

GR-Thessaloniki: research and development services and related consultancy services**2006/S 61-062971****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. (30-23 10) 49 00 61. Fax (30-23 10) 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:**

Quality approaches in vocational education and training in European small and medium enterprises: the case of 4 sectors in 3 Member States.

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.

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):**

The purpose of this contract is to draw up a study on quality approaches (QAs) in training in small enterprises in 4 sectors in 3 Member States and to define their relevance to the quality assurance framework (CQAF).

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:

Between EUR 25 000 and EUR 30 000.

II.2.2) Options:

No.

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:

Grouping, irrespective of their legal form, may submit bids. Tenderers may, after forming a grouping, submit a bid on condition that it complies with the rules of competition. Such grouping (or consortia) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a bid. If awarded, the contract will be signed by the company or the person heading the project who will be, vis-à-vis Cedefop, the only contracting party responsible for the performance of this contract. Tenders from consortia of firms or group of service providers, contractors or suppliers, must specify the role, qualifications and experience of each member or group.

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

Yes.

Proposed subcontractors, if any, has to be approved by Cedefop. The selection and exclusion criteria will apply not just to the tenderer but also to any subcontractors proposed. 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:

Grounds for exclusion:

To be eligible for participating in this contract award procedure, tenderers must certify that they are not in one of the situations listed in the tender specifications.

Legal position:

Tenderers must indicate in which state they have their headquarters or domicile and to present the supporting evidence normally acceptable of that country 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 in particular 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 or overall turnover and turnover concerning the 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:

Evidence of the technical and professional capacity may be furnished on the basis of the following documents:

- educational and professional qualifications of the service provider or contractor and those of the person(s) responsible for providing the services. The CV(s) must show:

(a) relevant professional experience of at least 3 years in the field of SMEs, with particular reference to human resource development,

(b) relevant professional experience of at least 3 years in the field of quality enhancement in sectors,

(c) proven experience of at least 3 years in working in international contexts;

— list of principal services provided in the past 3 years with the sums, dates and recipients,

— description of the technical equipment and the measures employed to ensure the quality of supplies and services, and, if applicable, a description of the firm's study and research facilities,

— an indication of the proportion of the contract which the service provider may intend to subcontract.

III.2.4) Reserved contracts:

No.

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/B/TB/VETinSMEs/005/06

IV.3.2) **Previous publication(s) concerning the same contract**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:

19.4.2006 (17:00).

Payable documents: no.

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**

8.5.2006 (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:**

18.5.2006 (17:00).

Place: Cedefop, 126 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 ((30-23 10) 49 00 28) or by e-mail (C4T-services@cedefop.eu.int) no later than 16.5.2006 (17:00).

Section VI: Complementary informationVI.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 relevant documents can also be downloaded from Cedefop's website (<http://www.cedefop.eu.int>).

VI.4) **Procedures for appeal**

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

17.3.2006.