

FINANCE AND PROCUREMENT

DRS/PRO/CALU/RB(2016)02440
Thessaloniki, 8 December 2016

Dear Sir/Madam,

Subject:

***Additional support services for Cedefop's restaurant
RPP/DRS/DN/Additional support restaurant/002/16***

REFERENCE: *Contract notice - 2016/S 237-431142*

1. Cedefop is planning to award the contract referred to above. The procurement documents consist in the contract notice referred to above, this invitation letter, the tender specifications with their annexes and the draft contract.

2. This contract will be awarded in **two** steps. As a first step, if you are interested in this contract, you should submit a **request to participate** in one of the official languages of the European Union. In a second step, **only the selected candidates, i.e. whose request to participate has met the requirements of the exclusion and selection stage, will be short-listed and therefore invited to submit a financial tender as well as for an interview.** Any tender received from a natural person not invited to tender will be rejected.

3. This invitation letter refers therefore to the **first** step of this procurement procedure. At this stage, you are invited to submit the requested documents **only for exclusion and selection phases (section 3 of these Tender Specifications and Annex C, D, E, F and G).**

You are **not** requested to submit any document related to the award phase (Annex H, section 5 of these Tender Specifications and Annex I).

4. You must submit your request to participate exclusively on paper, in one original and one copy. The documents must be placed inside one closed envelope (envelope A) addressed as indicated below.

RESTRICTED INVITATION TO TENDER

CEDEFOP No: RPP/DRS/DN/Additional support restaurant/002/16

Name of candidate:

NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE

5. **The time limit for receipt of the requests to participate is 16/01/2017.** Receipt is understood as the time at which the candidate hands over the documents to the post office or courier service or central mail department. You must use one of the means of submission listed below:

(a) **by post to be dispatched not later than 16/01/2017**, 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
Tel: +30 2310 490111 / 490064/ 490287**

(b) **by courier service to be dispatched not later than 16/01/2017**, 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

(c) **delivered by hand not later than 16/01/2017 (17:00)**, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the below mentioned Service who took delivery,

to the following address (for b) and c) only):

**European Centre for the Development of Vocational Training (Cedefop),
Procurement Service
Attention of Procurement Service
123, Europe Str, GR-57001 Thessaloniki-Pylea,
Tel: +30 2310 490111 / 490064/ 490287**

Please note that Cedefop is open from 09h00 to 17h00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays. **Cedefop shall be closed from 23/12/16 until 03/01/2017 included and on 06/01/2017.**

6. Contacts between the contracting authority (Cedefop) and candidates are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for receipt of requests to participate:

- At the request of the candidates, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the procurement documents. Any request for additional information must be made in writing by fax (fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu).
- The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the procurement documents.

Any additional information, including that referred to above, will be published on Cedefop's website. Please ensure that you visit regularly the site for updates up to the closing date for receipt of requests to participate.

7. All costs incurred in preparing and submitting requests to participate should be borne by the candidates.

8. Up to the point of signature, the contracting authority 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.

9. 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.

10. Evaluating your request to participate 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.

11. 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.

12. 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 request to participate and to check this e-mail address regularly.

M. Christidis
Head of Finance and Procurement

Attached: Tender Specifications

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.

RESTRICTED INVITATION TO TENDER

Additional support services for Cedefop's restaurant

RPP/DRS/DN/Additional support restaurant/002/16

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>

To provide people with the skills they need, vocational education and training systems (VET) need to adapt quickly to changing demands. European VET policy's central aim is to promote excellence through VET. To make it both an attractive learning option for the brightest and best young people and adults and an effective way of helping those with low levels of qualification to develop their skills.

Cedefop (the European Centre for the Development of Vocational Training), founded in 1975 and based in Greece since 1995, is a European Union (EU) agency. It supports the European Commission, Member States ⁽²⁾ and social partners by helping design VET policies that promote excellence and social inclusion and strengthen European cooperation in VET.

Cedefop's objective and priorities for 2012-16

Cedefop's activities are guided by its strategic objective and medium-term priorities 2012-16. Cedefop's strategic objective is to contribute to designing and implementing policies for an attractive VET that promotes excellence and social inclusion and to strengthening European cooperation in developing, implementing and analysing European VET policy. This objective is supported by three priorities:

- **Supporting modernisation of VET systems**

Modern VET systems must be relevant to individual and labour market needs. They should take into account learning acquired in different ways (for example through work experience) and at different times and allow people to move between countries and sectors.

Member States decide national VET policies and Cedefop monitors and reports on the reforms and changes they make to their systems. Cedefop also works to improve international VET statistics.

European cooperation in VET, led by the European Commission working with Member States and social partners, has agreed shared objectives. As part of this cooperation, Cedefop has helped develop, and is now working to implement, common European tools and principles, which aim to make it both easier to work and study abroad and move between different parts of a national education and training system (for example between general and vocational education).

- **Careers and transitions – Continuing VET, adult and work-based learning**

Today, people are likely to change jobs more often. Cedefop is looking at how continuing training and work-based learning for adults can help people to manage their careers better and improve their job prospects. Cedefop is also examining how work-based learning for adults can help enterprises to deal with technological change, generate innovation and increase competitiveness. New demands are also being made of VET teachers and trainers and Cedefop is looking at their changing roles and their skill and learning needs.

⁽²⁾ Cedefop also works with Iceland and Norway.

- **Analysing skills needs to inform VET provision**

Europe's growth and competitiveness will be held back if people's skills do not meet job requirements. Unemployment currently coexists with skill shortages. Understanding and anticipating the skills required helps ensuring that training meets labour market needs. It helps to promote a better match between individuals' potential and job requirements.

Cedefop's skill needs analysis provides insights into the trends that influence skill supply and demand and the imbalances that may arise both in the EU and individual Member States. Cedefop is also finding out more about sectoral and occupational developments, such as the demand for 'green' skills for sustainable growth and, as the population ages, the potential for jobs creation and impact of skill needs of the 'silver' economy.

Cedefop's information

Cedefop shares its expertise through its publications, networks, conferences, seminars and web portal www.cedefop.europa.eu. The web portal provides news on Cedefop's major themes "Identifying skills needs", "Understanding qualifications", "Analysing policy" and "Developing lifelong learning". 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: Additional support services for Cedefop's restaurant
- b) Short description of content of this contract: Cedefop intends to conclude a contract with a provider (natural person) of services as additional support in its restaurant.
- c) Type of contract: Framework service Contract whereby the services will be provided following the signature of Order forms throughout its validity. The number and content of Order Forms will depend on the needs of Cedefop restaurant management.

1.2. Place of delivery or performance

The tasks must be performed in the Cedefop's premises, 123 Europe str, Pylea, Thessaloniki.

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

The estimated budget for the required services described in this call for tenders is of the order of **EUR 72,000 (without VAT)** over a 4-year period. Tenderers should be aware that the information on volume is purely indicative, shall not be binding on Cedefop and should not be considered as a

warranty as to the final value of the contract. The sum of the amounts of the successive Order Forms that will be issued after the Framework Contract is signed may, in fact, not reach the above mentioned (a.m.) estimated value for the Framework Contract.

Cedefop will be contractually bound only by the amounts effectively entered in the successive signed Order Forms. The total value of the framework contract will ultimately depend on the orders which Cedefop may place through Orders Forms

1.6. Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party, shall have initial duration of one (1) year and will be automatically renewed up to three (3) times, each for an additional period of one (1) year, covering a total acquisition period of four (4) years (1+1+1+1).

1.7. Main terms of financing and payment

Before the entry into force of the contract, the successful tenderer shall be requested to be registered at OAEΕ (Οργανισμός Ασφάλισης Ελευθέρων Επαγγελματιών) and to be able to issue invoices.

Payments will be made bimonthly and upon completion of specific tasks and after the approval by Cedefop Project Manager, within 30 days of submission of invoices and at the conditions set out in the draft contract.

2. TERMS OF REFERENCE

2.1. Background information

Cedefop comprises an in-house cafeteria and restaurant for the needs of staff and visitors. This facility offered by Cedefop to its approximately 120 employees is meant to improve the working and general living conditions of staff. At the moment, the team working at the restaurant is made of three Cedefop employees including the restaurant manager.

Cedefop restaurant is fully equipped and therefore ready to respond not only to special needs of the multicultural composition of staff and visitors but also to an occasional high workload resulting from various events (meetings etc).

The cafeteria and restaurant are located in the premises of Cedefop, in Pylea, Thessaloniki. Public transport to and from Cedefop is on a limited time-schedule. The working hours of restaurant staff are from 7:30 to 16:00, but may change in case of special needs of the service.

2.2. Description of tasks

The required services include tasks such as:

- dishwashing and washing of kitchen utensils,
- re-settlement of glassware and kitchen utensils ,
- supply meetings with water, coffee etc,
- support restaurant staff in cooking tasks and preparations,
- partly replace staff in absence,
- cleaning up kitchen.
- receiving of supplies and storage properly

2.3. Deliverables

Services will usually be needed from Monday until Friday, from 11.00 until 16.00. Services are needed all year round except for the days when Cedefop is closed or restaurant is closed. Cedefop holidays usually cover the Greek official holidays. Cedefop restaurant is closed 2-3 weeks during August for the annual leave of the restaurant staff.

The schedule may however exceptionally vary but the number of hours should not exceed a minimum of three (3) and a maximum of eight (8) hours per day.

According to the needs of the service, on a few working days support might not be needed at all. On the other hand but very occasionally, a second person might be needed.

The contractor shall be informed in due time on any modification of the schedule as mentioned above. However, exceptionally, modification of schedule could be communicated last minute (for the needs of the service).

Smooth handover: A similar contract is active and will remain active until the start date of the new contract. The successful tenderer, prior to the start day, should at his/her cost and time contact the restaurant manager to fix appointments for visiting the restaurant so that will be informed well

of the methodology and details of the nature of the job, and be prepared to perform his/her duties successfully at start date.

2.4. Other requirements:

Before the signature of the contract:

The selected contractor shall provide the following documents for himself:

- Copy of register at OAEE on the nature of the support services as described above;
- In absence of registration at OAEE, copy of professional insurance documents file referring at least to the minimum professional experience required;
- Valid copy of Greek health booklet (βιβλιάριο υγείας);
- Valid copy of third-party liability insurance (αστική ευθύνη)

The contractor shall provide for his replacement (backup) the following documents:

- Valid copy of Greek health booklet (βιβλιάριο υγείας);
- Relevant documents attached to his/her CV, including formal certification as a cook.

After the signature of the contract:

- The contractor and his replacement (if applicable) shall guarantee that the services provided are applied in a stable and reliable fashion. Should it be necessary to replace (temporarily or permanently) the support person(s) to implement the contract, the contractor must propose either the replacement person proposed in his initial tender or any other replacement person(s) who must have equivalent qualifications and experience as those requested in point 3.2. These replacement person(s) are subject to Cedefop prior written approval, following examination of their CV and relevant documents attached as well as assessment in the context of an interview. For any replacement, a proof of social security coverage (sickness and accident insurance) and third-party liability insurance must be provided before working in Cedefop's premises.
- The contractor shall bear sole responsibility for respect a) of the applicable legal requirements and rules regarding personal and professional insurance and health and hygiene compliance of the proposed person(s), and b) of tax related obligations. Before initial contract signature, but also at the opportunity of each further renewal, Cedefop shall check the validity and appropriateness of the relevant evidence submitted by the contractor and may request additional proofs if not satisfied.
- Throughout the duration of the contract, the contractor and his replacement involved in execution of the contract shall have no employment relationship with Cedefop. Cedefop shall supply the assigned person(s), i.e. the contractor and his replacement, with special access cards and instructions for their use, while the occasional presence in Cedefop's premises of the contractor or his replacement shall be subject to standard rules applicable to visitors.
- The contractor may not remove any object belonging to Cedefop, even if considered useless, and must refrain from obtaining information or documents not related to his tasks.

3. SPECIFIC INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE (FIRST STEP)

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 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 tenderer individually.

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 technical and professional capacity to perform this contract.

Each and all requirements should be fulfilled by the tenderer. Participation in tendering is open to all natural persons.

3.2.1. Technical and professional capacity

The Tenderers and their replacement are required to have sufficient technical and professional capacity to perform the contract and the ability to supply the requested services as described under point 2 of this call for tender.

Requirements for Technical and professional capacity:

- At least two (2) years of previous working experience as a cook;
- At least two (2) years of previous working experience in dishwashing area;
- Excellent oral communication skills in Greek;
- Good oral communication in English.

Proofs / Evidences of Technical and professional capacity

The following documents or information must be presented as evidence of compliance with the above criteria for the tenderer him/herself **AND** for a second person as replacement:

For the tenderer only:

- A copy of formal certification as a cook.
- A Curriculum Vitae filled in and signed. The template is available to the tenderers in Annex D.
- Copy of all relevant documents, must be attached to the CV(s).

For the replacement person only, the tenderer must submit:

- A Curriculum Vitae filled in and signed. The template is available to the tenderers in Annex D.
- A letter of intent from the replacement person stating the cooperation with the tenderer. The template is available to the tenderers in Annex E.

3.3. Legal Position

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

4. ADDITIONAL INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE

Participation in Cedefop tendering procedures is open on equal terms to all natural persons 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 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 and Montenegro, Bosnia & Herzegovina).

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

5. AWARD OF THE CONTRACT (SECOND STEP)

Only the selected candidates, i.e. whose request to participate has met the requirements of the exclusion and selection stage, will be short-listed and therefore invited to submit a financial tender as well as for an interview.

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 (60);

Y is the weighting for price (TFO) and for this tender procedure it is fixed to (40).

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 each award (evaluation) sub-criterion and in total a minimum of **60** out of 100 points (TQV) in the technical evaluation – see below).

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. To this end, a 30 minute interview in Greek and English will provide evidence to allow evaluation of their offer.

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

- Quality of the interview (out of 100 points). The tenderers will be assessed on the following sub-criteria:

- Sub-criterion 1: Competences related to the services requested (mainly with the nature of the work in the dishwashing area) (20 points);
- Sub-criterion 2: Knowledge and awareness of hygiene procedures in a restaurant environment (20 points); ;
- Sub-criterion 3: Ability to work in a restaurant catering to multinational staff (20 points);
- Sub-criterion 4: Ability to work in a team (20 points);
- Sub-criterion 5: Flexibility to adapt to Cedefop requirements in terms of working hours and Back-up/replacement arrangements (20 points).

In order to guarantee a minimum threshold of quality, offers that

- do not reach a minimum of 50% of the possible score for each award (evaluation) sub-criterion, and
- 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,

will not be considered acceptable and will be eliminated from further evaluation. 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 services proposed for performance of the contract.

Tenderers will be requested to reply questions during the 30 minute interview in such a way so as to ensure that the content meets the requirements set out in the Terms of Reference as closely as possible and to facilitate the subsequent evaluation of tenders against the technical award criteria.

The interview 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.

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 award sub-criterion will have their financial proposal evaluated. The evaluation will be made on the basis of a **four-year non-binding scenario (TFO)** stated in Annex I.

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 nor revisable for the first year of the contract. From the 2nd year onwards, Articles I.5.2 and II.20 of the Contract shall apply (see draft Framework Contract at Annex B).
- Prices must be quoted in EURO and include all expenses.

For contractors based in Greece, invoices will include VAT which is paid by Cedefop and later reimbursed by the State, according to applicable rules and regulations of the Greek State.

In view of payment, the amount of 20% corresponding to the 'tax withheld on freelance service providers' shall be deducted and delivered by Cedefop to the Greek State on a regular basis, as required by local legislation. The balance (i.e. invoiced amount minus the tax withheld) will be transferred to the Contractor's bank account as identified in the contract.

5.3.1. Evaluation of abnormally low prices

If any tender's price appears to be abnormally low in relation to the services 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 to **20%**.

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 10% 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

Tenderers should not disclose their financial offer in any part of their tender other than the sealed envelope B.

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

The Financial Proposal should indicate the total hourly rate in Euro **VAT excluded** (all inclusive, i.e. recurrent travel expenses to and from Cedefop, administrative management of the contract, etc), in order to carry out all the activities indicated in the Terms of Reference as well as the **Total TFO** for four years.

The tenderers must fill-in the Financial Proposal presented in Annex I.

The VAT amount for hourly rate must be indicated separately.

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 restricted invitation letter to tender.

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

6.1. Envelope A - Supporting documents (first step)

One original and one copy of:

- the “**Declaration on honour on exclusion criteria and selection criteria**” requested in point 3 and standard template found in Annex C;
- the selection criteria documents as requested in points 3.2, 4.1, 4.2 and Annex D and E;
- the Legal Entity Form as requested in point 3.3 and found in Annex F
- the Financial Identification Form as found in Annex G

6.2. Envelope B – Financial proposal (second step)

One original signed version and three copies of:

- cover letter, signed by the person/s (name and position) that is/are authorised to sign the contract in case of contract award in Annex H
- the Financial Proposal in Annex I containing all information requested in point 5.4.

ANNEX A

Contract Notice

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

ANNEX B

Draft Contract

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

ANNEX C (first step)

“Declaration on honour on exclusion criteria and selection criteria”

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

ANNEX D (first step)

Curriculum Vitae

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

ANNEX E (first step)

Letter of intent for back-up

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

ANNEX F (first step)

Legal Entity Form

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

ANNEX G (first step)

Financial Identification Form

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

ANNEX H (second step)

Cover letter

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

ANNEX I (second step)

Financial offer form

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