

GR-Thessaloniki: study on the contributions of the validation of non-formal learning to guidance

2006/S 177-187992

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 at:

the above-mentioned contact point(s).

Specifications and additional documents can be obtained at:

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:

Study on the contributions of the validation of non-formal learning to guidance.

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

Services.

Service category No 8.

Main place of performance: contractor's premises.

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 study is expected to bring an important contribution to the European common principles on validation, by indicating in a concrete way how to use validation to pursue policy developments in guidance and counselling and thus support LLL (LifeLong Learning).

- 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:**
Estimated value excluding VAT: EUR 30 000.
- II.2.2) **Options:**
No.
- II.3) **Duration of the contract or time-limit for completion:**
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 under 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.
All subcontracting must 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 who will be the only contracting party responsible for the performance of the contract.
- III.2) **Conditions for participation**
- III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional**

or trade registers:

Information and formalities necessary for evaluating if requirements are met:

Legal position — means of proof required:

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

Exclusion of tenderers:

Grounds for exclusion:

To be eligible for participating in this contract award 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 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 1 of the situations described above, a declaration on his honour.

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 the following documents:

- appropriate statements from the banks or evidence of professional risk indemnity insurance,
- balance sheets or extracts from balance sheets for at least the last 2 years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established,
- a statement of overall turnover and turnover concerning the services covered by the contract during the last 3 financial years.

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met:

The tenderer must provide the following documents and information as evidence of technical and professional capacity:

- CVs of those person(s) who will be responsible for the overall management of the contract and of those person(s) who will perform the tasks,
- list(s) of work results of those person(s) who will perform the tasks, related to relevant statistical surveys/data collections at national and/or international level, and/or relevant research and data analysis,
- a list of major contracts/studies carried out by the tenderer in the past 3 years with sums, dates and recipients,
- a description of the tenderer's work and research facilities, including technical equipment and tools, to be used for the work to be carried out under this contract.

Minimum level(s) of standards possibly required:

The tenderer must provide evidence of the following:

- in-depth knowledge of the 2 areas covered by the study: validation of non-formal learning and career guidance,
- professional experience in the areas covered by the study,
- experience in transversal and comparative analysis, in particular in the field of guidance and/or the validation of non-formal learning,
- experience of working at European level,
- excellent report-writing skills in English or French.

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/RLAR-JB/Learning-Guidance/023/06

- 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:
16.10.2006 (17:00).
Payable documents: no.
- IV.3.4) **Time-limit for receipt of tenders or requests to participate:**
31.10.2006 (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: 9.11.2006 (10:00).
Place: Cedefop's premises, 123 Europe Street, GR-Thessaloniki.
Persons authorised to be present at the opening of tenders: yes.
Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax ((30-2310) 49 00 28) or by e-mail (C4T-services@cedefop.europa.eu) no later than 7.11.2006 (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:**
All tender documents are also available for downloading on Cedefop's web site (<http://cedefop.europa.eu>).
- VI.4.) **Procedures for appeal**
- VI.5) **Date of dispatch of this notice:**
4.9.2006.