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**Greece-Thessaloniki: Additional support services for Cedefop's restaurant
2016/S 237-431142**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Cedefop
Europe Street 123, PO Box 22427
Thessaloniki
551 02
Greece
Contact person: Clotilde Assumel-Luridin
Telephone: +30 2310490287
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028
NUTS code: GR122

Internet address(es):

Main address: www.cedefop.europa.eu

I.2) Joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.cedefop.europa.eu/about-cedefop/public-procurement>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Additional support services for Cedefop's restaurant.

Reference number: RPP/DRS/DN/Additional support restaurant/002/16.

II.1.2) Main CPV code

55330000

II.1.3) Type of contract

Services

II.1.4) Short description:

Cedefop intends to conclude a contract with a provider (natural person) of services as additional support in its restaurant.

II.1.5) **Estimated total value**

Value excluding VAT: 72 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

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

55510000

II.2.3) **Place of performance**

NUTS code: GR122

Main site or place of performance:

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

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

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.

II.2.5) **Award criteria**

Criteria below

Quality criterion - Name: Quality of the interview / Weighting: 100

Price - Weighting: 60/40

II.2.6) **Estimated value**

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

Duration in months: 12

This contract is subject to renewal: yes

Description of renewals:

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

II.2.9) **Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Only the selected candidates, i.e. whose request to participate has met the requirements of the exclusion and selection stage, will be shortlisted and therefore invited to submit a tender and be invited to an interview. Any tender received from a natural person not invited to tender will be rejected.

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) Information about options

Options: no

II.2.12) Information about electronic catalogues

II.2.13) Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) Additional information

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

Cedefop will be closed between 26.12.2016 and 3.1.2017 and on 6.1.2017. Cedefop will be able to answer questions until 11.1.2017.

Section III: Legal, economic, financial and technical information

III.1) Conditions for participation

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

List and brief description of conditions:

Participation in this tender procedure is only open to tenderers who are in a position to subscribe in full to the 'Declaration on honour on exclusion criteria and selection criteria', given in Annex C. All tenderers must provide the declaration on honour found in Annex C duly signed and dated.

III.1.2) Economic and financial standing

List and brief description of selection criteria:

Not applicable.

Minimum level(s) of standards possibly required:

Not applicable.

III.1.3) Technical and professional ability

List and brief description of selection criteria:

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 of the tender documents,

— 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 of the tender documents.

— a letter of intent from the replacement person stating the cooperation with the tenderer. The template is available to tenderers in Annex E of the tender documents.

Minimum level(s) of standards possibly required:

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 II.2.4) of this call for tender.

Requirements for technical and professional capacity:

— at least 2 years of previous working experience as a cook,

— at least 2 years of previous working experience in dishwashing,

- excellent oral communication skills in Greek,
- good oral communication in English.

III.1.5) Information about reserved contracts

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

III.2.2) Contract performance conditions:

Before the signature of the contract:

The selected contractor shall provide the following documents:

- copy of register at OAEE (Greek insurance scheme for the self-employed) 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,
- valid copy of third-party liability insurance.

The contractor shall provide on behalf of his replacement (backup) the following documents:

- valid copy of Greek health booklet,
- relevant documents attached to his/her CV, including formal certification as a cook.

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

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

IV.1.6) Information about electronic auction

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

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

Date: 16/01/2017

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

Date: 27/03/2017

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

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

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

Duration in months: 6 (from the date stated for receipt of tender)

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

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about electronic workflows**

VI.3) **Additional information:**

Before the entry into force of the contract, the successful tenderer shall be requested to be registered at OAEE (Greek insurance scheme for the self-employed) 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.

VI.4) **Procedures for review**

VI.4.1) **Review body**

General Court
rue du Fort Niedergrünwald
Luxembourg
2925
Luxembourg

VI.4.2) **Body responsible for mediation procedures**

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:

Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

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

General Court
Luxembourg
Luxembourg

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

28/11/2016