

GR-Thessaloniki: research and development services and related consultancy services

2006/S 39-041360

Contract notice

Section I: Contracting authority

I.1) Name, addresses and contact point(s):

Cedefop — European Centre for the Development of Vocational Training, attn: Mr Christian F. Lettmayr, 123 Europe Str., PO Box 22427, GR-55102 Thessaloniki. Contact point: Ms Alessandra Cerutti. Tel. (30-2310) 49 00 61. Fax (30-2310) 49 00 28. E-mail: c4t-services@cedefop.eu.int.

Internet address(es):

General address of the contracting authority (URL): <http://www.cedefop.eu.int>.

Further information can be obtained at:

As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:

As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to:

As in above-mentioned contact point(s).

I.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

The contracting authority is purchasing on behalf of other contracting authorities: No.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Early identification of skill needs: provision of scientific expertise and support.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 8.

Main place of performance: contractor's premises and Cedefop premises (with prior consent of Cedefop)

NUTS code GR122.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement

II.1.5) Short description of the contract or purchase(s):

Cedefop is seeking scientific expertise and support of a qualified research body or research expert to contribute to its activities in the field of skill needs analysis, identification and anticipation in Europe including its network on early identification of skill needs 'Skillsnet'.

II.1.6) Common procurement vocabulary (CPV):

73000000.

II.1.7) Contract covered by the Government Procurement Agreement (GPA):

Yes.

II.1.8) Division into lots:

No.

II.1.9) Variants will be accepted:

No.

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

Quantification of the contract in terms of estimated resources: 100 person-days per year.

II.2.2) Options

II.3) Duration of the contract or time-limit for completion:

12 months from the award of the contract.

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

Not applicable.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:

Payments will be made 30 days after submission of invoices and at the conditions set out in the draft contract.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

Not applicable.

III.1.4) Other particular conditions to which the performance of the contract is subject:

Yes.

Any subcontracting must be approved by Cedefop. The selection and exclusion criteria must be applied not just to the tenderer but also to any subcontractors proposed by the tenderer. If awarded, the contract will be signed by the tenderer that will be the only contracting party responsible for the performance of the contract.

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met:

Legal position — means of proof required

Tenderers must indicate in which State they have their headquarters or domicile and present the supporting evidence normally acceptable in that country's law. In addition, they should provide evidence of their inscription in the professional/trade register, if applicable.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met:

Proof of economic and financial capacity may be furnished by the following documents:

— appropriate statements from the banks or evidence of professional risk indemnity insurance,

— balance sheets or extracts from balance sheets for at least the last 2 years for which accounts have been closed (where publication of the balance sheet is required under the company law of the country in which the economic operator is established),

— a statement of overall turnover and turnover concerning services covered by the contract during the last 3 financial years.

In case tenderers are unable to furnish such documents they are required to provide justification.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

The tenderer must comply with the following criteria:

— academic background in economics or social sciences,

- previous experience of at least 5 years in providing similar services: participation and contribution to activities related to the analysis, anticipation and forecasting of skill needs, including own research in this or closely-related fields, publication of research studies, organisation and moderation of scientific workshops and networks,
- experience in working in a Community/multi-cultural environment,
- capacity to speak and write fluently in English and to communicate with researchers and high-level stakeholders,
- competence in writing scientific papers and scientific editing,
- relevant ICT skills (MS Office, Internet).

III.2.3) Reserved contracts

III.3) Conditions specific to services contracts

III.3.1) Execution of the service is reserved to a particular profession:
No.

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:
Yes.

Section IV: Procedure

IV.1) Type of procedure

IV.1) Type of procedure:
Open.

IV.2) Award criteria

IV.2.1) Award criteria:
The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) An electronic auction will be used:
No.

IV.3) Administrative information

IV.3.1) File reference number attributed by the contracting authority:
AO/AZU/Skillsnet-ScientificSupport/003/06.

IV.3.2) Previous publication(s) concerning the same contract:
No.

IV.3.3) Conditions for obtaining specifications and additional documents (except for a DPS) or descriptive document:
Time-limit for receipt of requests for documents or for accessing documents:
20.3.2006 (17:00).
Payable documents: No.

IV.3.4) Time-limit for receipt of tenders or requests to participate:
10.4.2006 (17:00).

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:
Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Slovak, Slovene, Spanish and Swedish.

IV.3.7) Minimum time frame during which the tenderer must maintain the tender:
6 months from the date stated for receipt of tender.

IV.3.8) Conditions for opening tenders:
19.4.2006 (11:00).
Place: Cedefop's premises, 123 Europe Street, GR-Thessaloniki.
Persons authorised to be present at the opening of tenders: yes.
Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening

must be notified in writing by fax (Fax (30-2310) 49 00 28) or by e-mail (c4t-services@cedefop.eu.int) no later than 18.4.2006 (17:00).

Section VI: Complementary information

- VI.1) This is a recurrent procurement:
No.
- VI.2) Contract related to a project and/or programme financed by EU funds:
No.
- VI.3) Additional information:
The contract shall enter into force on the date of signature and shall be valid for a period of 12 months. On expiry of the initial term, the contract may be renewed 3 times, each time for a period of 12 months.
- VI.3) Procedures for appeal
- VI.5) Date of dispatch of this notice:
15.2.2006.