



European Centre for the  
Development of Vocational Training  
**Procurement Service**

Thessaloniki, 26/07/06

**OPEN INVITATION TO TENDER**  
**CEDEFOP No AO/B/FGR/e-SkillsNewsletter/016/06**

*“Preparation and drafting of the e-Skills Newsletter”*

**TENDER CONDITIONS**

Dear Sir/Madam,

1. With reference to the open invitation to tender *‘Preparation and drafting of the e-Skills Newsletter’*, published in the Supplement to the Official Journal of the European Union No 2006/S 140-149954 on 26/07/2006, please find enclosed the necessary documents.

The purpose of this invitation to tender is to conclude a contract in accordance with the attached Tendering Specifications.

**If you are downloading these documents from our website, kindly send us an e-mail ([C4T-services@cedefop.europa.eu](mailto:C4T-services@cedefop.europa.eu)) notifying us.**

2. If you are interested in this contract, you should submit a tender *in triplicate* in one of the official languages of the European Union (preferably in English).
3. You may choose to submit the tender:
  - a) either by post or by courier not later than 07/09/2006 in which case the evidence shall be constituted by the date of dispatch, the postmark or the date of the deposit slip, to the following address:

European Centre for the Development of Vocational Training (Cedefop)  
**Procurement Service**  
For the attention of Mr C. F. Lettmayr  
PO Box 22 427  
GR – 55102 Thessaloniki  
Greece

(b) delivered by hand not later than 17:00 on 07/09/2006 to the following address:

European Centre for the Development of Vocational Training (Cedefop)  
**Procurement Service**  
Attention of Mr C. F. Lettmayr  
Europe 123  
GR-57001 Thessaloniki-Pylea  
Greece

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the above mentioned Service who took delivery. Cedefop is open from 9.00 to 17:00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop's holidays.

4. Tenders must be placed inside two sealed envelopes. The inner envelope, addressed to the service indicated above, should be marked as follows:

### OPEN INVITATION TO TENDER

CEDEFOP No **AO/B/FGR/e-SkillsNewsletter/016/06**

*“Preparation and drafting of the e-Skills Newsletter”*

**Tender from: (name of tenderer)**

### **NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE**

If self-adhesive envelopes are used, they must be sealed with adhesive tape, and the sender must sign across this tape.

5. All the documents that must be produced in order to tender are listed in the attached Tendering Specifications. The draft contract is annexed to the Tendering Specifications.
6. Tender must be:
  - Signed by the tenderer or his duly authorised representative;
  - Perfectly legible so that there can be no doubt as to words and figures.
7. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
8. The opening of tenders will take place at Cedefop on 21/09/2006. Each tenderer may be represented at the opening of tenders by one person. The name of the person attending the opening must be notified in writing, by fax (Fax No +30 2310 490 028) or by e-mail ([C4T-services@cedefop.europa.eu](mailto:C4T-services@cedefop.europa.eu)), no later than 17:00 on 19/09/2006.
9. Period of validity of tenders, during which tenderers may not modify the terms of their tenders in any aspect: 6 months from 07/09/2006.
10. Contacts between the contracting authority (Cedefop) and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- Before the final date for submission of tenders:

At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the nature of the contract. Any request for additional information must be made in writing by fax (fax No +30 2310 490 028) or by e-mail ([C4T-services@cedefop.europa.eu](mailto:C4T-services@cedefop.europa.eu)).

Request for additional information received less than five working days before the closing date for submission of tenders will not be processed.

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tender.

Any additional information including that referred to above will be sent simultaneously to all tenderers who have requested the specifications (candidates invited to tender).

Please check Cedefop's website frequently. All answers to requests for clarifications are also published there.

- After the opening of tenders:

If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as result.

11. This invitation to tender is in no way binding on Cedefop. Cedefop's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.

12. You will be informed whether or not your tender has been accepted.

Yours sincerely,

signed  
Christian F. Lettmayr  
Deputy Director

Attached: tendering specifications

**OPEN INVITATION TO TENDER**

**CEDEFOP No: AO/B/FGR/e-SkillsNewsletter/016/06**

***“Preparation and drafting of the e-Skills Newsletter”***

**Tendering specifications**

## Table of contents

1.	OBJECT OF THE CONTRACT.....	7
1.1	About Cedefop.....	7
1.2	Description of the contract .....	8
	• Description of the object and purpose of the contract.....	8
	• Division into lots .....	8
	• Place of performance.....	8
	• Variants.....	8
	• Total quantity or scope.....	8
1.3	Duration of the contract.....	8
2.	LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION .....	8
2.1	Conditions relating to the contract.....	8
	• Main term of financing and payment.....	8
	• Legal form to be taken by the grouping of suppliers.....	8
	• Subcontracting.....	8
2.2	Conditions for participation.....	9
2.2.1	Conflict of interest.....	9
2.2.2	Legal position – means of proof required.....	9
2.2.3	Exclusion of tenderers.....	9
	• Grounds for exclusion.....	9
	• Means of proof required.....	10
2.2.4	Selection Criteria.....	10
	• Economic and financial capacity – means of proof required.....	10
	• Technical and professional capacity – means of proof required.....	10
	• Evaluation of tenderers.....	11
2.3	Other documents to be provided.....	11
	• Individual(s) entitled to sign the contract.....	11
	• Individual(s) to supervise the contract .....	11
	• Financial Identification Form.....	11
3.	TECHNICAL SPECIFICATIONS.....	11
3.1	Introduction .....	11
3.2	Tasks of the contractor.....	12
3.3	Working method and framework.....	12
3.4	Resources .....	12
3.5	Deliverables and timetable (Outcomes) .....	12
4.	AWARD OF THE CONTRACT.....	13
4.1	Technical Evaluation of the tender.....	13
	• Evidence to be provided .....	13
	• Weightings to be applied.....	13
4.2	Financial Evaluation of the tender.....	13
	• Evidence to be provided .....	13
	• Information concerning Price.....	14

**ANNEXES:**

Annex I: Contract Notice

Annex II: Draft contract

Annex III: Legal entity form [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

Annex IV: Financial Identification Form [http://ec.europa.eu/budget/execution/fitiers\\_en.htm](http://ec.europa.eu/budget/execution/fitiers_en.htm)

Annex V: Check list of mandatory documents

## 1. OBJECT OF THE CONTRACT

### 1.1. About Cedefop

The European Centre for the Development of Vocational Training (Cedefop) is an agency of the European Union. Established in 1975 by Council Regulation (EEC) No 337/75 of 10 February 1975, as last amended by Council Regulation (EC) No 354/95 of 20 February 1995, with a tripartite Governing Board, it provides services for the European Commission, the European Union Member States and the social partners as well as for the associated countries of Iceland and Norway. The candidate countries are also associated with its activities.

As the European Union's reference centre for vocational education and training (VET), Cedefop provides policy-makers, researchers and practitioners with information to promote a clearer understanding of developments and so enable them to take informed decisions on future action. Cedefop assists the European Commission in encouraging, at Community level, the promotion and development of VET.

The main tasks of Cedefop as defined in its founding Regulation are to:

- compile selected documentation and analysis of data;
- contribute to the development and coordination of research;
- exploit and disseminate useful information;
- encourage and support a concerted approach to vocational training development issues;
- provide a forum for a wide and diverse audience.

Cedefop's medium-term priorities for 2006 to 2008 concentrate on the priorities set out in the Maastricht communiqué, which has been agreed by 32 European countries, the European Commission and the European social partners:

1. promoting the image and attractiveness of the vocational route for employers and individuals to increase participation in VET;
2. achieving high levels of quality and innovation in VET systems to benefit all learners and make European VET globally competitive;
3. linking VET with the knowledge economy's requirements for a highly skilled workforce and especially, because of the strong impact of demographic change, the upgrading and competence development of older workers;
4. addressing the needs of the low-skilled (about 75 million people aged between 25 and 64 in the EU) and disadvantaged groups so as to achieve social cohesion and increase labour market participation.'

## **1.2. Description of the contract**

- **Description of the object and purpose of the contract**

The purpose of this contract is to prepare and draft the European e-Skills newsletter.

- **Division into lots**

This call is not divided into lots.

- **Place of performance**

Contractor's premises.

- **Variants**

Variants will not be accepted.

- **Total quantity or scope**

Quantification of the contract in terms of estimated resources is 16-24 man days.

## **1.3. Duration of the contract**

The contract shall enter into force on the date of signature and shall be valid for a period of one year, twice renewable. The contract with the tenderer will be signed by Cedefop but the Commission will be permanently involved in the drafting and editing process.

## **2 LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**

### **2.1 Conditions relating to the contract**

- **Main term of financing and payment**

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

- **Legal form to be taken by the grouping of suppliers**

Groupings, irrespective of their legal form, may submit bids. Tenderers may, after forming groupings, 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 groups of service providers, contractors or suppliers, must specify the role, qualifications and experience of each member or group.

- **Subcontracting**

Proposed subcontractors must be approved by Cedefop. The selection and exclusion criteria will be applied 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.



## 2.2 Conditions for participation

### 2.2.1 Conflict of interest

The Contractor shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interest could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interest which could arise during performance of the Contract must be communicated to Cedefop in writing without delay. In the event of such conflict, the Contractor shall immediately take all necessary steps to resolve it.

### 2.2.2 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 of that country law. In addition, they should provide evidence of their inscription in the professional/trade register (*if applicable*). Tenderers are therefore requested to complete the Legal entity form in annex III and provide the requested documents.

### 2.2.3 Exclusion of tenderers

- **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 organization 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.

- **Means of proof required**

Cedefop will accept, as satisfactory evidence that the tenderer is not in one of the situations described in point 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.

Cedefop reserves the right to check the situation in c) and f).

#### 2.2.4 Selection criteria

Tenderers are required to prove that they have sufficient economic, financial, technical and professional capacity to perform the contract.

- **Economic and financial capacity – means of proof required**

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 two 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 three financial year.

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

- **Technical and professional capacity – means of proof required**

Evidence of 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 2 years in the field of ICT skills;
  - ✓ knowledge and awareness of current developments and challenges concerning the supply and demand of e-skills in Europe;
  - ✓ proof of the ability to publish articles and/or newsletters for a wider audience that is interested in a specific topic (a list of publications if applicable);
  - ✓ experience in the use of new technologies, in particular in the use and design of web-based communication tools;
  - ✓ capacity to formulate and write excellently in English.
- list of relevant principal services provided in the past three years with the sums, dates and recipients;

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

- **Evaluation of tenders**

Only the tenderers meeting the requirements of the selection stage will have their offers evaluated.

### 2.3 Other documents to be provided

- **Individual(s) entitled to sign the contract**

Tenderers should submit a statement containing the name and position of the individual(s) entitled to sign the contract.

- **Individual(s) to supervise the contract**

Tenderers should state the name and position of the individual that will supervise the contract.

- **Financial identification form**

The financial identification form in Annex IV must be sent, duly completed and signed, with the tender.

## 3 TECHNICAL SPECIFICATIONS

### 3.1 Introduction

Cedefop is supporting the European Commission in bringing together European stakeholders on the topic of e-skills in Europe. The European e-Skills Forum and its follow-up activities have been driven by the European Commission in close cooperation with Cedefop. For a detailed description of the development of the discussion on e-skills in Europe see Cedefop's web page:

<http://eskills.cedefop.europa.eu/calendar.htm#milestones> and the Commission's site:

<http://ec.europa.eu/enterprise/ict/policy/ict-skills.htm>.

Since December 2003, 4 issues of the European e-Skills Newsletter (to be downloaded at: <http://eskills.cedefop.europa.eu/newsletter>) have been published. Issue 5 is being prepared for the second semester 2006. The Newsletter reports on important events and actions, results and evidence produced on e-skills primarily on the European and International level. It is edited together by the European Commission (DG Enterprise and Industry) and Cedefop. The contract with the tenderer will be signed by Cedefop but the Commission will be permanently involved in the drafting and editing process. The newsletter is disseminated primarily via the European e-Skills Forum's website (<http://communities.trainingvillage.gr/esf>) and other networks and interested parties.

Cedefop intends to strengthen its role as leading source of information concerning e-skills at European level. Therefore, the ways of disseminating the e-Skills Newsletter will be improved and the number of addressees increased. The e-Skills Newsletter intends to be a sophisticated tool for information and communication concerning e-skills on the European and International level. The target groups of the newsletter are all those interested in ICT skill-related questions in business, employment, education and training, research and policy making. Editing language of the newsletter is English.

Furthermore, the information of the newsletter will be closely connected to the ongoing news feed into the virtual community. A close linkage is also to be ensured to the activities of the ICT Skills workshop steered jointly by Cedefop and CEPIS in the framework of CEN/ISSS, the European organisation for standardisation on information society issues.

### **3.2 Tasks of the contractor**

The contractor shall carry out the tasks listed below in close consultation with and under the supervision of Cedefop staff, in particular with the responsible project managers for e-skills within Area B “Reporting and Facilitating a Concerted Approach”.

The tasks are:

- to draft 4 issues of the “European e-Skills Newsletter”;
- to coordinate and edit contributions of other authors and third parties at the request of Cedefop and the Commission;
- to further improve the design of the pdf-version by delivering a new format and style sheet for the paper version;
- to start the electronic publishing of the newsletter by designing a html-version that can be sent to subscribers via e-mail and be stored in html format at Cedefop’s e-skills web page;
- to develop a subscription tool or method for new subscribers of the newsletter that will be put online at Cedefop’s e-skills web page with links at the websites of both Commission and Cedefop;
- to post on a regular basis interesting and relevant news in the e-Skills Forum virtual community.

### **3.3 Working method and framework**

Own initiative in searching information and reporting on new activities specified jointly with Cedefop and the European Commission (DG ENTR) is fundamental. Web-search and search via other media is necessary as well as (mostly electronically) contact with bodies engaged in ICT skills and training at European level and in a number of Member States, e.g. members of the European e-Skills Forum and of the CEN/ISSS Workshop on ICT-Skills, CEPIS, EITO, EICTA, Bitkom, Uni-Europa, e-skills UK, et al.

There is not a minimum or maximum length of the newsletter decided in advance. The contractor shall make proposals in this regard. However, the contractor will have to make sure that it will be essential that all coordination with Cedefop and DG ENTR and their requested inputs and contents can be dealt with well in advance in the drafting stage.

### **3.4 Resources**

Cedefop estimates that carrying out the above-mentioned tasks to a satisfactory standard will require approximately 16-24 person working days for four newsletters including the new design of the two formats (paper and electronic version), research on relevant topics and at least five interviews. Regular inputs and postings in the e-Skills virtual community are seen as a side effect of this work.

### **3.5 Deliverables and timetable (Outcomes)**

In each quarter of the contractual year the first and the second month shall be used for collecting the topics of the quarterly newsletter which will be proposed at the end of the second month to Cedefop and the Commission with a short overview on the contents and an estimated length of the different topics.

In the second week of the third month a draft version shall be sent to Cedefop and the Commission for revision and final editing.

Publication of the Newsletter should be in the third week of the third month per quarter both as pdf-file and electronically via e-mail and as an archived version in html format online.

An activity report should be delivered after each 6 months with clear indication and description of work done and days spent. Activity reports will be reviewed by Cedefop and serve as the basis for payment of the invoice.

#### 4 AWARD OF THE CONTRACT

With regard to the tenderer(s) who meet the selection criteria, the contract shall be awarded under the best-value-for-money procedure (best quality/price ratio).

A quality-price ratio will be calculated for each tender by dividing the score for quality by the price, thus indicating which tender represents the best value for money.

Tenders scoring less than 65 (of a maximum of 100) points on quality, will not be considered technically acceptable.

##### 4.1. Technical Evaluation of the tender

- **Evidence to be provided**

The tender will be assessed according to the ability of the tenderer to meet the purpose of the contract as described in point 3 above. The tenderer must present the following documents:

- a brief paper discussing the present and future situation of e-skills in Europe including questions of standards and certification (of knowledge, skills and competences) as well as ICT frameworks and ICT supply and demand of labour and skills;
- a description and proposal of how the European e-Skills Newsletter should be designed (both content-wise and regarding the appearance and dissemination form) to reach a wider audience and new subscribers.

- **Weightings to be applied**

The following weightings will be applied:

- a) Quality of the proposal (80%)
  - Demonstration of good knowledge and understanding of the current and future situation of e-skills in Europe (60%);
  - Quality of the proposal with regard to the ways of electronic publishing and dissemination (20%);
- b) Relevance of the proposal for a new or improved design and appearance of the newsletter (20%);

##### 4.2. Financial Evaluation of the tender

- **Evidence to be provided**

The financial evaluation will be assessed on the basis of the price of the tender. i.e. the total price (number of man-days required multiplied by the unit price(s)). The Tenderer must present a full breakdown of prices.

- **Information concerning price**

- The price quoted must be fixed and not revisable.
- Prices must be quoted in euro and include all expenses.
- Travel expenses for any meetings with Cedefop arising from this contract should not be included in the tender. If such meetings are required, the travel expenses will be met from another budget and will be subject to Cedefop's prior agreement.
- Under article 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, Cedefop is exempt from all charges, taxes and dues, including value added tax (VAT). Such charges may not therefore be included in the calculation of the price quoted. The VAT amount must be indicated separately.
- All costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

## **ANNEX I**

### **Contract Notice**

## **ANNEX II**

### **Draft Contract**





European Centre for the  
Development of Vocational Training

**DRAFT CONTRACT No .....**

The European Centre for the Development of Vocational Training, hereinafter referred to as “Cedefop”, which is represented for the purposes of the signature of this contract by Ms. Mara Brugia, Head of Area B, Reporting and Facilitating a concerted approach,

of the one part,

and

[official name in full]  
[official legal form]  
[statutory registration number]  
[official address in full]  
[VAT registration number]

hereinafter referred to as "the Contractor", [represented for the purposes of the signature of this contract by [name in full and function,]]

of the other part,

HAVE AGREED

the **Special Conditions** and the **General Conditions** below and the following Annexes:

**Annex I** – Tender Specifications (Invitation to Tender No [complete] of [complete]) and Monitoring.

**Annex II** – Rules concerning the reimbursement of the travel, subsistence and miscellaneous expenses of experts from outside Cedefop invited to meetings.

**Annex III** – Contractor’s tender.

which form an integral part of this contract (hereinafter referred to as “the Contract”).

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Contract. The terms set out in the General Conditions shall take precedence over those in the Annexes. The terms set out in the Tender Specifications (Annex I) shall take precedence over those in the Tender (Annex III).

Subject to the above, the several instruments forming part of the Contract are to be taken as mutually explanatory. Ambiguities or discrepancies within or between such parts shall be explained or rectified by a written instruction issued by Cedefop, subject to the rights of the Contractor under Article I.7 should he dispute any such instruction.

## **I – SPECIAL CONDITIONS**

### **ARTICLE I.1 - SUBJECT**

- I.1.1.** The subject of the Contract is [short description of subject] in accordance with the conditions laid down in this contract and the annexes thereto and as set out in Annex I.
- I.1.2.** The Contractor shall execute the tasks assigned to him in accordance with the Tender Specifications annexed to the Contract (Annex I).

### **ARTICLE I.2 - DURATION**

- I.2.1.** The Contract shall enter into force on the date on which it is signed by the last contracting party.
- I.2.2.** Execution of the tasks may under no circumstances begin before the date on which the Contract enters into force.
- I.2.3.** The duration of the tasks shall not exceed 12 months. This period and all other periods specified in the Contract are calculated in calendar days. Execution of the tasks shall start from the date of entry into force of the Contract. The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.
- I.2.4.** The contract may be renewed up to 2 (two) times, each time for a period of execution of tasks of 12 months, only before payment of the balance and with the express written agreement of the parties, indicating the date on which execution of the tasks shall start. Renewal does not imply any modification or deferment of existing obligations.

### **ARTICLE I.3 – CONTRACT PRICE**

- I.3.1.** The [*maximum*] total amount to be paid by Cedefop under the Contract shall be EUR [amount in figures and in words] covering all tasks executed.
- I.3.2.** The total amount referred to in the above paragraph shall be fixed and not subject to revision.
- I.3.3.** In addition to the total amount specified in Article I.3.1, travel, subsistence and shipment expenses shall be reimbursed in accordance with Annex II.

### **ARTICLE I.4 – PAYMENT PERIODS AND FORMALITIES**

Payments under the Contract shall be made in accordance with Article II.4. Payments shall be executed only if the Contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if payments for previous periods have not been executed as a result of default or negligence on the part of the Contractor.

#### **I.4.1. Pre-financing:**

Following signature of the Contract by the last contracting party, within 30 days of the receipt by Cedefop of a request for pre-financing with a relevant invoice, a pre-financing payment, equal to 20% of the total amount referred to in Article I.3.1., shall be made.

#### **I.4.2. Payment of the balance:**

Requests for payment of the Contractor shall be admissible if accompanied by

- the activity report in accordance with the instructions laid down in Annex I and to Cedefop's prior approval
- the relevant invoice(s)
- statements of reimbursable expenses in accordance with Annex II

Requests for payment shall be introduced every 6 months upon completion of tasks for that period together with a supporting document indicating the work carried out and the number of person-days worked (activity report for the preceding three months) and on presentation of a detailed invoice.

Cedefop shall have forty-five days from receipt to approve or reject the report, and the Contractor shall have forty-five days in which to submit additional information or a new report.

Within thirty days of the date on which the report is approved by Cedefop, payment corresponding to the relevant invoice(s) shall be made.

The amount paid as a pre-financing payment will be deducted from the final invoice.

#### **Invoices must state:**

- the price in EUR and the total price excluding VAT
- the VAT amount in EUR separately
- that the amount invoiced is exempt from VAT under the Articles 3 and 4 of the PPI. The current provisions in Greece shall apply to VAT exemption.

#### **ARTICLE I.5 – BANK ACCOUNT**

Payments shall be made to the Contractor's bank account denominated in Euro, identified as follows:

Name of bank: [complete]  
Exact designation of account holder: [complete]  
IBAN code: [complete]  
BIC code: [complete]

#### **ARTICLE I.6 – GENERAL ADMINISTRATIVE PROVISIONS**

Any communication relating to the Contract shall be made in writing and shall bear the Contract number. Ordinary mail shall be deemed to have been received by Cedefop on the date on which it is registered by the department responsible indicated below. Communications shall be sent to the following addresses:

##### Cedefop:

European Centre for the Development of Vocational Training (Cedefop)  
Procurement Service (C4T)  
Office 4.19  
PO Box 22427  
GR – 55 102 Thessaloniki

Contractor:

Mr/Mrs/Ms [complete]  
[Function]  
[Company name]  
[Official address in full]

**ARTICLE I.7– APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

- I.7.1.** The Contract shall be governed by the Greek law.
- I.7.2.** Any dispute between the parties resulting from the interpretation or application of the Contract which cannot be settled amicably shall be brought before the courts of Thessaloniki.

**ARTICLE I.8 – OTHER SPECIAL CONDITIONS**

## **II – GENERAL CONDITIONS**

### **ARTICLE II.1 – PERFORMANCE OF THE CONTRACT**

- II.1.1.** The Contractor shall perform the Contract to the highest professional standards. The Contractor shall have sole responsibility for complying with any legal obligations incumbent on him, notably those resulting from employment, tax and social legislation.
- II.1.2.** The Contractor shall have sole responsibility for taking the necessary steps to obtain any permit or licence required for performance of the Contract under the laws and regulations in force at the place where the tasks assigned to him are to be executed.
- II.1.3.** Without prejudice to Article II.3 any reference made to the Contractor's staff in the Contract shall relate exclusively to individuals involved in the performance of the Contract.
- II.1.4.** The Contractor must ensure that any staff performing the Contract have the professional qualifications and experience required for the execution of the tasks assigned to him.
- II.1.5.** The Contractor shall neither represent Cedefop nor behave in any way that would give such an impression. The Contractor shall inform third parties that he does not belong to the European public service.
- II.1.6.** The Contractor shall have sole responsibility for the staff who execute the tasks assigned to him.

The Contractor shall make provision for the following employment or service relationships with his staff:

- staff executing the tasks assigned to the Contractor may not be given orders direct by Cedefop;
  - Cedefop may not under any circumstances be considered to be the staff's employer and the said staff shall undertake not to invoke in respect of Cedefop any right arising from the contractual relationship between Cedefop and the Contractor.
- II.1.7.** In the event of disruption resulting from the action of a member of the Contractor's staff working on Cedefop premises or in the event of the expertise of a member of the Contractor's staff failing to correspond to the profile required by the Contract, the Contractor shall replace him without delay. Cedefop shall have the right to request the replacement of any such member of staff, stating its reasons for so doing. Replacement staff must have the necessary qualifications and be capable of performing the Contract under the same contractual conditions. The Contractor shall be responsible for any delay in the execution of the tasks assigned to him resulting from the replacement of staff in accordance with this Article.
- II.1.8.** Should any unforeseen event, action or omission directly or indirectly hamper execution of the tasks, either partially or totally, the Contractor shall immediately and on his own initiative record it and report it to Cedefop. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the Contractor to ensure full compliance with his obligations under the Contract. In such event the Contractor shall give priority to solving the problem rather than determining liability.
- II.1.9.** Should the Contractor fail to perform his obligations under the Contract in accordance with the provisions laid down therein, Cedefop may - without prejudice to its right to terminate the Contract - reduce or recover payments in proportion to the scale of the failure. In addition, Cedefop may impose penalties or liquidated damages provided for in Article II.16.

## **ARTICLE II.2 – LIABILITY**

- II.2.1.** Cedefop shall not be liable for damage sustained by the Contractor in performance of the Contract except in the event of wilful misconduct or gross negligence on the part of Cedefop.
- II.2.2.** The Contractor shall be liable for any loss or damage caused by himself in performance of the Contract, including in the event of subcontracting under Article II.13. Cedefop shall not be liable for any act or default on the part of the Contractor in performance of the Contract.
- II.2.3.** The Contractor shall provide compensation in the event of any action, claim or proceeding brought against Cedefop by a third party as a result of damage caused by the Contractor in performance of the Contract.
- II.2.4.** In the event of any action brought by a third party against Cedefop in connection with performance of the Contract, the Contractor shall assist Cedefop. Expenditure incurred by the Contractor to this end may be borne by Cedefop.
- II.2.5.** The Contractor shall take out insurance against risks and damage relating to performance of the Contract if required by the relevant applicable legislation. He shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to Cedefop should it so request.

## **ARTICLE II.3 - CONFLICT OF INTERESTS**

- II.3.1.** The Contractor shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified to Cedefop in writing without delay. In the event of such conflict, the Contractor shall immediately take all necessary steps to resolve it.

Cedefop reserves the right to verify that such measures are adequate and may require additional measures to be taken, if necessary, within a time limit which it shall set. The Contractor shall ensure that his staff, board and directors are not placed in a situation which could give rise to conflict of interests. Without prejudice to Article II.1 the Contractor shall replace, immediately and without compensation from Cedefop, any member of his staff exposed to such a situation.

- II.3.2.** The Contractor shall abstain from any contact likely to compromise his independence.
- II.3.3.** The Contractor declares:
- that he has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the Contract,
  - that he has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to performance of the Contract.
- II.3.4.** The Contractor shall pass on all the relevant obligations in writing to his staff, board, and directors as well as to third parties involved in performance of the Contract. A copy of the instructions given and the undertakings made in this respect shall be sent to Cedefop should it so request.

## **ARTICLE II.4 – PAYMENTS**

### **II.4.1. Pre-financing :**

Where required by Article I.4.1, the Contractor shall provide a financial guarantee in the form of a bank guarantee or equivalent supplied by a bank or an authorised financial institution (guarantor) equal to the amount indicated in the same Article to cover pre-financing under the Contract. Such guarantee may be replaced by a joint and several guarantee by a third party.

The guarantor shall pay to Cedefop at its request an amount corresponding to payments made by it to the Contractor which have not yet been covered by equivalent work on his part.

The guarantor shall stand as first-call guarantor and shall not require Cedefop to have recourse against the principal debtor (the Contractor).

The guarantee shall specify that it enters into force at the latest on the date on which the Contractor receives the pre-financing. Cedefop shall release the guarantor from its obligations as soon as the Contractor has demonstrated that any pre-financing has been covered by equivalent work. The guarantee shall be retained until the pre-financing has been deducted from interim payments or payment of the balance to the Contractor. It shall be released the following month. The cost of providing such guarantee shall be borne by the Contractor.

### **II.4.2. Interim payment:**

At the end of each of the periods indicated in Annex I the Contractor shall submit to Cedefop a formal request for payment accompanied by those of the following documents which are provided for in the Special Conditions:

- an interim technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt Cedefop shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If Cedefop does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations or information enclosed.

Where Cedefop requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

### **II.4.3. Payment of the balance:**

Within sixty days of completion of the tasks referred to in Annex I the Contractor shall submit to Cedefop a formal request for payment accompanied by those of the following documents which are provided for in the Special Conditions:

- a final technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt Cedefop shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If Cedefop does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations and information enclosed.

Where Cedefop requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

## **ARTICLE II.5 – GENERAL PROVISIONS CONCERNING PAYMENTS**

**II.5.1.** Payments shall be deemed to have been made on the date on which Cedefop's account is debited.

**II.5.2.** The payment periods referred to in Article I.4 may be suspended by Cedefop at any time if it informs the Contractor that his payment request is not admissible, either because the amount is not due or because the necessary supporting documents have not been properly produced. In case of doubt on the eligibility of the expenditure indicated in the payment request, Cedefop may suspend the time limit for payment for the purpose of further verification, including an on-the-spot check, in order to ascertain, prior to payment, that the expenditure is eligible.

Cedefop shall notify the Contractor accordingly by registered letter with acknowledgment of receipt or equivalent. Suspension shall take effect from the date of dispatch of the letter. The remainder of the period referred to in Article I.4 shall begin to run again once the suspension has been lifted.

**II.5.3.** In the event of late payment the Contractor may claim interest within two months of receiving the payment. Interest shall be calculated at the rate applied by the European Central Bank to its most recent main refinancing operations (“*the reference rate*”) plus seven percentage points (“*the margin*”). The reference rate in force on the first day of the month in which the payment is due shall apply. Such interest rate is published in the C series of the Official Journal of the European Union. Interest shall be payable for the period elapsing from the calendar day following expiry of the time limit for payment up to the day of payment. Suspension of payment by Cedefop may not be deemed to constitute late payment.

## **ARTICLE II.6 – RECOVERY**

**II.6.1.** If total payments made exceed the amount actually due under the Contract or if recovery is justified in accordance with the terms of the Contract, the Contractor shall reimburse the appropriate amount in euro on receipt of the debit note, in the manner and within the time limits set by Cedefop.

**II.6.2.** In the event of failure to pay by the deadline specified in the request for reimbursement, the sum due shall bear interest at the rate indicated in Article II.5.3. Interest shall be payable from the calendar day following the due date up to the calendar day on which the debt is repaid in full.

**II.6.3.** Cedefop may, after informing the Contractor, recover amounts established as certain, of a fixed amount and due by offsetting, in cases where the Contractor also has a claim on the Communities that is certain, of a fixed amount and due. Cedefop may also claim against the guarantee, where provided for.



## **ARTICLE II.7 - REIMBURSEMENTS**

- II.7.1.** Where provided by the Special Conditions or by Annex I, Cedefop shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets.
- II.7.2.** Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.
- II.7.3.** Travel expenses shall be reimbursed as follows:
- a) travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
  - b) travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
  - c) travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;
  - d) travel outside Community territory shall be reimbursed under the general conditions stated above provided Cedefop has given its prior written agreement.
- II.7.4.** Subsistence expenses shall be reimbursed on the basis of a daily allowance as follows:
- a) for journeys of less than 200 km (return trip) no subsistence allowance shall be payable;
  - b) daily subsistence allowance shall be payable only on receipt of a supporting document proving that the person concerned was present at the place of destination;
  - c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including accommodation, meals, local transport, insurance and sundries;
  - d) daily subsistence allowance, where applicable, shall be reimbursed at the rate specified in Article I.3.2.
- II.7.5.** The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided Cedefop has given prior written authorisation.

## **ARTICLE II.8 – OWNERSHIP OF THE RESULTS - INTELLECTUAL AND INDUSTRIAL PROPERTY**

Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in performance of the Contract, shall be owned solely by Cedefop, which may use, publish, assign or transfer them as it sees fit, without geographical or other limitation, except where industrial or intellectual property rights exist prior to the Contract being entered into.

## **ARTICLE II.9 – CONFIDENTIALITY**

- II.9.1.** The Contractor undertakes to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to performance of the Contract. The Contractor shall continue to be bound by this undertaking after completion of the tasks.
- II.9.2.** The Contractor shall obtain from each member of his staff, board and directors an undertaking that they will respect the confidentiality of any information which is linked, directly or indirectly, to execution of the tasks and that they will not divulge to third parties or use for their own benefit or that of any third party any document or information not available publicly, even after completion of the tasks.

## **ARTICLE II.10 - USE, DISTRIBUTION AND PUBLICATION OF INFORMATION**

- II.10.1.** The Contractor shall authorise Cedefop to process, use, distribute and publish, for whatever purpose, by whatever means and on whatever medium, any data contained in or relating to the Contract, in particular the identity of the Contractor, the subject matter, the duration, the amount paid and the reports.
- II.10.2.** Unless otherwise provided by the Special Conditions, Cedefop shall not be required to distribute or publish documents or information supplied in performance of the Contract. If it decides not to publish the documents or information supplied, the Contractor may not have them distributed or published elsewhere without prior written authorisation from Cedefop.
- II.10.3.** Any distribution or publication of information relating to the Contract by the Contractor shall require prior written authorisation from Cedefop and shall mention the amount paid by Cedefop. It shall state that the opinions expressed are those of the Contractor only and do not represent Cedefop's official position.
- II.10.4.** The use of information obtained by the Contractor in the course of the Contract for purposes other than its performance shall be forbidden, unless Cedefop has specifically given prior written authorisation to the contrary.

## **ARTICLE II. 11 – TAXATION**

- II.11.1.** The Contractor shall have sole responsibility for compliance with the tax laws which apply to him. Failure to comply shall make the relevant invoices invalid.
- II.11.2.** The Contractor recognises that Cedefop is, as a rule, exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities.
- II.11.3.** The Contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the goods and services required for performance of the Contract are exempt from taxes and duties, including VAT.
- II.11.4.** Invoices presented by the Contractor shall indicate his place of taxation for VAT purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

## **ARTICLE II.12 – FORCE MAJEURE**

- II.12.1.** Force majeure shall mean any unforeseeable and exceptional situation or event beyond the control of the contracting parties which prevents either of them from performing any of their obligations under the Contract, was not due to error or negligence on their part or on the part of a subcontractor, and could not have been avoided by the exercise of due diligence. Defects in equipment or material or delays in making it available, labour disputes, strikes or financial problems cannot be invoked as force majeure unless they stem directly from a relevant case of force majeure.
- II.12.2.** Without prejudice to the provisions of Article II.1.8, if either contracting party is faced with force majeure, it shall notify the other party without delay by registered letter with acknowledgment of receipt or equivalent, stating the nature, likely duration and foreseeable effects.
- II.12.3.** Neither contracting party shall be held in breach of its contractual obligations if it has been prevented from performing them by force majeure. Where the Contractor is unable to perform his contractual obligations owing to force majeure, he shall have the right to remuneration only for tasks actually executed.
- II.12.4.** The contracting parties shall take the necessary measures to reduce damage to a minimum.

## **ARTICLE II.13 – SUBCONTRACTING**

- II.13.1.** The Contractor shall not subcontract without prior written authorisation from Cedefop nor cause the Contract to be performed in fact by third parties.
- II.13.2.** Even where Cedefop authorises the Contractor to subcontract to third parties, he shall none the less remain bound by his obligations to Cedefop under the Contract and shall bear exclusive liability for proper performance of the Contract.
- II.13.3.** The Contractor shall make sure that the subcontract does not affect rights and guarantees to which Cedefop is entitled by virtue of the Contract, notably Article II.17.

## **ARTICLE II.14 – ASSIGNMENT**

- II.14.1.** The Contractor shall not assign the rights and obligations arising from the Contract, in whole or in part, without prior written authorisation from Cedefop.
- II.14.2.** In the absence of the authorisation referred to in 1 above, or in the event of failure to observe the terms thereof, assignment by the Contractor shall not be enforceable against and shall have no effect on Cedefop.

## **ARTICLE II.15 – TERMINATION BY CEDEFOP**

**II.15.1.** Cedefop may terminate the Contract in the following circumstances:

- (a) where the Contractor is being wound up, is having his affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) where the Contractor has been convicted of an offence concerning his professional conduct by a judgment which has the force of *res judicata*;
- (c) where the Contractor has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) where the Contractor has 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 he is established or with those of the country applicable to the Contract or those of the country where the Contract is to be performed;
- (e) where Cedefop seriously suspects the Contractor of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) where the Contractor is in breach of his obligations under Article II.3;
- (g) where the Contractor was guilty of misrepresentation in supplying the information required by Cedefop as a condition of participation in the Contract procedure or failed to supply this information;
- (h) where a change in the Contractor's legal, financial, technical or organisational situation could, in Cedefop's opinion, have a significant effect on the performance of the Contract;
- (i) where execution of the tasks has not actually commenced within three months of the date foreseen, and the new date proposed, if any, is considered unacceptable by Cedefop;
- (j) where the Contractor is unable, through his own fault, to obtain any permit or licence required for performance of the Contract;
- (k) where the Contractor, after receiving formal notice in writing to comply, specifying the nature of the alleged failure, and after being given the opportunity to remedy the failure within a reasonable period following receipt of the formal notice, remains in serious breach of his contractual obligations.

**II.15.2.** In case of force majeure, notified in accordance with Article II.12, either contracting party may terminate the Contract, where performance thereof cannot be ensured for a period corresponding to at least to one fifth of the period laid down in Article I.2.3.

**II.15.3.** Prior to termination under point e), h) or k), the Contractor shall be given the opportunity to submit his observations.

Termination shall take effect on the date on which a registered letter with acknowledgment of receipt terminating the Contract is received by the Contractor, or on any other date indicated in the letter of termination.

**II.15.4. Consequences of termination:**

In the event of Cedefop terminating the Contract in accordance with this Article and without prejudice to any other measures provided for in the Contract, the Contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his commitments. He shall draw up the documents required by the Special Conditions for the tasks executed up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

Cedefop may claim compensation for any damage suffered and recover any sums paid to the Contractor under the Contract.

On termination Cedefop may engage any other contractor to complete the services. Cedefop shall be entitled to claim from the Contractor all extra costs incurred in making good and completing the services, without prejudice to any other rights or guarantees it has under the Contract.

**ARTICLE II.16 – LIQUIDATED DAMAGES**

Should the Contractor fail to perform his obligations under the Contract within the time limits set by the Contract, then, without prejudice to the Contractor's actual or potential liability incurred in relation to the Contract or to Cedefop's right to terminate the Contract, Cedefop may decide to impose liquidated damages of 0.2% of the amount specified in Article I.3.1 per calendar day of delay. The Contractor may submit arguments against this decision within thirty days of notification by registered letter with acknowledgement of receipt or equivalent. In the absence of reaction on his part or of written withdrawal by Cedefop within thirty days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable. These liquidated damages shall not be imposed where there is provision for interest for late completion. Cedefop and the Contractor expressly acknowledge and agree that any sums payable under this Article are in the nature of liquidated damages and not penalties, and represent a reasonable estimate of fair compensation for the losses that may be reasonably anticipated from such failure to perform obligations.

**ARTICLE II.17 – CHECKS AND AUDITS**

- II.17.1.** Pursuant to Article 142 of the Financial Regulation applicable to the general budget of the European Communities, the European Court of Auditors shall be empowered to audit the documents held by the natural or legal persons receiving payments from the budget of the European Communities from signature of the Contract up to five years after payment of the balance.
- II.17.2.** Cedefop or an outside body of its choice shall have the same rights as the European Court of Auditors for the purpose of checks and audits limited to compliance with contractual obligations from signature of the Contract up to five years after payment of the balance.
- II.17.3.** In addition, the European Anti Fraud Office may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 and Parliament and Council Regulation (EC) No 1073/1999 from signature of the Contract up to five years after payment of the balance.

**ARTICLE II.18 – AMENDMENTS**

Any amendment to the Contract shall be the subject of a written agreement concluded by the contracting parties. An oral agreement shall not be binding on the contracting parties.

**ARTICLE II.19 – SUSPENSION OF THE CONTRACT**

Without prejudice to Cedefop 's right to terminate the Contract, Cedefop may at any time and for any reason suspend execution of the tasks under the Contract or any part thereof. Suspension shall take effect on the day the Contractor receives notification by registered letter with acknowledgment of receipt or equivalent, or at a later date where the notification so provides. Cedefop may at any time following suspension give notice to the Contractor to resume the work suspended. The Contractor shall not be entitled to claim compensation on account of suspension of the Contract or of part thereof.

Done at Thessaloniki in duplicate in English.

For the Contractor,  
[Company name/forename/surname/function]

For Cedefop,  
[forename/surname/function]

signature[s]: \_\_\_\_\_

signature[s]: \_\_\_\_\_

Date

Date

## **ANNEX I to the draft contract**

### **Tender Specifications and Monitoring**

*The purpose of this Annex is to enable Cedefop to conduct, throughout the duration of the Contract, an accurate appraisal of whether the Contractor is executing the tasks assigned to him in accordance with the provisions of the Contract.*

*So that Cedefop can regularly identify the progress made in execution of the tasks in accordance with the Tender Specifications, appropriate monitoring, assessment, and supervisory procedures shall be set up. For these purposes, this Annex shall include all necessary details, in particular, where relevant, the following:*

- (i) schedule of interim and final reports – terms for approval, structure and content (where provision is made for such reports and a specific annex is not necessary);*
- (ii) schedule of audits to be carried out in accordance with Article II.17 of the Contract.*

*All details on Monitoring and Reporting are to be indicated and included in the Tender Specifications.*

**ANNEX II to the draft contract**

**EUROPEAN CENTRE FOR THE DEVELOPMENT OF VOCATIONAL TRAINING**

**Rules concerning the reimbursement of the travel, subsistence and miscellaneous expenses of experts from outside the Centre invited to meetings**

THE MANAGEMENT BOARD OF THE EUROPEAN CENTRE FOR THE DEVELOPMENT OF VOCATIONAL TRAINING

HAVING REGARD to Council Regulation (EEC) No 337/75 of 10<sup>th</sup> February 1975 establishing a European Centre for the development of vocational training,

HAVING REGARD to Council Regulation (EEC) No 1416/76 of 1<sup>st</sup> June 1976 on the financial provisions applying to the European Centre for the development of vocational training, and in particular Articles 2 and 18 thereof,

HAS ADOPTED THESE RULES:

General provisions

Article 1

The Director of the Centre shall be authorised to grant the reimbursement of the travel, subsistence and miscellaneous expenses of experts from outside the Centre invited to meetings, in accordance with the following rules.

Travel expenses

Article 2

1. Travel expenses shall be reimbursed on the following basis:

- the shortest and most economical route by first class rail between the departure point, stated in the invitation, and the place where the meeting is held. Tickets need not be produced;
- where the journey includes not less than six hours of night travel between 2200 hours and 07h00, sleeping car accommodation up to the cost of two-berth class, on production of the ticket;
- the cost of seat reservations and transport of necessary luggage and supplements for fast trains, on production of documentary evidence.

2. Where the person invited travels by car, his travel expenses shall be reimbursed on the basis of the first-class rail fare, excluding sleeping car or any other supplement. Where two or more persons entitled to reimbursement of travel expenses use the same car, only the person responsible for the car shall be reimbursed, at the rate of 150%. The costs of shipment and a sea crossing shall be reimbursed to the person responsible for the car, on production of documentary evidence.

3. Air fares shall be reimbursed upon production of the air ticket, which shall be for the economy class. It is not admissible to travel by air except when the distance by rail between the place at which the meeting is held and the place to which the invitation is addressed is more than 400 kilometres or when the usual route involves a sea crossing.

Article 3

By way of derogation from Article 2, the Director of the Centre may decide that only the cost of the second-class return rail fare shall be reimbursed. In such case, the conditions of reimbursement shall be stated in the invitation.



### Subsistence expenses

#### Article 4

The allowance for subsistence expenses per day of meetings shall be paid if the distance between the departure point and the place where the meeting is held is more than 100 km.

This allowance shall be a standard amount covering all the expert's expenses at the place where the meeting is held, including the costs of accommodation, meals and local travel.

The amount depends on the place of the meeting and is equivalent to the mission allowances paid to officials of the European Commission.

#### Article 5

Where the interval between two meetings is insufficient for the expert to return to his point of departure, or if he prefers to stay in the place where the meetings are held, he is entitled to the subsistence allowance for each intervening day. In the second case, however, the total amount of the allowance for the intervening days may not exceed the price of the return air fare.

#### Article 6

When the person called makes use of a reduced fare, obliging him/her to remain at the place of the meeting for a number of days, he/she will receive a supplementary allowance. However, the amount of this allowance, together with the cost of the air ticket, should not exceed the cost of a full-fare air ticket.

### Special provisions

#### Article 7

The Director of the Centre may, after having obtained the opinion of the Financial Controller, grant the reimbursement of travel, subsistence and miscellaneous expenses exceeding the ceilings laid down in the preceding Articles upon a duly motivated request by the person concerned.

#### Article 8

No moral, material or bodily harm incurred by the expert in the course of his journey or of his stay in the place where the meeting is held may be the subject of a claim against the Centre unless it can be imputed to the Centre.

### Final provisions

#### Article 9

These rules shall enter into force on the first day of the month following that of their adoption by the Management Board.

Done at Brussels, 24 January 1997  
For the Management Board  
The Chairman  
T. O'Dwyer  
(signed)

## **ANNEX III**

### **Legal Entity Form**

(to be downloaded, depending from the nationality and legal entity of the tenderer, from the following website)

[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

## **ANNEX IV**

### **Financial Identification Form**

(to be downloaded, depending from the nationality of the tenderer, from the following website)

[http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)

## ANNEX V

## CHECK LIST OF MANDATORY DOCUMENTS

<b>Mandatory documents to be included in the tender</b>	<b>Reference paragraph</b>	<b>Document included</b>		<b>If the document is not included, please provide explanation</b>
Legal entity form	2.2.2 & (Annex III)	Y	N	
Inscription in the professional/trade register (if applicable)	2.2.2	Y	N	
<i>Exclusion criteria:</i> Recent extract of the judicial record	2.2.3 a),b),e)	Y	N	
<i>Exclusion criteria:</i> Recent certificate issued by the competent authority for payments related to social security contributions	2.2.3 d)	Y	N	
<i>Economic and Financial capacity:</i> Statement from the bank or evidence of professional risk indemnity insurance <i>and/or</i> balance sheets for the last two years <i>and/or</i> statement of overall turnover during the last three years	2.2.4 2.2.4 2.2.4	Y Y Y	N N N	
<i>Technical and professional capacity:</i> CVs	2.2.4	Y	N	
<i>Technical and professional capacity:</i> List of services performed in the last three years with sums/dates and recipients	2.2.4	Y	N	
<i>Technical and professional capacity:</i> Indication of proportion the Contractor may intend to subcontract	2.2.4	Y	N	
Individual(s) entitled to sign the contract	2.3	Y	N	
Individual(s) to supervise the contract	2.3	Y	N	
Financial identification form	2.3 & (Annex IV)	Y	N	
Technical offer	4.1	Y	N	
Financial offer	4.2	Y	N	