

GR-Thessaloniki: a handbook for the establishment of national guidance fora and other policy coordination mechanisms

2007/S 69-083625

Contract notice

Services

Section I: Contracting authority

I.1) Name, addresses and contact point(s):

Cedefop, attn: Mr Georges Paraskevaïdis, 123 Europe Street, PO Box 22427, GR-55102 Thessaloniki. Tel. (30-2310) 49 02 87. Fax (30-2310) 49 00 28. E-mail: c4t-services@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:

A Handbook for the establishment of national guidance Fora and other policy coordination mechanisms.

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.

NUTS code: GR122.

II.1.3) The notice involves:

A public contract.

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

The present call for tenders aims at commissioning a handbook to support policy makers and guidance

stakeholders in the establishment of strategic partnerships, such as national guidance fora and other coordination mechanisms that bring together policymakers, guidance providers, and other stakeholders concerned with the development of lifelong guidance policies and systems.

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:

Maximum budget available is EUR 24 000, excluding VAT.

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:

See tender documents.

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

See tender documents.

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

See tender documents.

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: see tender documents.

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: see tender documents.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: see tender 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) **Type of procedure:**

Open.

IV.2) **Award criteria**

IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated below:

1. level of understanding of the nature of the assignment; weighting: 40;
2. adequacy and relevance of the methodological approach to carry out the work; weighting: 30;
3. appropriateness of organisation and management of the work; weighting: 30.

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/FORA/002/07.

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:

7.5.2007.

Payable documents: no.

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

22.5.2007.

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, 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 tender).

IV.3.8) Conditions for opening tenders:

1.6.2007 (11:00).

Place: Cedefop 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 No (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:

All tender documents are also available for downloading on Cedefop website (<http://cedefop.europa.eu>).

VI.5) Date of dispatch of this notice:

29.3.2007.