

GR-Thessaloniki: translation services

2006/S 239-254756

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.

Internet address(es):

General address of the contracting authority: <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 (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:

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.

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:

Translation services.

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

Services.

Service category No 27.

Main place of performance: contractor's premises.

II.1.3) The notice involves:

The establishment of a framework agreement.

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

Duration of the framework agreement: 48 months.

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

The European Centre for the Development of Vocational Training (Cedefop) is the European Union's reference centre for vocational education and training.

In accordance with Article 15 of Cedefop's founding regulation, the rules governing the languages of the European Communities apply to the centre.

Cedefop seeks to ensure that all language versions of its published texts are of the highest quality.

Cedefop is planning to conclude multiple framework contracts for translation services. This includes translation, revision of translation, editing of original texts. Documents will be in the field of vocational education and training and related areas.

See 'Information about lots' for nature of translation services and language combinations requested.

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

74831300.

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 total value is EUR 350 000 per annum.

II.2.2) **Options:**

No.

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

Duration: 24 months from the award of the contract.

Information about lots

Lot No 1.

Title: Translation services from Spanish into English.

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

74831300.

Lot No 2.

Title: Translation services from German into English.

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

74831300.

Lot No 3.

Title: Translation services from Greek into English.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 4.

Title: Translation services from French into English.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 5.

Title: Translation services from Portuguese into English.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 6.

Title: Translation services from Italian into English.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 7.

Title: Translation services from English into German.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 8.

Title: Translation services from French into German.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 9.

Title: Translation services from Italian, Portuguese and Spanish into German.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 10.

Title: Translation services from German into French.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 11.

Title: Translation services from Greek into French.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 12.

Title: Translation services from English into French.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 13.

Title: Translation services from Italian, Portuguese and Spanish into French.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 14.

Title: Translation services from English, French, German and Portuguese into Spanish.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 15.

Title: Translation services from English, French, German and Spanish into Portuguese.

- 2) **Common procurement vocabulary (CPV):**
74831300.

Lot No 16.

Title: Translation services from English and French into Greek.

- 2) **Common procurement vocabulary (CPV):**
74831300.

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 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:

Groupings of suppliers (or consortia), irrespective of their legal form, may submit a tender 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 tender.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria 'technical and professional capacity', the evidence provided by each

member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

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 group 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.

Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the tenderer's tender, or, if proposed by the contractor after contract signature, in writing by an exchange of letters. The subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition.

If awarded, the contract will be signed by the tenderer who will be, vis-à-vis Cedefop, the only contracting party responsible for the performance of this contract.

The tenderer must indicate clearly, which parts of the work will be subcontracted, and the identity of all subcontractors undertaking more than 10 % of the work by value.

All subcontractors must provide the required evidence for the exclusion and selection criteria.

Where no subcontractor is given, the work will be assumed to be carried out directly by the bidder.

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 criteria.

Participation in this tender is only open to tenderers who are not in 1 of the situations listed below:

- a) 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) have been convicted of an offence concerning their professional conduct by a judgement which has the force of 'res judicata';
 - c) have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
 - d) 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) 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.
- In addition to the above, 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.

The tenderer shall provide a self-declaration stating that none of the aforementioned grounds for exclusion applies to the tenderer.

In case of recommendation for contract the tenderer may be requested to provide the following documentation: Cedefop will accept, as satisfactory evidence that the tenderer is not in 1 of the situations described in point 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 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.

Cedefop reserves the right to check the situation described in points c) and f).

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met:

Requirement.

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Proof of economic and financial capacity may in particular be furnished by 1 or more of 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 services covered by the contract during the last 3 financial years.

In case tenderers are unable to furnish such documents they are required to provide justification for non provision.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

The tenderer must be able to provide the services requested. The following documents or information must be presented:

- evidence of the educational and professional qualifications (natural persons). Curriculum vitae must be provided,
- evidence of the educational and professional qualifications of the composition of the firm's staff and those of the person/persons responsible for carrying out the work (legal persons). Curriculum vitae must be provided,
- evidence of substantial professional translation experience in the field of vocational education and training and related areas (attestations, proof of translation work, etc.) for each language combination applied for (see 'Information about lots').

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.1.1) 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: 50.

Objective criteria for choosing the limited number of candidates: only the candidates meeting the requirements of the exclusion and selection stage (see 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 to submit a tender.

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:

No.

IV.3) Administrative information

IV.3.1) File reference number attributed by the contracting authority:

RPP/D/AMC/TRANSLATIONS/002/06.

IV.3.2) Previous publication(s) concerning the same contract:

No.

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document:

Payable documents: no.

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

22.1.2007.

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, 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 be delivered:

a) either by post or by courier service to be dispatched not later than 22.1.2007 in which case the evidence shall be constituted by the date of dispatch, the postmark or the date of the deposit slip, to the following address:

European Centre for the Development of Vocational Training (Cedefop), Procurement Service, for the attention of Mr C. F. Lettmayr, PO Box 22427, GR-55102 Thessaloniki;

b) or by hand not later than 17:00 on 22.1.2007 to the following address:

European Centre for the Development of Vocational Training (Cedefop), Procurement Service, for the attention of Mr C. F. Lettmayr, Europe 123, GR-57001 Thessaloniki-Pylea.

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the above-mentioned service who took delivery. Cedefop is open from 9:00 to 17:00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

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

3.12.2006.