

**GR-Thessaloniki: preparation and drafting of the e-Skills Newsletter**

**2006/S 140-149954**

**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,  
Contact Point: Dimitra Eleftheroudi, 123, Europe Street, PO Box 22427, GR-55102 Thessaloniki. Fax (30-23  
10) 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>.

Address of the buyer profile (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 and drafting of the e-Skills Newsletter.

**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.

**II.1.3) The notice involves:**

A public contract.

**II.1.4) Information on framework agreement**

- II.1.5) **Short description of the contract or purchase(s):**  
The purpose of this contract is to prepare and draft the European e-Skills newsletter.
- II.1.6) **Common procurement vocabulary (CPV):**  
73000000.
- II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**  
Yes.
- II.1.8) **Division into lots:**  
No.
- II.1.9) **Variants will be accepted:**  
No.
- II.2) **Quantity or scope of the contract**
- II.2.1) **Total quantity or scope:**  
Quantification of the contract in terms of estimated resources is 16-24 man-days.
- 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**  
See tendering documents.
- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**  
See tendering documents.
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**  
See tendering documents.
- III.1.4) **Other particular conditions to which the performance of the contract is subject:**  
Yes.  
Subcontracting is allowed. For more information see tendering documents.
- III.2) **Conditions for participation**
- III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**  
See tendering documents.
- III.2.2) **Economic and financial capacity:**  
See tendering documents.
- III.2.3) **Technical capacity:**  
See tendering documents.
- 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/FGR/e-SkillsNewsletter/016/06

**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:

24.8.2006 (17:00).

Payable documents: no.

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

7.9.2006 (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: 21.9.2006 (11:00).

Place: Cedefop's premises.

Persons authorised to be present at the opening of tenders: yes.

Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax (30-2310) 49 00 28 or by e-mail (c4t-services@cedefop.europa.eu) no later than 19.9.2006 (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 one year, twice renewable.

The tendering documents are also available on Cedefop's web site (<http://www.cedefop.europa.eu>).

VI.4) **Procedures for appeal**

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

14.7.2006.