

GR-Thessaloniki: editing services

2007/S 62-075331

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 George Paraskevaidis, 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:

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:

Editing 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:

For the most part tasks will be completed externally. Occasionally visits to Cedefop's premises in Thessaloniki

may be necessary.

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: 48 months.

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

The support of experienced editors is required to improve the quality and the readability of Cedefop publications in print or on the web in English, French and German.

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

74870000.

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:**

Although the amount of work may vary substantially from the figures below, indicative amounts per year and per lot are:

Lot 1: editing services in English:

— texts for hard copy publications (2 500 pages),

— texts for web (600 pages),

— articles (300 pages),

— flyers (100 pages),

— up to 6 working days either at Cedefop, or elsewhere, to attend meetings, training or other exchanges.

Lot 2: editing services in French:

— texts for hard copy publications (1 250 pages),

— texts for web (300 pages),

— articles (200 pages),

— flyers (50 pages),

— up to 6 working days either at Cedefop, or elsewhere, to attend meetings, training or other exchanges.

Lot 3: editing services in German:

— texts for hard copy publications (1 250 pages),

— texts for web (300 pages),

— articles (200 pages),

— flyers (50 pages),

— up to 6 working days either at Cedefop, or elsewhere, to attend meetings, training or other exchanges.

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: Editing services in English

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

74870000.

3) **Quantity or scope:**

Although the amount of work may vary substantially from the figures below, indicative amounts per year for lot 1 are:

- texts for hard copy publications (2 500 pages),
- texts for web (600 pages),
- articles (300 pages),
- flyers (100 pages),
- up to 6 working days either at Cedefop, or elsewhere, to attend meetings, training or other exchanges.

Lot No 2

Title: Editing services in French

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

74870000.

3) **Quantity or scope:**

Although the amount of work may vary substantially from the figures below, indicative amounts per year for lot 2 are:

- texts for hard copy publications (1 250 pages),
- texts for web (300 pages),
- articles (200 pages),
- flyers (50 pages),
- up to 6 working days either at Cedefop, or elsewhere, to attend meetings, training or other exchanges.

Lot No 3

Title: Editing services in German

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

74870000.

3) **Quantity or scope:**

Although the amount of work may vary substantially from the figures below, indicative amounts per year for lot 3 are:

- texts for hard copy publications (1 250 pages),
- texts for web (300 pages),
- articles (200 pages),
- flyers (50 pages),

— up to 6 working days either at Cedefop, or elsewhere, to attend meetings, training or other exchanges.

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.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:

Open.

IV.2) Award criteria

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:**

AO/D/DAB/Editing/003/07.

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:

27.4.2007 (17:00).

Payable documents: no.

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

10.5.2007.

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, 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:**

22.5.2007 (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:**

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

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

17.3.2007.