

**GR-Thessaloniki: defining vocational education and training (VET) professions**

**2006/S 148-159077**

**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: Ms Alessandra Cerutti, 123, Europe Street, PO Box 22427, GR-55102 Thessaloniki. 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:**

Defining vocational education and training (VET) professions.

**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.1.5) Short description of the contract or purchase(s):**

The aim of this contract is to develop a common competence framework for VET professions in the EU. The framework shall be based on the identification of core functions and activities carried out by VET teachers and trainers within their changing working environment(s).

- II.1.6) **Common procurement vocabulary (CPV):**  
73200000.
- II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**  
Yes.
- II.1.8) **Division into lots:**  
Yes.  
Tenders should be submitted for: 1 or more lots.
- II.1.9) **Variants will be accepted:**  
No.
- II.2) **Quantity or scope of the contract**
- II.2.1) **Total quantity or scope:**  
Estimated value for both lots: EUR 90 000.
- 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.

**Information about lots**

Lot No 1.

Title: VET teachers and trainers operating within IVET (Initial VET) system/setting.

- 2) **Common procurement vocabulary (CPV):**  
73200000.
- 3) **Quantity or scope:**  
Estimated value excluding VAT: EUR 45 000.
- 4) **Indication about different date for duration of contract or starting/completion:**  
Duration: 12 months from the award of the contract.

Lot No 2.

Title: VET teachers and trainers operating within CVET (Continuing VET) systems/setting.

- 2) **Common procurement vocabulary (CPV):**  
73200000.
- 3) **Quantity or scope:**  
Estimated value excluding VAT: EUR 45 000.
- 4) **Indication about different date for duration of contract or starting/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 groups 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 either by accepting the contractor's offer, or, if proposed by the contractor after contract signature, by an exchange of letters. The subcontracting will be accepted only if it is judged by Cedefop to be necessary to complete the project, and does not lead to distortion of competition. If awarded, the contract will be signed by the tenderer that will be the only contracting party responsible for the performance of the contract.

The tenderers must indicate clearly in their methodology, which parts of the work will be subcontracted, and the identity of all subcontractors undertaking more than 10 % of the work by value. Where no subcontractor is given, the work will be assumed to be carried out directly by the tenderer.

**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 — means of proof required:

Tenderers must indicate in which State they have their headquarters or domicile and to present the supporting evidence normally acceptable by that country's law. In addition, they should provide evidence of their inscription in the professional/trade register (if applicable).

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 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.

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), 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 1 or more of the following documents:

- appropriate statements from the bank 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 to perform the tasks outlined in section 3 of these technical specifications,
- extensive professional experience in the field of VET teachers and trainers at national and EU level,
- proven experience of analysis of competences of VET teachers and trainers (competence-based approach),
- experience of team working in a multicultural and multilingual environment,
- linguistic ability to communicate and draft to a high standard in English and communicate in French and preferably also in German,
- presentation and public speaking skills.

Minimum level(s) of standards possibly required:

The following documents must be presented as evidence of technical capacity:

- detailed CV(s) with a brief description of research output/publications related to teachers and trainers,
- list of major contracts/studies performed in the past three 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,
- 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/MB/VETProfessions/017/06.

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:

1.9.2006 (17:00).

Payable documents: no.

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

15.9.2006 (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: 25.9.2006 (10:00).

Place: Cedefop's premises, 123 Europe Street, Thessaloniki, Greece.

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.europa.eu) no later than on 21.9.2006 (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(s) 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(s) may be renewed 2 times, each time for a period of 12 months. All documents related to this call for tender may be also downloaded from Cedefop's web site

([www.cedefop.europa.eu](http://www.cedefop.europa.eu)).

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

25.7.2006.