

**GR-Thessaloniki: finance, procurement and human resources management consulting**

**2006/S 207-219953**

**Contract notice**

**Services**

**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 Dimitra Eleftheroudi. 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>.

Address of the buyer profile: <http://www.cedefop.europa.eu>.

**Further information can be obtained from:**

the above-mentioned contact point(s).

**Specifications and additional documents 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:**

Finance, procurement and human resources management consulting.

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

Services.

Service category No 11.

Main place of performance: part of the work will be performed on the Cedefop premises and part of the work can be completed externally.

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

The establishment of a framework agreement.

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

Framework agreement with a single operator.

Duration of the framework agreement: 36 months.

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

Cedefop seeks the services of an experienced consulting firm which shall support the Centre in the analysis, streamlining and documentation of finance and procurement procedures which are subject to the EU financial regulations and internal control standards (lot 1).

Further, the Centre seeks the services of an experienced consultancy for a review of the competence requirements of posts, an adaptation of the respective job profiles and an assessment of competencies of present staff (lot 2).

II.1.6) **Common procurement vocabulary (CPV):**

74140000.

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:**

Maximum budget available is 300 000 EUR which will be divided as follows:

lot 1 — finance/procurement consulting: maximum budget available EUR 200 000;

lot 2 — human resources management consulting: maximum budget available EUR 100 000.

II.2.2) **Options:**

No.

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

Duration: 36 months from the award of the contract.

**Information about lots**

Lot No 1

Title: Finance/procurement consulting

2) **Common procurement vocabulary (CPV):**

74140000.

3) **Quantity or scope:**

Maximum budget available for lot 1 is EUR 200 000.

Lot No 2

Title: Human resources management consulting

2) **Common procurement vocabulary (CPV):**

74140000.

- 3) **Quantity or scope:**  
Maximum budget available for lot 2 is EUR 100 000.

**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 please refer to 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:**  
Information and formalities necessary for evaluating if requirements are met:  
See tendering documents.
- III.2.2) **Economic and financial capacity:**  
Information and formalities necessary for evaluating if requirements are met:  
See tendering documents.
- III.2.3) **Technical capacity:**  
Information and formalities necessary for evaluating if requirements are met:  
See tendering documents.
- 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/DIR/HH\_GMA/Finance&HRconsult/030/06.

**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:

23.11.2006 (17:00).

Payable documents: no.

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

7.12.2006 (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, Slovenian, 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: 14.12.2006 (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 (fax (30-2310) 49 00 28) or by e-mail (C4T-services@cedefop.europa.eu) at least 2 working days prior to the opening session.

**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:**

Tendering documents are available for downloading at Cedefop's web site: <http://www.cedefop.europa.eu>.

Due to Cedefop's closure from 26.10.2006 to 30.10.2006, the tendering documents will be available on the web site on 31.10.2006.

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

16.10.2006.