careers. It identifies policies and practices to help policy makers and VET providers address skills mismatches.

Cedefop supports countries to develop their own intelligence and data on skills and employment needs.

Cedefop's information

Cedefop shares its expertise through its publications, networks, conferences, seminars and web portal www.cedefop.europa.eu. All Cedefop publications are available for download. Cedefop hosts and organises conferences and events throughout the year.

In addition to its web portal www.cedefop.europa.eu, Cedefop's work can be followed on Facebook at www.facebook.com/cedefop and Twitter at www.twitter.com/cedefop.

1. OVERVIEW OF THIS TENDER PROCEDURE

In submitting his tender in response to this tender procedure, the tenderer accepts in full and without restriction the requirements of these Tender Specifications, and the Special and General conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale and terms of business may be, which he hereby waives. No account can be taken of any reservation or disclaimer expressed in the tender as regards the tender dossier's Tender Conditions and Specifications and the Contract's Special and General Conditions. If necessary, clarification may be requested by the potential tenderer concerned while the tender submission phase is open – see point 7 of the Invitation to tender. Any reservation or disclaimer may result in the rejection of the tender without further evaluation on the grounds that it does not comply with the conditions of the Tender Dossier.

Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a Technical and a Financial Proposal containing all the required information and documentation may lead to the rejection of the tender.

1.1. Description and type of the contract

- a) *Title of the contract:* **Opinion Survey on Adult Learning and CVET in Europe**
- b) *Short description of content of this contract:* The primary objective of this **framework contract** is to get key insights on awareness, attractiveness and perceived effectiveness of adult learning and CVET in Europe. With a view to complementing existing data sources at European level², the contractor is expected to design and implement the survey, collect data and deliver datasets and analytical reports which will provide information on the perception/opinion of European workers, learners and citizens about adult learning and CVET at the EU level as well as at the national level.
- c) *Type of contract:* Framework Service Contract. Cedefop will offer a single framework contract to the selected tenderer. The framework contract establishes the basic terms for a series of 3 work assignments to be concluded over a period of maximum 2 years. The tasks foreseen under this contract will be performed by the Contractor upon signature of separate Order Forms issued by Cedefop for each work assignment. The content of each Order Form will be finalised in line with the tender and shall stipulate the tasks to be performed by the Contractor, the deliverables, the timetable, the budget, the human resources/experts to be allocated and the reports to be presented. The nature of framework contract implies that the implementation of each subsequent work assignment is conditional on the acceptance by Cedefop of the deliverables and approaches proposed by the Contractor in previous work assignment/s.

1.2. Place of delivery or performance

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

² E.g.: Eurostat Adult Education Survey (AES) and the Continuing Vocational Training Survey (CVTS).

1.3. Division into lots

This tender procedure is not divided into lots.

1.4. Variants

Tenderers **may not** offer variant solutions to what is requested in the tender specifications. Cedefop will disregard any variants described in a tender, and reserves the right to reject such tenders without further evaluation on the grounds that they do not comply with the tender specifications.

1.5. Value or quantity of purchase

Cedefop will offer a single framework contract for a series of 3 work assignments to be concluded over a period of maximum 2 years. The following estimated budget is foreseen for each work assignment:

Work assignment 1 – approx. 60,000 €

Work assignment 2 – approx. 1,200,000 €

Work assignment 3 – approx. 15,000 €

The estimated total budget for the required services (for all 3 work assignments) described in this call for tenders is of the order of 1,300,000 € (without VAT) over a two year period. Depending on Cedefop's budget availability throughout the duration of the contract some tasks from work assignment 1 may be moved to work assignment 2 and the same for work assignments 2 and 3.

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

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% (Art. 134(e) of the Rules of Application (RAP) implementing the EU Financial Regulation (FR).

1.6. Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party and shall have a duration of **two years**.

1.7. Main terms of financing and payment

The following payments **for each order form** are foreseen. Payments will be made as follows:

- **First payment: 30%** after submission of inception report and within 60 days of submission of invoices and at the conditions set out in the draft contract.
- **Interim payment (30%)** after submission of an interim report and within 60 days of submission of invoices and at the conditions set out in the draft contract
- **Payment of the balance: 40%** 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).

2. TERMS OF REFERENCE

2.1 Background information

Improving and maintaining workforce highly skilled is essential to ensure that Europe remains competitive and innovative against increasing global competition, fast-changing labour market needs, rapid technological change and in light of future demographic challenges. Skills, however, are not only essential to access and progress in the labour market, they are also essential to achieve one's full potential and to play an active role in society. Indeed, policy makers have long recognised the importance of a skilled human capital for both economic and social prosperity. A growing body of research demonstrates equipping people with the right skills to fully realise their potential and talent is associated with large social and economic benefits not only for individuals but also for society and the economy as a whole³.

At European level, the issue of improving people's skills, competences and knowledge is now clearly at the top of the European policy agenda. *"The New skills agenda for Europe, Working together to strengthen human capital, employability and competitiveness"*⁴ and the new Recommendation on *"Upskilling pathways: new opportunities for adults"*⁵, have been recently initiated at EU level to support Member States in ensuring that every European acquires the skills to fully realise his/her talent and potential.

Against this background, Vocational education and training (VET), and in particular Continuing Vocational Education and Training (CVET) and Adult Learning (AL), have a major role to play in ensuring that Europe is ready for the challenges lying ahead. Skill mismatch and skills obsolescence due to demographic challenges, rapid technological change and changes in product/process innovation and work organisation imply people will have to constantly update and upgrade their skills throughout their careers. CVET and AL have also a great potential in facilitating transition into the labour market and in reintegrating unemployed and inactive people into the labour market as recognised in the Council recommendation of 15 February 2016 on the integration of the long-term unemployed into the labour market⁶.

However, while adult learning is a key component of realising lifelong learning in Europe empirical evidence on participation in European countries shows that only six Member States had reached the *Education and training 2020* (ET 2020) strategy's key benchmarks of 15% participation in adult learning⁽⁷⁾ in 2014 and that progress is not adequate to achieve the desired target⁽⁸⁾. People most in need of education, training and upskilling are less likely to participate in learning activities. Older people participate less frequently than young people; the unemployed receive less training than the employed; and low-skilled individuals participate less frequently than their highly skilled counterparts. Adults with low education are less likely to take part in education and training compared to those who have higher education. Furthermore, for Member States for

³ <http://www.cedefop.europa.eu/en/publications-and-resources/publications/5560>

⁴ European Commission, 2016, <http://ec.europa.eu/social/main.jsp?catId=1223>

⁵ Council of the European Union (2016) Council recommendation of 19 December 2016 on upskilling pathways: new opportunities for adults. Official Journal of the European Union, C 484, 24.12.2016. [http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016H1224\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016H1224(01)&from=EN)

⁶ <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32016H0220%2801%29&qid=1456753373365>

⁽⁷⁾ The EU-LFS is the data source for the EU benchmark indicator on adult participation in lifelong learning.

⁽⁸⁾ European Commission: Education and training: *Strategic framework – Education and training 2020*. http://ec.europa.eu/education/policy/strategic-framework/index_en.htm [accessed 3.3.2017].

which OECD data from the Programme for the International Assessment of Adult Competencies (PIAAC) are available, gaps in participation by skill are similar to those registered by education level. There are wide differences across Member States in lifelong learning participation rates between low-skilled/educated and highly skilled/educated adults⁹.

While existing European data sources such as Eurostat's, the Adult Education Survey (AES) and the Continuing Vocational Training Survey (CVTS), provide important information on participation in learning activities and the type of training undertaken, the image and attractiveness of adult learning and CVET is still widely unknown. The AES provides some information on individual's barriers and motivations to participate in training, but we know little on what makes training attractive or useful or how this is perceived by the population. Moreover employers do not always recognise the added value of investing in the continuous updating of the skills and competences of their workforce and we know little on how non-formal and informal learning are seen in comparison to formal education. It is necessary to understand better individual's views on the different learning opportunities and how training might be or not perceived as useful for personal, social and/or economic purposes. Investigating the attitudes towards adult education and CVET in view of raising their attractiveness and effectiveness is of paramount importance to ensure that Europe has a workforce which is ready for the challenges lying ahead. Understanding these attitudes will provide useful insights for policy implementation to increase participation in adult learning and CVET and improving people chances of fulfilling their potential.

2.2 Overall objective and expected results

The primary objective of this framework contract is to get **key insights on awareness, attractiveness, and perceived effectiveness of adult learning and continuous vocational training** in Europe.

To this end, Cedefop will offer a single framework contract to implement a **survey about opinions and attitudes towards adult learning and continuous vocational training**. The contractor is expected to design and implement the survey, collect data and deliver datasets and analytical reports which will enable Cedefop and other relevant stakeholders to get consistent and comprehensive information on the perception/opinion of European workers, learners and citizens at large about adult learning and continuous vocational training at the EU level as well as at the national level.

The survey will complement existing European sources (ELFS¹⁰, CVTS¹¹, AES¹², Eurobarometer surveys¹³, etc.) and Cedefop's first ever opinion survey on VET¹⁴, the latter mostly focused on Initial VET. The study will provide a unique source of comparative information on European citizens' perceptions of adult learning and continuing vocational education and training.

The activities envisaged in the course of the framework contract will **cover the whole population** of the respective nationalities of the 28 European Union Member States, plus Norway and Iceland resident in each of the EU-28+ countries and aged 18 years and over. For this reason, a special

⁹ <http://www.cedefop.europa.eu/en/publications-and-resources/publications/5560>

¹⁰ See: <http://ec.europa.eu/eurostat/web/microdata/european-union-labour-force-survey>

¹¹ See: <http://ec.europa.eu/eurostat/web/microdata/continuing-vocational-training-survey>

¹² See: <http://ec.europa.eu/eurostat/web/microdata/adult-education-survey>

¹³ See: http://ec.europa.eu/public_opinion/index_en.htm

¹⁴ <http://www.cedefop.europa.eu/en/publications-and-resources/publications/5562>

attention should be paid to definitional problems which may represent a challenge when carrying out opinion research on a concept that may vary across EU-28+.

Expected results aim at increasing the evidence base supporting policy and decision makers in Europe at different levels in designing and implementing policies related to adult learning and CVET. However, in developing its proposal the tenderer shall take into account that this survey is part of a broader Cedefop's research strategy aimed at:

- focussing on individual citizens and the general population 18+ also seeking to identify differences and disparities across population groups as well as countries;
- providing expert knowledge based on quantitative empirical data primarily focused on actual and/or perceived outcomes of VET policies;
- providing information relevant for policy-makers and VET stakeholders but also ordinary European citizens.

In light of this, **representativeness** of the information collected, their **policy relevance**, and **intelligibility** of results provided are all aspects of crucial importance for the successful proposal.

2.3 Scope of the work

2.3.1 General study description and country coverage

Aim of the project is to design and implement an opinion survey on adult learning and CVET in Europe covering the adult population (18+) of the respective Member States of the European Union, plus Iceland and Norway (EU 28+).

A particular interest of Cedefop is to provide information on occupation and education according to the current international standards, such as the International Standard Classification of Occupations (ISCO) and the International Standard Classification of Education (ISCED). Thus, tenderers should explore and assess the feasibility of possible approaches suitable to survey occupation and education according to these standards. In addition education should be subdivided in general and vocational oriented education as for instance implemented in the AES or the EU-LFS. On this basis, in line with the allocated budget and timeline of the project, the tenderer should propose an appropriate and feasible sampling approach to guarantee representativeness of sociodemographic characteristics, while taking into account the thematic focus of the survey.

The survey is not restricted to a particular survey method (face-to-face, CAPI, CATI, CAWI, etc.) and the tenderer may present his offer with the most suitable and justified method or method mix. In any case, all interviews will be conducted in the national language/s and for each country a comparison between the sample and the Universe has to be carried out.

Outcomes from the project are to inform Cedefop's work in several areas of activities, including (i) support policy development in VET in the EU-28+ countries; (ii) informing policy-makers and other stakeholders and raising awareness on VET among European citizens, (iii) informing specific VET policy areas such as work-based learning, adult learning, continuing vocational education and training, validation of non-formal and informal learning and careers and transitions.

Within this context, the aim of this survey is to investigate and provide key insights on adult learning and CVET in the following four main areas (see table 1 below):

- A. Awareness & information
- B. Encouragement and attractiveness

C. Participation and experience

D. Outcomes and effectiveness

The survey will include a comprehensive set of attitudinal, behavioural and evaluation questions on topics reported in the table below. The questionnaire which will have been proposed in the Tender will be elaborated and agreed together with Cedefop after signature of the contract. Special attention should be placed in complementing existing European Surveys, especially the AES.

Table 1. General guidelines for the development of the questionnaire proposal

A. Awareness & information
<ul style="list-style-type: none"> • Are citizens aware of adult learning and vocational training opportunities in their countries? How are different types of learning opportunities perceived? • How do citizens get information on these opportunities? What are the sources of information? Who provides this information? How and how good is this information provided? • What is the role and use of guidance, counselling and guidance policies?
B. Encouragement and attractiveness
<ul style="list-style-type: none"> • What is EU citizens' image of adult learning and continuous vocational training in their own country? • What is EU citizens' attitude towards learning and continuous vocational training in its different forms? • What are the factors that attract and prevent people from participating? What are main enablers to engagement?
C. Participation and experience
<ul style="list-style-type: none"> • Who participates in adult learning and continuous vocational training? What are the characteristics of respondents? In what type of adult learning and continuous vocational training do they participate? • What are the main areas (e.g. job related technical skills, IT, personal development, etc.) in which people receive training? What are the prevalent and preferred modes of delivery? How are the new technologies changing the adult learning landscape? • What is people's opinion on the quality and provision of adult learning and continuous vocational training? What is the perceived role and capacity of teachers and trainings in adult learning and continuous vocational training?
D. Outcomes and effectiveness
<ul style="list-style-type: none"> • What are the main perceived outputs and outcomes of adult learning and continuous vocational training? • What is the perceived usefulness of adult learning and continuous vocational training from an individual, social and country level? • What is the level of satisfaction with existing opportunities?

The country coverage includes **all the 28 EU Member States and Norway and Iceland**.

The **minimum net number of cases for each Member State** (i.e. the achieved sample size included in the dataset) should be at least 1000 individuals per country who have completed the survey, with the exception of CY, MT, LU, LT, LV, EE, SI, IS where the minimum net number of cases is 500 (i.e. for an overall minimum total number of 31,700 interviews).

In the following, the main background information and technical specifications for the development of each work assignment are provided.

2.3.2 Work assignments and tasks

The work on this project will be organised around three consecutive work assignments. The focus of each work assignment is summarised in the table below.

Table 2. Synoptic table of work assignments

Work assignment	Tasks	Estimated duration	Deliverables
WA 1	Survey design	4 months	<ul style="list-style-type: none"> a) Inception report (fine-tune and agree on the work plan and the methodology); b) Analysis plan detailing which results to be reported and how. c) Survey implementation guidelines; d) Master questionnaire including a list of definitions and operationalisation approaches for key terms to be used in the questionnaire; e) Results of the cognitive tests interviews, and a dataset indicating for each respondent and for each question the extent to which the question was understood as intended; f) final report (short technical report on feasibility and effectiveness of strategies/approaches implemented, including a detailed section on the results of the cognitive tests as well as an adaptation of the master questionnaire);
WA2	National questionnaires, pre-testing and full scale survey	8 months	<ul style="list-style-type: none"> a) Inception report (fine-tune and agree on the work plan and the methodology); b) National questionnaires, including translation and survey strategy for countries with more than one official

			language; c) Results from pre-testing and revised national questionnaires; d) Reviewed survey implementation guidelines ; e) Interim report including all implementation and quality reports; f) Preparation of technical and data quality report . g) Dataset in different formats. h) Syntax files for SPSS and Stata to replicate data work as presented in the quality report.
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WA3	Analysis of results, stakeholder consultation and policy learning	6 months	a) Inception report (to fine tune and agree on the work plan, analysis plan and methodology); b) Draft report including synthesis results, full background report and full technical report. c) Preparation of technical and dissemination materials (background papers for the technical validation workshop and other events, briefing notes on preliminary results, etc.). d) Syntax files for SPSS and STATA eligible to replicate data work as presented in the all reports.
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The implementation of each subsequent work assignment is conditional on the acceptance and approval by Cedefop of the approaches proposed and deliverables by the contractor in previous work assignments (see section 1.1 above).

The expected activities, tasks and deliverables within each work assignment are described in the following tables.

Table 3. Detailed table of WAs and required deliverables

WA 1. Survey design, tools and pilot survey
Task 1.1. Survey methodology, expected outcomes and guidelines

a) Concepts, definitions and classifications

This survey looks at the perspectives of the whole population in all 28 EU MS plus Norway and Iceland and aged 18 years and over. The contractor should define the statistical population to be covered as well as scope, aims and targets, including concepts, definitions, and classifications. These concepts need to be relevant for table 1.

b) Sampling procedures

Specify and justify the proposed sampling procedure for each country, paying explicit attention to the balance between bias, variance, timeliness and costs. The contractor should explain the required sampling frame, target population and statistical unit, sample size calculation method, sampling, weighting and estimation methods, and strategies to achieve the required net sample size.

c) Data processing

Define the methodology for data processing including standard code book, editing and checking rules, treatment of statistical unit and item non –response.

d) Implementation Guidelines

Develop and provide implementation guidelines including the overall organisation/planning of the survey and methods of data collection and the fieldwork materials in English.

Task 1.2. Master questionnaire**a) Questionnaire**

Prepare the master questionnaire in English in close cooperation with Cedefop. Ensure that formulation of questions is suitable for the comparative context and use a language understandable to the statistical population so as to enable the most valid, reliable and comparable measurements. Ensure that the expected outcomes of the survey are realised as specific questions and statistically measurable variables. The contractor should also prepare a list of definitions for key terms to be used in the questionnaire.

The contractor should develop and implement a procedure to survey occupations of respondents according to ISCO, educational attainment according to ISCED and distinguish educational attainment of respondents according to general or vocational orientation.

b) Cognitive tests

A selection of questions shall be subjected to cognitive tests to explore the extent to which survey questions are understood as intended. The cognitive tests should be conducted in the native language of the pilot country (see point 1.3) and should consist of a series of cognitive face-to-face interviews, assessing the validity of the selected questions. Interviews should be carried out with at least 30 respondents and selected reflecting different components of the statistical population. The plan for the cognitive tests, which shall be provided in the technical proposal, should outline the approach to interviewing and to assessing respondent comprehension. The proposed plan for the cognitive test will be object of discussion with Cedefop at the inception meeting and may be revised by Cedefop.

Task 1.3. Analysis plan**a) Analysis plan**

The contractor should develop in consultation with Cedefop an analysis plan including both the data quality and results analysis. The plan will specify the way of analysing the results and how to present them.

Deliverables WA 1

- a. Inception report;
- b. Interim report that includes:
 - 1. Analysis plan detailing which results to be reported and how.
 - 2. Survey implementation guidelines;
 - 3. Master questionnaire including a list of definitions and survey approaches for key terms and concepts to be used in the questionnaire;
 - 4. Results of the cognitive tests interviews and a dataset indicating for each respondent for each question the extent to which the question was understood as intended;
- c. Final report: short technical report on feasibility and effectiveness of strategies/approaches to be implemented, including a detailed section on the results of the cognitive tests as well as an adaptation of the master questionnaire and report on summary of WA1;

WA 2. National questionnaires, pre-testing and full scale survey

Task 2.1. National questionnaires

a) Translations

Propose a rigorous translation (use of back translation desirable) and assessment strategy ensuring the highest quality of national questionnaires.

b) Fine-tuning of national questionnaires

The contractor shall propose a strategy for countries where it appears necessary to prepare different versions of the questionnaire in different language (because more than one language is actually spoken).

The contractor shall ensure that key terms (including answering categories) that are used repeatedly throughout the questionnaire are translated consistently.

The contractor shall check the final target language questionnaires to ensure that there are no unintended omissions or additions or other editing errors.

Task 2.2. Pre-testing

a) Pre-testing

The contractor shall carry out a pre testing of the national questionnaires as a trial of the method of contacting respondents, routings, interviewers' instructions as well as general survey administration. The pre-testing will also serve to assess whether the questionnaires meet the intended research questions. In each country at least 30

structured interviews should be carried out, selecting respondents from the sampling frame and according to the sampling procedures presented in the methodology.

As a result of the pretesting the contractor should provide a pre-final questionnaire in all languages to be discussed in the validation session.

Task 2.3. Full scale survey

a) Planning and guidelines review

Based on the refined methodology and survey guidelines, review the survey guidelines and develop a detailed planning and organisation as well as timetable and quality control measures for all stages of the practical implementation of the survey.

b) Fieldwork organisation

Provide the fieldwork materials that will be made available to the national teams and their staff. The contractor should also outline which procedures will be followed for translating the fieldwork materials. The content of the fieldwork material will be discussed, revised and approved by Cedefop.

Based on the strategy for contacting respondents and for documenting the contacting process provided in the technical proposal, the contractor will organise the fieldwork in order to ensure the proportional inclusion of all language groups in each country.

c) Data collection & fieldwork administration

Outline the strategy and procedure for data collection. The contractor should indicate whether interviews will be carried out face-to-face in people's home and whether they are carried out using computer assisted personal interviewing (CAPI), paper-and-pencil interviewing (PAPI), computer assisted web interviewing (CAWI) or other approaches. The contractor is expected to provide a sound and clear justification for the proposed strategy and procedure for data collection. If more than one approach in combination is proposed, the contractor is expected to explain the implications of having multiple systems in relation to the need of comparability and timeliness. Carry out the fieldwork and collect data according to the agreed survey methodology and guidelines.

The contractor will ensure that interviewers working on the survey are subject to systematic quality control. To control the quality of interviewer's work random 'back checks' should be carried out (e.g. phoning or revisiting respondents to check whether an interview took place, and to collect some further information on the respondent to check whether the interview has been carried out correctly).

These quality control checks, whose coverage (e.g. cover at least 10% of completed interviews) shall be indicated in the technical proposal, should be carried out within one week of the original interview to allow for the continuous monitoring of interviewer performance. Discrepancies observed in the back checking are recorded in a back checking log, in which the severity of the transgression is indicated. Depending on the seriousness of the transgression the interviewer should be corrected, retrained or replaced. Interviews for which serious transgressions are found should be excluded from the final dataset.

d) Fieldwork reporting

The contractor should report regularly on achievements in each country as well as respondents rates.

Deliverables WA 2

- a) Inception report;
- b) National questionnaires, including strategy for countries with more than one official language;
- c) Results from pre-testing and revised national questionnaires (interim report);
- d) Reviewed survey implementation guidelines;
- e) Final report including all implementation and quality reports;

WA 3. Data analysis and consultation

Task 3.1. Data delivery, processing, quality assessment

a) Dataset delivery

Deliver the complete micro dataset to Cedefop in different formats: SPSS, STATA and csv, together with accompanying documentation including codebook and algorithm for derived variables.

b) Data quality analysis: The contractor will check internal consistency of data; report on incidence of missing values, marginal error, internal consistency of the data and other elements of data quality. The contractor will provide solutions to tackle possible quality issues discovered. The contractor will deliver the SPSS or STATA syntax files used to generate the data quality analysis.

c) Data comparison with other surveys: compare sample distributions of sociodemographic variables, with other important European and/ or international surveys. The contractor should particularly take into account occupations (ISCO), educational attainment according to ISCED and the differentiation between VET and general education.

Task 3.2. Analysis of results

a) Tables and graphs: Provide output dataset in excel format including all relevant cross tabulations and graphs. All figures, charts, graphs and diagrams should be in editable format. If they are visualisations of data, they should be in Excel format and the underlying data for each figure/chart/graph should also be provided.

b) Syntax files: The contractor will deliver the SPSS or STATA syntax files used to generate the results, including tables and graphs as well as standard errors of the parameters estimated.

c) Final findings

Produce a final report including findings and conclusions regarding the required outcomes achieved and their relevance for research questions identified within the analysis plan in collaboration with Cedefop.

Task 3.3. Validation workshop and other dissemination activities
<p>a) Validation workshop: On the basis of the findings, support Cedefop in the organisation of an international event involving a selected number of stakeholder (policy-makers, representatives of social partners, experts, practitioners, representatives of learner's organisations, etc.) from all countries involved in the survey, according to the methodological approach described in the technical proposal. The aim is to gather opinions and views on the final survey results in the context of European research, employment and educational policies.</p>
<p>b) Other dissemination activities</p> <p>On the basis of the findings, the contractor will propose further dissemination activities involving both the general public and specific targets groups. It's up to the contractor to propose suitable and feasible approaches taking into account time and budget constraints.</p>
Deliverables WA 3
<ul style="list-style-type: none"> a. Inception report; b. Preliminary (interim) draft report for consultation with experts during the validation workshop (background papers for the technical validation workshop); c. Final technical report including: <ul style="list-style-type: none"> 1. Documentation on fieldwork and data quality assessment; 2. Dataset in different formats (.csv, .sav (SPSS), .dta (Stata)). 3. Syntax files for Stata and SPSS that are capable of replicating the results as presented in the final analytical report [see f] d. Final analytical report including: <ul style="list-style-type: none"> 1. Graphs and tables in excel file (and editable by Cedefop) 2. Dissemination materials to be used in validation workshop and other communication activities

2.4 Reports

2.4.1 Reporting requirements

The following reports in English will be required within the **first work assignment**:

1) Short Inception Report

An Inception Report outlining the methodology, inputs and expected outputs and outcomes for the different steps of the overall study, process and timetable of the research and services provided, is due 1 month after the date on which the order form is signed by the last contracting party. Cedefop will provide comments on the inception report. The Contractor should address those comments, liaising closely with Cedefop's project manager.

2) Interim report

An interim Report is due 3 months after the date on which the order form is signed by the last contracting party. Cedefop will provide comments on the draft final report. The Contractor should

address those comments in view of the preparation of the final technical report, liaising closely with Cedefop's project manager.

3) Final technical report

The final technical report covering all tasks in the assignment must be submitted within 4 months of signature of the respective order form and will include:

- Executive summary with main methodological choices, key results and conclusions (approx. 10 pages)
- A final comprehensive final report presenting the methodology, technical solutions, analysis and conclusions (approx. 40 pages)
- Bibliography and annexes (including methodologies, questionnaires, etc.)

Cedefop will provide comments on the final report. The Contractor should address those comments, liaising closely with Cedefop's project manager.

Cedefop reserves the right to ask for any background data, and evidence of computations and the quantitative models used in the analysis carried out by the contractor.

The **reports required within the following WAs (WA2 and WA3) will be specifically detailed in each order form**. However, an Inception Report, Interim report and a Final Report (the latter subject to professional proof-reading and editing in English) will be required within the following WAs (WA2 and WA3). Detailed specifications on the reports required, timing and mode of delivery will be specifically detailed in each order form.

2.4.2 Submission & approval of reports

Copies of the reports referred to above must be submitted to the Project manager identified in the contract. The reports must be written in English.

2.4.3 Proof-reading & editing in English of final report(s)

The selected Contractor shall ensure that the final reports for each work assignment as submitted to Cedefop have been subject to professional proof-reading and editing in English, the cost for which should be included in the Financial Proposal (the 3 Tables for WA 1, WA2 and WA3 in point 5.3, item 2c). The reports have to comply with Cedefop style manual attached in Annex K.

2.5 Meeting and travel expenses

2.5.1 For **each work assignment** the Contractor will be requested to attend (**2 persons**) the following one-day meetings at Cedefop premises (in Thessaloniki) with the project manager(s) responsible:

1. an **inception meeting** following signature of the Order Form and the delivery of the inception report to fine-tune the final planning of the activities and services;
2. a **meeting to discuss the interim report**, monitor progress and discuss the interim findings and preliminary key outcomes of the study;
3. a **meeting to discuss the final report**, monitor progress and discuss findings and key outcomes and messages of the study;

2.5.2 All costs incurred, including travel & accommodation related to Cedefop's meetings described above (excluding additional meetings) as well as any travel expenses that may occur in performing the tasks per work assignment as described in point 2.3.2, have to be included in the Financial offer (items 2a and 2b respectively in each of the 3 Tables in point 5.3).

2.5.3 Additional meetings

For quality assurance purposes and/or wide dissemination of project's findings, Cedefop may decide to hold other meetings (expert workshops, conferences, etc.) to discuss and enrich the final research outcomes at the conclusion of each work assignment. These events will be organized by Cedefop in close cooperation with the contractor, who will support Cedefop to define the agenda, identify potential audience and prepare background papers, minutes and conclusions of the event. The events will be held either in Thessaloniki or in Brussels. The Contractor will be asked to participate in these 1- or 2-days events (with 1 or 2 persons) to discuss and present methods and results of the work assignment.

Any travel & accommodation expenses that might be needed shall be reimbursed by Cedefop separately (subject to Cedefop's prior approval and according to its relevant rules - see Annex III of the Draft Contract in Annex B).

Exploitation of the results of the contract / Anti-plagiarism checks

Tenderers are requested to read carefully the following articles of the draft contract (in Annex B of the procurement documents):

Article I.10 – Exploitation of the Results of the Contract

Article II.13 – Intellectual Property Rights

Article I.15.1 – Other Special Conditions, which complements the provisions of Article II.13 as regards the use of results of the research by the contractor

Article I.15.2 – Anti-plagiarism checks

3. SPECIFIC INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE

Participation to 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. All tenderers, all group (consortium) members (if any) and any subcontractor/s (identified as per the two bullet-points in the fourth paragraph of point 4.2 below) **MUST** provide the declaration on honour found in Annex C duly signed and dated.

3.1. Exclusion Criteria

The purpose of the exclusion criteria is to determine whether an economic operator / tenderer is allowed to participate in the procurement procedure or to be awarded the contract.

The exclusion criteria will be assessed in relation to each company individually. In the event of recommendation for contract award, evidence will be requested as described in Annex C (last page).

3.2. Selection criteria

The selection criteria concern the tenderer's capacity to execute similar contracts.

The tenderers must submit documentary evidence (or statements, where required) of their economic, financial, technical and professional capacity to perform this contract.

Each and all requirements for economic and financial capacity should be fulfilled by the tenderer - alone (in the case of single tenderers) or as a whole (in case the tenderer is a grouping/consortium). Participation in tendering is open to all legal persons bidding either individually or in a grouping (consortium) of tenderers.

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 he 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 their 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.

3.2.1. Economic and Financial capacity

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 **three** (3) financial years concerning the type of services covered in this call for tenders should be at least **1,000,000 €**.

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 tenderer's turnover for the last **three** (3) financial years concerning the type of services similar in nature to those making the subject of this call for tenders.

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 below) 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.

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.

3.2.2. Technical and professional capacity

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 provided services in the past **3 (three)** years in execution of contracts similar to the scope and nature as those required in this call for tenders (European/multinational surveys), with a combined total value of **1,000,000 €** at minimum;
- The Tenderer's experts, whose involvement will be instrumental for the successful implementation of the contract, must have profiles, knowledge and experience relevant to the subject of the contract.
 - **Team leader** (1 member) - **University graduate** in social sciences with at least **5 years** of experience in management of projects at EU level in the field of empirical data collection (development, design and implementation of international surveys in social science contexts);
 - **Senior expert in Adult learning and Continuing vocational education and training** (at least 1 member) – **University graduate** in social sciences with at least **5 years** individual research experience in the field of adult learning and Continuing vocational education and training at European level; - 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)".

- **Senior experts** (at least 3 members) - **University graduate** in social sciences with at least **3 years** individual experience in the field of empirical data collection at international level (development, design and implementation of surveys in social science contexts); - 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)”).
- **Junior Experts** - At least **2 years** of experience in the field of empirical data collection (in particular surveys implementation). - 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 / 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**);
- List of contracts with services provided by the deadline for submission of offers and within the past **three** years, that are similar to the scope and nature as those required in this call for tenders and with total amount of min. **1,000,000 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**);
- Detailed CVs of the experts whose involvement will be crucial for performing the contract (**please fill-in Questionnaire 5 of Annex G**).

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 below).

3.3. Legal Position

Tenderers may choose between submitting a joint offer (see 4.1) as a Consortium / Grouping or introducing a bid as a single tenderer, in both cases with the possibility of having one or several subcontractors (see 4.2). Whichever type of bid is chosen, the tender must stipulate the legal status and role of each legal entity in the tender proposed (see also 5th bullet of point 4.1. below). To identify himself (and any other participating entities, if applicable), the tenderer must complete **Questionnaire 1 in Annex G**. In the same Questionnaire each tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with Commission Recommendation 2003/361/EC which can found in the following link: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>.

Tenderers are also requested to complete a **Legal Entity Form** found in **Annex D**, accompanied by all documents and information indicated in the form.

The Legal Entity Form should be completed and signed by the representative(s) of the tenderer (who sign(s) the cover letter as per point 4 of the Invitation to tender) authorised to sign contracts with third parties.

The Legal Entity Form should not be submitted by sub-contractors (if any).

4. ADDITIONAL INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE

Participation in Cedefop 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 119 of the general Financial Regulation the 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 36 countries, namely: the 28 EU Member States, 3 EEA Countries (Liechtenstein, Norway, Iceland) and 5 SAA Countries (FYROM, Albania, Serbia, Montenegro and Bosnia & Herzegovina).

The procurement (tender) procedures of Cedefop are **not** open to tenderers from GPA countries.

A legal person can take part (as an individual tenderer or as a member of a consortium submitting a tender) in only one tender. In the opposite case all tenders in which that person has participated may be excluded from the evaluation.

4.1. Joint Offers/ Groupings (Consortia)

- Groupings (consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition. A consortium may be a legally-established permanent grouping, or informally constituted group of tenderers submitting an offer (joint offer) for a specific tender procedure.
- Cedefop does not require consortia (if any) to have a given legal form in order to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the contract is signed (if this change is necessary for proper performance of the contract). This can take the form of an entity with or without legal personality but offering sufficient protection of the contractual interests of Cedefop.
- If awarded the contract, the tenderers of the group (consortium) will have an equal standing towards Cedefop in executing it.
- A grouping (if any) of firms must nominate one party to be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration, and for coordination.
- Tenders submitted by consortia of firms must specify the role, qualifications and experience of each member or of the group (please fill-in the respective Questionnaires in Annex G).
- Each member of the group (consortium) must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria, the evidence provided by each member of the group (consortium) will be checked to ensure that the consortium as a whole fulfils the criteria.

- The offer has to be signed by all members of the group (consortium). However, if the members of the group so desire they may grant an authorisation to one of the members of the grouping (consortium). In this case they should attach to the offer a power of attorney (see model in Annex I) authorising this company or person to submit a tender on behalf of the grouping (consortium). For groupings not having formed a common legal entity, Annex I, model 1 should be used and separate legal entity forms (see point 3.3 and Annex D) should be completed and signed by all members. For groupings with a legal entity in place, Annex I, model 2 and one legal entity form (see point 3.3 and Annex D) should be completed and signed only by the single representative of the consortium.

The contract will have to be signed by all members of the group (consortium). If the members of the group (consortium) so desire, they may grant authorisation to one of the members of the grouping by signing a power of attorney. The same model as above duly signed and returned together with the offer (Annex I) is valid also for signature of the contract.

Partners in a joint offer assume joint and several liability towards Cedefop for the performance of the contract as a whole.

4.2. Subcontracting/Subcontractors

Subcontracting 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).

The contractor retains full liability towards Cedefop for performance of the contract as a whole. Cedefop will treat all contractual matters (e.g. payments) with the contractor, whether or not some tasks are performed by a subcontractor. Under no circumstances can the contractor avoid liability towards Cedefop on the grounds that the subcontractor is at fault. Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the bidder's tender, or, if proposed by the Contractor after contract signature, in writing by an exchange of letters. In the latter case subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition.

Tenderers are free to choose their subcontractors from both eligible and non-eligible countries. Thus, in principle all economic operators can act as subcontractors of eligible tenderers.

The tenderer must clearly indicate the identity of each Subcontractor and the percentage of work by value that he will perform for this contract (please fill in Annex G).

Only in cases when:

- a Subcontractor undertakes between 10,01% and 40% of the work by value,
- the total subcontracting is above 40% of the work by value, independently of the individual Subcontractor's contribution to the work by value,

the tenderer should submit with the offer:

1. the “**Declaration on honour on exclusion criteria and selection criteria**” (Annex C) filled-in and signed by the respective Subcontractor;
2. the documents related to the economic/financial and technical/professional capacity of the Subcontractor as described in points 3.2.1 and 3.2.2 necessary for evaluating of the combined capacity (as a whole) of the tenderer together with his subcontractor(s);
3. the Form in Annex J (Model of Letter of Intent for Subcontractor/s) duly filled–in and signed by each respective Subcontractor, stating his unambiguous undertaking to collaborate with the tenderer if the latter wins the contract. Also should be stated the roles, activities and responsibilities of the subcontractor(s) and the extent of the resources that the respective subcontractor will put at the tenderer’s /contractor’s disposal for the performance of the contract

N.B. The subcontractor(s) (if any) have to provide the documents to prove their capacity only for the parts of the contract that are relevant to them. The evidence provided will be checked to ensure that the tenderer alone or with the subcontractor(s) altogether fulfil the criteria.

5. AWARD OF THE CONTRACT

The evaluation of the exclusion, selection and award phase will be done in **NO** particular order. If the tenderer or the tender does not pass a phase, it will not be evaluated under the other remaining phases.

The contract shall be awarded to the tenderer submitting the best price-quality ratio method as represented by the highest Total Score (TS) out of 100.

The Total Score (TS), comprising quality + price score, will be calculated for each tender by applying the formula below:

$$\text{Total Score (TS)} = X \cdot (\text{TQV}/100) + Y \cdot (\text{Cheapest TFO} / \text{TFO})$$

Whereby:

TQV = Total Quality Value of the tender (as per points 5.1 and 5.2);

TFO = Total Financial Offer of the tender (as per points 5.3 and 5.4);

X is the weighting for quality score (TQV) and for this tender procedure it is fixed to **(70)**;

Y is the weighting for price (TFO) and for this tender procedure it is fixed to **(30)**.

Cheapest TFO is the Cheapest Tender Price of a technically compliant tender (i.e. among those having achieved a minimum of 50% of the possible score for the main award (evaluation) criteria, having reached more than zero points in any of the sub-criteria of the main award criteria (2.1 to 3.3) and in total a minimum of **60** out of 100 points (TQV) in the technical evaluation – see below, **table 4**).

5.1. Technical evaluation

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the tender specifications.

The following Award Criteria for the technical evaluation will be applied to this tender procedure:

Table 4 - Award criteria – Evaluation grid	Maximum number of points
Main criterion 1: Rationale of the project. Understanding of the scope and expected outcomes of the project, overall and of each of the three work assignments; adequacy of the approach proposed; awareness of possible methodological and technical difficulties and constraints, and anticipation of possible solutions; completeness of the services offered compared to framework template in section 5.1. (<i>Point 2 of the framework template in section 5.2</i>)	10
Main criterion 2: Method and tools (<i>Point 3 of the framework template in section 5.2.</i>)	65

2.1 Quality of questionnaire structure, proposed strategy and procedure for data collection. Adopted solutions in the questionnaire design in order to guarantee the adequate coverage of areas of investigation and research questions as described in Table 1. Sound and clear justification for the proposed strategy and procedure for data collection, quality of draft questionnaire	10
2.2 Number of interviews. Inclusion of an additional number of completed interviews/net number of cases per country beyond the minimum number required - <u>see table footnote (NOTE)</u>	20
2.3 Sampling. Proposed sampling population (universe), sampling frames, and sampling method, nature of coordination of national contact points in carrying out the survey in individual Member States, adoption of appropriate weighting procedures. Strategies to safeguard a decent share of AL/CVET participants and non-participants in the sample eligible for group comparisons, proposal to ensure a representative picture of characteristics in the reporting (considering the sample strategy)	10
2.4 Cognitive tests and translation. Quality of adopted translation process to ensure the accuracy and consistency of the master English questionnaire with respective national questionnaires in each individual country surveyed (including pre-tests carried out to analyse and refine the master questionnaire prior to the implementation of the fieldwork).	10
2.5 Data and data quality analysis: Coherence of proposed procedures and parameters to prepare, process, and deliver the data as well as to evaluate the quality of the data delivered, including their comparison with existing surveys.	10
2.6 Validation workshop: Relevance of the strategy for the design and implementation of the validation workshop and dissemination activities.	5
Main criterion 3: Organization, project management and staff suitability	25
3.1 Project management, work organization and team work. Reporting; function and role of the team leader; management structure; allocation of tasks among experts to ensure mix and coverage of complementary subjects based on professional qualifications of the expert team; communication with Cedefop and reporting.	5
3.2 Quality assurance and risk management. Tools and processes to be used <u>taking into account the specific characteristics of the project</u> ; back-up/replacement arrangements; adequate consideration of possible hindrances and suitable solutions	10
3.3 Organization of the work process. Timetable and project's workflow outlining the intended organisation and milestones, deliverables for WA1, WA2, WA3, and demonstrating the feasibility of the proposal.	10
OVERALL TOTAL SCORE (Total Quality Value)	100

NOTE: A larger achieved sample size (beyond the minimum of **31700** required in section 2.3.1) attested by the submission of a completed list by country in the technical proposal, will be evaluated in terms of the **number of proposed completed interviews exceeding the minimum number required (N_{emin})**. The following formula will be applied: Points = 20 * (N_{emin} proposed / N_{emin} proposed by the bidder with the highest N_{emin}).

Example:

$$NEmin_{proposed} = Interviews_{proposed} - 31700 \mid Interviews_{proposed} \geq 31700$$

$$20 * \left(\frac{NEmin_{proposed}}{NEmin_{highest\ proposed}} \right)$$

$$20 * \left(\frac{(35000 - 31700)}{(38000 - 31700)} \right) = 20 * \left(\frac{3300}{6300} \right) = 10.48$$

In order to guarantee a minimum threshold of quality, offers will not will not be considered acceptable and will be eliminated from further evaluation if one of the following applies as regards to the awards criteria in table 4:

- do not reach a minimum of 50% of the possible score for the **main** award (evaluation) criteria 1, 2, 3;
- do not reach more than zero points in any of the **sub-criteria** of the main award criteria (2.1 to 3.3);
- obtain an overall total score (Total Quality value) of less than the total **60** (of a maximum of 100) points against the award (technical) criteria

Only the technically compliant (acceptable) tenders as per the above will be subject to Financial (Price) Evaluation (5.3).

5.2. Technical proposal

The tenderer's technical proposal should consist of a clear and comprehensive response to all requirements as per the Terms of Reference in point 2 above providing a practical, detailed description of the goods or services proposed for performance of the contract.

Tenderers are requested to organise the technical offer in headings or to structure it in such a way so as to ensure that the content of the technical offer meets the requirements set out in the Terms of Reference or Technical Specifications as closely as possible and to facilitate the subsequent evaluation of tenders against the technical award criteria.

It is up to the tenderer to present in his Technical Proposal a detailed organisation and methodology such that they fulfil (comply in full with) all requirements outlined in the Terms of Reference / Technical Specifications.

Tenderers are requested to include their technical proposal (envelope B) in one original and three hard copies and in a form of a read access secured CD.

The content of the technical proposal in the hard copies and the one in the CD must be identical.

In case of discrepancies between the hard copies and the CD, the hard copies shall take precedence.

For the technical evaluation of the offer against the award (technical) criteria mentioned above, the tenderer must provide develop the proposal on the basis of the following scheme:

Table 5 – FRAMEWORK TEMPLATE FOR THE TECHNICAL PROPOSAL (all sections, except 0., will be assessed). Please note that the numbering in this table corresponds to the same numbering in the above table 4	
0.	Summary of proposal (will not be assessed)
a.	overall synthesis (in bullets)
b.	highlighting of the key/qualifying/innovative aspects of the proposal
c.	any additional services offered (compared to the ToR)
1.	Rationale of the project
a.	CVET & AL: Current knowledge gaps regarding the scope of the work
b.	expected outcomes and contributions of the project
c.	comments on the ToR and key issues to the achievements of expected results
d.	Project risks and risk management
2.	Method and tools
2.1.	Structure and concept of the proposed questionnaire in English
2.2 and 2.3.	A proposed sample size per country for each of the 28 target countries under study (see also table 6 below)
2.4, 2.5 and 2.6.	Data quality concept
3.	Organization, project management and staff suitability
3.1.	Project management, work organization, team of experts
3.2.	Quality assurance and risk management
3.3.	Timetable and project's workflow regarding deliverables of WAs

Table 6 - PROPOSED ACHIEVED SAMPLE SIZE			
COUNTRY	Minimum number of interviews (*) (a)	Proposed number of interviews (b)	N. interviews exceeding the min. required (b) – (a) = NEmin
AT	1000		
BE	1200		
BG	1000		
CY	500		
CZ	1000		
DE	1700		
DK	1000		
EE	1000		
EL	1000		
ES	1700		
FI	1000		
FR	1700		
HR	1000		
HU	1000		
IE	1000		

IS	500		
IT	1700		
LT	1000		
LU	500		
LV	1000		
MT	500		
NL	1000		
NO	1000		
PL	1700		
PT	1000		
RO	1000		
SE	1000		
SI	1000		
SK	1000		
UK	1000		
Total	31700		

(*) see section 2.3.1

While the duration of Work Assignment 1 is fixed (4 months), tenderers may propose to re-arrange the tasks within the work assignments. Tenderers may also propose a different timeframe for the completion of work assignments 2 and 3, provided that the maximum duration of the activities is 18 months and that the maximum (formal) duration of the contract shall not exceed 24 months.

The estimated length of the Technical Proposal to be submitted is **50-60 pages** (all included except table of contents as well as start and end pages). The font should correspond to Times New Roman size 12 pt with single line spacing and standard margins of 2.5 cm.

The Technical Proposal should prove that the Tenderer is capable of meeting the tender specifications, by providing all the information related to the scope of this project. All the information and means of proof provided in the tender commit the contractor throughout the duration of the contract.

The tenderer shall identify a Project Manager within his organisation who will represent the single contact point for all administrative and operational communication in regards to the contract implementation. Cedefop will also designate the Contact Person in charge of handling the contact with the selected tenderer.

In addition to the above the tenderer must clearly specify which parts of the work will be subcontracted (if any) and specify the identity of those subcontractors only undertaking above 10% of the work by value (or of all subcontractors if total sub-contracting is above 40% of the work by value) as requested in point 4.2.

NB: All the information and means of proof provided commit the contractor throughout the duration of the contract.

5.3. Financial evaluation

Only tenders scoring in total **60** points or more (of a maximum of 100 points) against the technical award criteria and 50% or more of the possible maximum score for each main award criterion 1, 2 and 3 and more than zero points in any of the sub-criteria of the main award criteria will be admitted to the subsequent evaluation stages. The evaluation will be made on the basis of the **Grand Total Price for WA1, WA2 and WA3 (Total Financial Offer TFO)** in the Price schedule tables of **Annex H** (see also point 5.4).

The tenders are awarded points for the Total Price offered by using the following formula:

*Financial score = (cheapest Financial Proposal / Financial Proposal of the tender considered) * Y.*
Where **Y** = price weighting (see the complete formula under point 5 above)

Information concerning price

The prices quoted must be fixed and not revisable.

Prices must be quoted in EURO and include all expenses.

Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, Cedefop is exempt from all charges, taxes and dues, including value added tax (VAT). Such charges shall therefore not be included in the calculation of the price quoted.

[For contractors based in Greece, invoices will include VAT which is paid by Cedefop and later reimbursed by the State.]

[For contractors established in other countries exemption is direct (invoices are submitted without VAT), subject to fulfilling as necessary the requirements of Article 151 of Council Directive 2006/112/EC.]

[In Belgium, use of this contract constitutes a request for VAT exemption No. 450, VAT exemption article 42, paragraph 3.3 of the VAT code (circular 2/1978), provided the invoice includes: "Commande destinée à l'usage officiel de l'Union Européenne, Exonération de la TVA; art. 42 § 3.3 du code TVA (circulaire n° 2/1978)."]

5.3.1. Evaluation of abnormally low prices

If any tender's price appears to be abnormally low in relation to the *services / supplies* offered, and in order to check if the tender can be considered valid, the evaluation committee will, before it may reject this tender, send a request for clarifications to ask for explanations on the components of the tender which it considers relevant to the presumed abnormally low price and shall verify those constituent elements taking account of the explanations received. If in that relation the tenderer cannot explain his price on the basis of the economy of the services or supplies offered, or the method used, or the technical solution chosen, or the exceptionally favourable conditions available to the tenderer, the tender will be rejected.

A price will be considered abnormally low if the financial offer of any tenderer is lower with more than the acceptable margin of deviation from the average price of the other technically acceptable offers (please note that definition of which offers are technically acceptable/ compliant is given in points **5**, **5.1** and **5.3** above). The actual deviation will be calculated as % as follows:

The difference between the average price of the other technically acceptable offers and the value of the presumably abnormally low financial offer will be divided by the average price of the other technically acceptable offers.

The acceptable margin of deviation is set up to **40%**.

The approach of the Evaluation Committee to identify and eliminate abnormally low tenders will be the following:

- a) apply the acceptable margin of deviation from the average price of the other technically acceptable offers and set aside the offers that go beyond it;
- b) check if specific notes or specific items included in the offer justify to some extent the deviation; if not, or if inadequate, send relevant request for explanation(s) to the tenderer concerned;
- c) decide on the acceptability of the offer on the basis of the notes in the tender and/or the clarification reply received.

5.3.2. Financially unacceptable tenders

In the context of financial evaluation, the Evaluation Committee could find that tenders are unacceptable because the price is:

- abnormally low (see point 5.3.1);
- is 15% or more above the estimated budget announced in these Tender Specifications (see point 1.5).

Such tenders will have to be rejected by the Evaluation Committee, independently of their quality value as determined in the preceding (technical) evaluation stage.

5.4. Financial Proposal / Financial Scenario

Tenderers should not disclose their financial offer in any part of their tender (technical proposal, cover letter) other than the sealed envelope C.

The financial offer must be clear and in compliance with the tender specifications.

The Financial Proposal (Financial Scenario) should indicate the total price in order to carry out all the activities indicated in the Terms of Reference/ Technical specifications. The tenderers must fill-in the **three Price schedule tables in Annex H** and present a detailed breakdown of the price offered for each Work Assignment.

The Financial Scenario should clearly match the Terms of Reference and the estimate of value (if any). All services that shall be procured should be included.

The VAT amount must be indicated separately here (this applies to tenderers established in Greece only): ... EUR.

The Financial Offers will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account (*not applicable for global price contract*). Tenderers will be requested to confirm in writing the corrected calculation so that it may eventually be included in the contract.

Please note that Cedefop estimates for quantities are indicative and do not constitute any kind of legal obligation for the Centre.

6. INFORMATION ON PRESENTATION AND CONTENT OF TENDER

It is important that tenderers provide all documents necessary to enable the evaluation committee to assess their tender. Tenderers should fully respect the instructions indicated under points 2, 3 and 4 of this open invitation to tender.

In addition, below you will find details of the required documentation.

6.1. Envelope A - Supporting documents

One original and one copy of:

- cover letter, signed by the person/s (name and position) that is/are authorised to sign the contract in case of contract award
- the “**Declaration on honour on exclusion criteria and selection criteria**” requested in point 3.1 and standard template found in Annex C;
- the selection criteria documents as requested in points 3.2, 4.1, 4.2
- Questionnaires 1 – 6 as found in Annex G
- Power of Attorney (Model 1 or 2), as required in point 4.1 (if applicable) and found in Annex I
- Model of Letter of Intent for Subcontractor/s as required in point 4.2 (if applicable) and found in Annex J
- the Legal Entity Form as requested in point 3.3 and found in Annex D
- the Financial Identification Form as found in Annex E
- the checklist found in Annex F

In the case of tenders submitted by groupings (consortia) or involving contribution by subcontractors, envelope A should also contain all relevant documentation as requested in points 4.1 and 4.2 respectively (with reference to points 3.1, 3.2 and 3.3).

6.2. Envelope B – Technical proposal

One original signed version and three copies of:

- the Technical Proposal providing all information requested in point 5.2, including information relevant to subcontracting, if any, as requested in point 4.2.
- a read access secured CD containing the submitted in paper form technical proposal

6.3. Envelope C – Financial proposal

One original signed version and three copies of:

- the Financial Proposal in Annex H containing all information requested in point 5.4.

ANNEX A

Contract Notice

(Given as a separate file in *.pdf format)

ANNEX B

Draft Framework Contract

(Given as a separate file in *.pdf format)

ANNEX C

“Declaration on honour on exclusion criteria and selection criteria”

(Given as a separate file in *.doc format)

ANNEX D

Legal Entity Form

Legal Entity Form to be downloaded, depending on the nationality and legal status of the tenderer, from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Legal Entity Form to be completed and signed by a representative of the tenderer (group leader in case of consortium, with indication of entity, name and function) authorised to sign contracts with third parties. It should not be signed by sub-contractors (if any).

ANNEX E

Financial Identification Form

To be downloaded, depending on the nationality of the tenderer, from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_fr.cfm

and completed and signed by an authorised representative of the tenderer (group leader in case of consortium, with indication of entity, name and function), but not by subcontractors.

PLEASE NOTE:

Please indicate the BIC (Bank Identification Code) in the REMARKS box of the downloaded form.

ANNEX F

Check list of mandatory documents

The checklist must be used to ensure that you have provided all the documentation for this tender and in the correct way. This checklist should be included as part of your offer.

Please Tick ✓ the boxes provided

Mandatory documents to be included as part of the tender	Reference paragraph	Included		If the document is not included, please explain the reason
		Yes	No	
<u>Envelope 'A' must contain</u>				
one original and one copy of:	6.1	<input type="checkbox"/>	<input type="checkbox"/>	
- Cover letter, signed by the person/s that is/are authorised to sign the contract in case of contract award (name and position of the individual(s))	Art. 4 of Invitation to tender; 6.1	<input type="checkbox"/>	<input type="checkbox"/>	
- Declaration on Exclusion & Selection Criteria (including those of consortium members and subcontractors, if applicable)	3, 6.1 & Annex C	<input type="checkbox"/>	<input type="checkbox"/>	
- selection criteria documents (if applicable, including those of consortia and subcontractors)	3.2, 4.1, 4.2, 6.1	<input type="checkbox"/>	<input type="checkbox"/>	
- Questionnaires 1 - 6 (Annex G)	3.2, 4.1; 6.1 & Annex G	<input type="checkbox"/>	<input type="checkbox"/>	
- Power of attorney of partners in joint bid / Consortium (if applicable)	4.1, 6.1 & Annex I (model 1 or 2)	<input type="checkbox"/>	<input type="checkbox"/>	
- Letter of intent of subcontractor (if applicable)	4.2, 6.1 & Annex J	<input type="checkbox"/>	<input type="checkbox"/>	
- Legal Entity Form	3.3, 6.1 & Annex D	<input type="checkbox"/>	<input type="checkbox"/>	
- Financial Identification Form	6.1 & Annex E	<input type="checkbox"/>	<input type="checkbox"/>	
- this Checklist	6.1 & Annex F	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'B' must contain</u>				
one original and three copies of:	6.2	<input type="checkbox"/>	<input type="checkbox"/>	
- the technical proposal	2, 5.2, 6.2	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'C' must contain</u>				
one original and three copies of:	6.3	<input type="checkbox"/>	<input type="checkbox"/>	
- the Financial Proposal	5.4, 6.3 & Annex H	<input type="checkbox"/>	<input type="checkbox"/>	

The tenderers should also ensure that:

<input type="checkbox"/>	the offer is formulated in one of the official languages of the European Union.
<input type="checkbox"/>	both the technical and financial proposals of the offer are signed by duly authorised agent.
<input type="checkbox"/>	the offer is perfectly legible in order to rule out any ambiguity.
<input type="checkbox"/>	the offer is submitted in accordance with the envelope system as detailed in the invitation to tender point 3.
<input type="checkbox"/>	the outer envelope bears the information mentioned in the invitation to tender point 3.

ANNEX G

Questionnaires 1 - 6

(Given as a separate file in *.doc format)

ANNEX H

Financial Proposal

ANNEX I

Models of power of attorney

(Given as a separate file in *.doc format)

ANNEX J

Model of Letter of Intent for Subcontractor/s

(Given as a separate file in *.doc format)