

**GR-Thessaloniki: preparation of a synthesis report on progress in implementing the Council Resolution on Lifelong Guidance**

**2006/S 96-102090**

**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.europa.eu](mailto:c4t-services@cedefop.europa.eu).

**Internet address(es):**

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

**Further information can be obtained from:**

the above-mentioned contact point(s).

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

the above-mentioned contact point(s).

**Tenders or requests to participate must be sent to:**

the 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:**

Preparation of a synthesis report on progress in implementing the Council Resolution on Lifelong Guidance.

**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 present call for tender is issued in the context of the political priority attached at European level to lifelong guidance. The key contribution which guidance can make to the achievement of four public policy goals — lifelong learning, social inclusion, labour-market efficiency and economic development — is widely acknowledged both within Europe and internationally. Such public policy goals are fundamental to the attainment of the Lisbon Council (2000) aim of making Europe the most competitive economy and knowledge-based society in the world by 2010.

The purpose of the current call for tenders is to draw updates provided by the Member States and relevant European studies/reports and prepare a synthesis report on progress in the implementation of the May 2004 Council Resolution on Guidance giving an overview of achievements made and remaining challenges to be addressed.

**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:**

Maximum budget foreseen: EUR 30 000.

**II.2.2) Options**

**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**

**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:**

Groupings, 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 who 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:

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).

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 below:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
  - (b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of 'res judicata';
  - (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
  - (d) they have not fulfilled obligations relating to the payment of social-security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
  - (e) they have been the subject of a judgement which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
  - (f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in a serious breach of contract for failure to comply with their contractual obligations.
- Contracts may not be awarded to tenderers who, during the procurement procedure:

- are subject to a conflict of interest,
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Cedefop will accept, as satisfactory evidence that the tenderer is not in one of the situations described in points (a), (b) or (e) above, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.

Cedefop will accept, as satisfactory evidence that the tenderer is not in the situation described in point (d) above a recent certificate issued by the competent authority of the State concerned. Where no such certificate is

issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

**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 one or more of 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 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:

The tenderers must comply with the following criteria:

- qualifications, knowledge and ability of the contractor/s and the key expert(s) to perform the tasks outlined in the technical specifications,
- extensive professional experience in career guidance,
- experience in at least 2 comparative studies at European level,
- linguistic ability to draft to a high standard in English and to be able to read in French and preferably also German,
- presentation and public speaking skills.

The following documents must be presented as evidence of compliance with the above criteria:

- detailed CVs of the contractor/s and key expert(s) with a brief description of research output/publications related to career guidance and evidence of experience in carrying out comparative studies at European level,
- list of major contracts/studies performed in the past 3 years with dates and commissioning authority,
- description of any technical equipment and tools to be employed by the contractor in the performance of the contract,
- description of the measures employed to ensure the quality of services,
- an indication of what proportion, if any, of the contract the contractor 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/JWA-RLAR/CouncilRes/011/06
- IV.3.2) **Previous publication(s) concerning the same contract:**  
No.
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**  
Time-limit for receipt of requests for documents or for accessing documents:  
15.6.2006 (17:00).  
Payable documents: no.
- IV.3.4) **Time-limit for receipt of tenders or requests to participate:**  
30.6.2006 (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:**  
Duration: 6 months from the date stated for receipt of tenders.
- IV.3.8) **Conditions for opening tenders:**  
Date: 14.7.2006 (11:00).  
Place: Cedefop premises, 123 Europe Str., 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 No (30-2310) 49 00 28) or by e-mail (C4T-services@cedefop.europa.eu) no later than 12.7.2006 (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 tender documents are also available on Cedefop's web site (<http://cedefop.europa.eu>).
- VI.4) **Procedures for appeal**
- VI.4.1) **Body responsible for appeal procedures**

**Body responsible for mediation procedures**

VI.4.2) **Lodging of appeals**

VI.4.3) **Service from which information about the lodging of appeals may be obtained**

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

8.5.2006.