

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

2006/S 64-066223

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:

Development of the 'European knowledge system for life-long learning' (EU-KSLLL).

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):

At the request of the European Commission, Cedefop is developing the 'European knowledge system for lifelong learning' (EU-KSLLL). The purpose of the EU-KSLLL is to serve as a one-stop-shop on policy developments for lifelong learning within the European Union.

- 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:**
Indicative amount EUR 35 000–45 000 EUR p/year.
Estimated value excluding VAT:
Range: between EUR 140 000 and EUR 180 000.
- II.2.2) **Options:**
No.
- II.3) **Duration of the contract or time-limit for completion:**
Duration: 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:**
Payment 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 groupings (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 have to be approved by the 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:

— exclusion of tenderers (please refer to the tender specifications).

Legal position — means of proof required:

Tenderers must indicate in which State they have their headquarters or domicile and to 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 or overall turnover and turnover concerning the services covered by the contract during the last 3 financial years.

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:

- relevant professional experience of at least 3 years in the field of lifelong learning (LLL) policy and practice at both national and EU levels,
- knowledge and awareness of current LLL policies and vocational education and training-related issues at national and European level,
- proven ability to identify and analyse good examples of LLL policy and practice,
- proven experience in the use of new technologies, in particular research in and with databases,
- capacity to speak and write fluently in English;

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:

Open.

IV.2) 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/MB-FGR/EU-KSLLL/006/06

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:

29.4.2006 (17:00).

Payable documents: no.

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

16.5.2006 (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:

26.5.2006 (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 24.5.2006 (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. Tender documents also available on Cedefop's web site (<http://www.cedefop.eu.int>).

VI.4) Procedures for appeal**VI.5) Date of dispatch of this notice:**

22.3.2006.