

GR-Thessaloniki: regular and sporadic support in Cedefop's crèche/day care centre (DCC)

2006/S 157-168867

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 Street, 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.

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:

Regular and sporadic support in Cedefop's crèche/day care centre (DCC)

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category No 24.

Main place of performance: Cedefop's premises. 123 Europe Street, GR-57001 Thessaloniki (Pylea).

NUTS code GR122.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with several operators.

Duration of the framework agreement:

Duration in year(s): 4.

Estimated total value of purchases for the entire duration of the framework agreement:

Range: between EUR 60 000 and EUR 80 000.

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

Cedefop intends to conclude a multiple framework contract with 2 or more flexible and enthusiastic childminders for regular as well as sporadic support in its crèche/day care centre (DCC).

Cedefop DCC offers a safe environment and stimulating pedagogical programme to attending children. In addition to the practical assistance, the Cedefop DCC plays an educational role, operating as an extension of the family and introducing the children to life in society, striving to combine in the best possible way the service of a crèche and an after school care. The opening hours of Cedefop's DCC are 8:30–18:00. Subject to availability of places, Cedefop DCC admits children from the age of 5 months to the age of 12 years.

II.1.6) Common Procurement Vocabulary (CPV):

80110000.

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:

The contract(s) will run for 1 year and may be renewed for 3 additional years.

The estimated volume (in hours) of the services required is as follows:

— regular support (3 hours in the afternoon) for a total of 735 hours per year,

— additional regular support (if needed) (3 hours in the morning) for a total of 735 hours per year,

— sporadic support (during holidays, sick leave and/or other leave of permanent staff) for a total of 705 hours per year. The hours will be split between (at least) 2 childminders, depending on their availability.

The number of hours may be increased following the needs of Cedefop.

II.2.2) Options:

No.

II.3) Duration of the contract or time-limit for completion:

Duration: 12 months from the award of the contract.

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required

Not applicable.

III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:

Stated in the tender documents which will be sent to shortlisted candidates (see point IV.1.2).

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

This invitation to tender is open to both natural persons and legal persons.

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

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met:

exclusion of tenderers:

grounds for exclusion:

to be eligible for participating in this procedure, tenderers must certify that they are not in 1 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 1 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 the documents or certificates referred above are not issued in the country concerned, they 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).

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met:

tenderers are required to prove that they have sufficient economic and financial capacity to perform the contract.

Proof of economic and financial capacity may be furnished by the following document:

— a statement of overall turnover (tax declaration) of the last 3 financial years.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

tenderers are required to prove that they have sufficient technical and professional capacity to perform the contract.

Evidence of the technical and professional capacity may be furnished on the basis of the following documents:

— educational and professional qualifications of the person(s) responsible for providing the service (CVs).

In particular, the proposed childminders must have:

— a formal qualification as a nursery school teacher (please include copy of qualification),

— at least 3 years' working experience as a childminder,

— experience of working with babies from 5 months,

— an excellent level of Greek (main working language),

— a good knowledge of English (secondary working language).

Copy of all relevant documents must be added to the CV(s).

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:

Yes.

Reference to the relevant law, regulation or administrative provision: a formal qualification as a nursery school teacher is requested.

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.1.1) Type of procedure:

Restricted.

- IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate:**
Envisaged number of operators: 8.
Objective criteria for choosing the limited number of candidates:
only the candidates meeting the requirements of the exclusion and selection stage (see points III.2.1, III.2.2 and III.2.3) will be included in a shortlist of candidates. These candidates will, in a second stage, be invited for an interview and asked to present a financial offer.
- IV.2.1) **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**
- IV.3) **Administrative information**
- IV.3.1) **File reference number attributed by the contracting authority:**
RPP/E/TPE/DCC/001/06
- IV.3.2) **Previous publication(s) concerning the same contract:**
No.
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document**
- IV.3.4) **Time-limit for receipt of tenders or requests to participate:**
15.9.2006 (17:00).
- IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**
26.9.2006.
- 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.

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:**
Requests to participate may also be delivered by hand not later than on 15.9.2006 (17:00) to the following address:
European Centre for the Development of Vocational Training (Cedefop), Procurement Service, attn: Mr C. Lettmayr, Europe 123, GR-57001 Thessaloniki-Pylea.
- VI.4) **Procedures for appeal**
- VI.5) **Date of dispatch of this notice:**
9.8.2006.