



European Centre for the
Development of Vocational Training
Procurement Service

Thessaloniki, 26/06/2007
PRO/2007/312

OPEN INVITATION TO TENDER

AO/A/KNE/CVTS3/006/07

“Evaluation and interpretation of the third European Continuing Vocational Training Survey (CVTS3)”

Dear Sir/Madam,

Thank you for the interest you have shown in this tender.

The purpose of this tender and additional information necessary to present a tender can be found in the attached Tender Specifications. You should note however the following important points concerning the submission of a tender and its implications.

1. Tenders should be submitted in one of the official languages of the European Union.
2. Tenders may be submitted:
(a) either by post or by courier service to be dispatched not later than **10/09/2007** 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 G. Paraskevaïdis
PO Box 22 427
GR-55102 Thessaloniki
Greece**

Important:

Tenderers shall inform Cedefop by e-mail (c4t-services@cedefop.europa.eu) or fax (+30 2310 49 00 28)

- ✓ *that they have submitted an offer in time, and*
- ✓ *that they request Cedefop to confirm receipt of the e-mail or fax.*

- (b) delivered by hand not later than **17:00** on **10/09/2007** to the following address:

**European Centre for the Development of Vocational Training (Cedefop),
Procurement Service
Attention of Mr G. Paraskevaïdis
Europe 123,
GR-57001 Thessaloniki-Pylea
Greece**

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 09h00 to 17h00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

3. Tenders must be submitted strictly adhering to the following.

The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

<p>OPEN INVITATION TO TENDER</p> <p>Cedefop No: AO/A/KNE/CVTS3/006/07</p> <p>‘Evaluation and interpretation of the third European Continuing Vocational Training Survey (CVTS3)’</p> <p>Name of tenderer:</p> <p>NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE</p>

The outer envelope must contain three inner envelopes, namely, **Envelope A, B and C**. The content of each of these three envelopes is described in point 6 of the attached tender specifications.

4. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible so that there can be no doubt as to words and figures.
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer’s own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. The opening of tenders will take place at Cedefop on **20/09/2007, 11h00** (local time). Each tenderer may be represented at the opening of tenders by one 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) at least two working days prior to the opening session.
7. Contacts between the contracting authority (Cedefop) and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

- At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the nature of the contract. Any request for additional information must be made in writing by fax (+30 2310 49 00 28) or by e-mail (c4t-services@cedefop.europa.eu).

Request for additional information received less than five working days before the closing date for submission of tenders will not be processed.

- The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tender.

Any additional information, including that referred to above, will be published on Cedefop’s website. Please ensure that you visit the site regularly for updates.

After the opening of tenders:

- If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.

8. This invitation to tender is in no way binding on Cedefop. Cedefop's contractual obligation commences only upon signature of the contract with the successful tenderer.
9. All costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.
10. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.
11. All tenderers will be informed in writing of the results of this tender procedure.

Yours sincerely,

signed George Paraskevaïdis
Head of Finance & Procurement

Attached: Tender Specifications

OPEN INVITATION TO TENDER

AO/A/KNE/CVTS3/006/07

**‘Evaluation and interpretation of the third European
Continuing Vocational Training Survey (CVTS3)’**

Tender specifications

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Introduction to Cedefop

The European Centre for the Development of Vocational Training (Cedefop) is an agency of the European Union. Created in 1975 with a tripartite Governing Board, it provides services for the European Commission, the European Union Member States and the social partners as well as for the associated countries of Iceland and Norway. The candidate countries are also associated with its activities.

As the European Union's reference centre for vocational education and training, Cedefop provides policymakers, researchers and practitioners with information to promote a clearer understanding of developments and so enable them to take informed decisions on future action. Cedefop assists the European Commission in encouraging, at Community level, the promotion and development of vocational education and training.

The main tasks of Cedefop as defined in its founding Regulation are to:

- compile selected documentation and analysis of data;
- contribute to the development and coordination of research;
- exploit and disseminate useful information;
- encourage and support a concerted approach to vocational training development issues;
- provide a forum for a wide and diverse audience.

Cedefop's medium-term priorities for 2006-08 concentrate on the priorities set out in the Maastricht communiqué, which has been agreed by 32 countries, the European Commission and the European social partners:

- a) 'promoting the image and attractiveness of the vocational route for employers and individuals to increase participation in VET;
- b) achieving high levels of quality and innovation in VET systems to benefit all learners and make European VET globally competitive;
- c) linking VET with the knowledge economy's requirements for a highly skilled workforce and especially, because of the strong impact of demographic change, the upgrading and competence development of older workers;
- d) addressing the needs of the low-skilled (about 75 million people aged between 25 and 64 in the EU) and disadvantaged groups so as to achieve social cohesion and increase labour market participation.'

More information about Cedefop can be found on its website: <http://www.cedefop.europa.eu>

1 Overview of this tender

1.1 Description and type of the contract

a) Description of the contract

The purpose of this tender is to contract a study on the evaluation, analysis and interpretation of the third survey of continuing and initial vocational training in enterprises (Continuing Vocational Training Survey - CVTS3). The study will be based on CVTS3 statistics/indicators either published in the Eurostat on-line database or requested directly from Eurostat, and on the CVTS3 microdata.

b) Type of contract

The type of contract is a service contract.

1.2 Place of delivery or performance

The tasks must be completed externally.

1.3 Division into lots

This invitation to tender is not divided into Lots.

1.4 Variants

Tenderers **may not** offer variant solutions to what is requested in the technical specifications.

1.5 Value or quantity of purchase

Maximum expenditure for this activity is **72 000 EUR**.

1.6 Validity of tenders

Tenderers must maintain the validity of their tender for at least six months following the final date of submission of offers.

1.7 Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party and shall be valid for a period of **18 months**.

1.8 Main terms of financing and payment

Payments will be made 30 days after submission of invoices and according to the conditions set out in the draft contract.

2 Technical specifications

2.1 Context and general objective

Monitoring the implementation of common policies and strategies in education and training and of new methods of policy coordination at European level requires structured and continuous support in the form of adequate statistical indicators and benchmarks. Therefore, closing the knowledge gap in comparable statistics has become a priority for the European Union. Internationally comparable data on education, training and skills have acquired particular importance with the continuing integration of European countries and the Education and Training 2010 work programme.

The ‘Maastricht Study’⁽¹⁾ (Leney et al., 2004) has analysed in depth the existing data and their limitations for assessing the progress made by Member States in achieving the Copenhagen objectives for vocational education and training (VET). Accordingly, the Maastricht Communiqué (2004) identified ‘the improvement of the scope, precision and reliability of VET statistics’ *as a priority*, arguing that ‘adequate data and indicators are the key to understanding what is happening in VET and what additional interventions and decision-making are required by all parties involved’. This priority was confirmed in the Helsinki Communiqué (2006) that underlined also the need of using and combining existing data to improve VET statistics.

At EU level, the Statistical Office of the European Communities (Eurostat) will improve the availability and quality of education and training data through several new – or new rounds of – surveys/data collections, and the further development of existing surveys/data collections (e.g., CVTS3, 2006; Adult Education Survey, 2005-07; implementation of the multi-annual approach for the UNESCO-OECD-Eurostat (UOE) data collection, 2007; EU Survey on Income and Living Conditions, 2004 onwards; Household Budget Survey, 2006; EU Labour Force ad hoc module 2009 on the entry of young people into the labour market).

The European survey of continuing vocational training in enterprises (CVTS) is the only data source that provides detailed internationally comparable statistics in this field. From the first round in 1994 (CVTS1; reference year 1993) to the third round in 2006 (CVTS3; reference year 2005), the survey went through several phases of development to extend the coverage and to improve the data quality. As for the implementation of CVTS3, a Regulation of the European Parliament and of the Council and an implementing Regulation of the Commission provide a solid basis for the regular and stable implementation of the survey over the coming years; it will provide not only data on continuing vocational training (CVT), but also basic data on initial vocational training (IVT) in enterprises.

The general purpose of the study to be contracted is to analyse and to interpret the statistical results of the third Continuing Vocational Training Survey (CVTS3), aiming at the assessment of the pattern, structure, development, outcome and financing of both continuing and initial vocational training in enterprises. The Contractor should base the study both on the in-depth analysis of CVTS3 statistics/indicators, either published in Eurostat’s on-line database or requested directly from Eurostat, on the CVTS3 microdata and the quality reports submitted by participating countries. In interpreting the results, statistics and possibly microdata from CVTS1/CVTS2, other data sources and research results should be used to validate CVTS3 results and to complete the picture of vocational training provision in enterprises.

⁽¹⁾ http://ec.europa.eu/education/policies/2010/study_en.html

2.2 Specific objectives and description of tasks

2.2.1 Evaluation and assessment of CVTS3 data quality

Based on the quality reports submitted by participating countries, the Contractor should evaluate and assess the quality of the data. The Contractor should direct attention mainly towards the following key points:

- implementation of the common methodology in national surveys, reported deviations in countries and their possible impact on the comparability of the statistical results across countries;
- main problems to implement the common approach, e.g. distinction between CVT and IVT;
- completeness of the data, main areas of missing data considering national characteristics and the role of imputations;
- identification of variables/questions that caused major problems for respondents.

2.2.2 Context and structure of vocational training provision in enterprises

The Contractor should analyse the pattern and structure of continuing vocational training (CVT) and initial vocational training (IVT) in enterprises, considering their size, main economic activity and national characteristics. The Contractor should direct attention mainly towards the following key points:

- training policy in enterprises, including planning, organisation and management of CVT, assessment of skill/training needs, evaluation of CVT and interaction between CVT and IVT;
- incentives and obstacles to provide CVT;
- forms, volume, intensity and content of CVT;
- volume of IVT;
- relation between the internal provision of CVT, the use of external training offers and the market of training providers;
- consideration of specific training needs of employees and of specific target groups.

2.2.3 Costs and financing of vocational training in enterprises

The Contractor should analyse training costs and the financing of CVT and IVT in enterprises, considering their size, main economic activity and national characteristics. The Contractor should direct attention mainly towards the following key points:

- structure of CVT costs and of total training costs;
- costs of IVT;
- financing mechanisms for vocational training in enterprises, especially the role of training funds, subventions and any other financial sources, and of any kinds of direct and indirect financial incentives to provide vocational training;
- CVT costs in relation to the volume, intensity and content of CVT.

2.3 Deliverables and timetable

2.3.1 Deliverables

The Contractor is required to submit an **interim report** that should describe work progress, difficulties encountered and preliminary findings. It should include a proposal of the structure of the final report.

The Contractor is required to deliver a **draft final report** and a **final report** which should include a summary and key findings, a detailed presentation of results for the specific objectives, general

conclusions and recommendations for future CVTS, and a possible annex with a bibliography, list of statistical sources evaluated, including microdata, tables and other additional relevant information, e.g. methodological details.

Cedefop will provide comments on both the interim report and the draft final report. The Contractor must take account of those comments, liaising closely with Cedefop. Payment of the balance is conditional on Cedefop's acceptance of the final report.

The Contractor is required to submit the reports (WORD/EXCEL) in **English**, in **hard copy** and in **electronic form** (CD-ROM; e-mail). The electronic files must correspond fully to the hard-copy versions. Tables and graphs (including the data) created in Excel should be provided as separate files.

2.3.2 Indicative timetable

The contractor is required to submit:

- **the interim report within 4 months** of the date on which the contract is signed by the last contracting party;
- **the draft final report within 11 months** of the date on which the contract is signed by the last contracting party;
- **the final report within 13 months** of the date on which the contract is signed by the last contracting party.

2.4 Meetings

The contractor should be prepared to visit Cedefop for a kick-off meeting (one working day) and one additional meeting in the course of the contract (one working day). All costs incurred, including travel, accommodation etc of these two meetings shall be fully borne by the contractor and shall be included in the financial offer. (see also point 5.4)

2.5 Travel expenses

Other travel expenses for meetings apart from those mentioned under point 2.4 that might be needed in performing the tasks related to the contract, shall be subject to Cedefop's prior approval and shall be reimbursed by Cedefop separately, according to its regulation (see Annex II of the draft contract in Annex B).

Expenses that may be incurred in accessing Eurostat statistics and/or data, including microdata, must be included in the financial offer.

3 Specific information concerning participation to this tender

Tenderers must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tender procedure.

3.1 Exclusion criteria

Participation to this tender is only open to tenderers who are not in one 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 definitive court judgement;
- 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 definitive court judgement for fraud, corruption, involvement in a criminal organization 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 the self-declaration found in Annex C which states that none of the aforementioned grounds for exclusion applies to the tenderer.

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

3.2 Selection criteria

The tenderer must submit evidence of their economic, financial, technical and professional capacity to perform the contract.

Economic and Financial capacity

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 **one 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 two 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 three financial years.

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

Technical and professional capacity

Requirements:

The technical and professional requirements that the tenderer must possess are:

- ✓ educational qualification and professional experiences, knowledge and skills relevant to form and content of the study;
- ✓ professional experiences in the evaluation of statistical surveys, VET-related statistical analysis and relevant research at national and/or EU level;
- ✓ know-how and technical capacity to access and process Eurostat data and statistics, including microdata;
- ✓ professional experiences in relevant EU or international projects;
- ✓ good capacity to understand, speak and write English.

The following documents or information must be presented as evidence of compliance with the above criteria:

- for member(s) of the study team, summary of curriculum vitae underlying relevant educational qualifications, professional experiences and English language competences, and including a list of key publications;
- short description of the technical equipment and tools to be employed in the performance of the contract;
- a list of major contracts, studies and research of relevance to this study, performed in the past, including dates, commissioning authorities and budget.

3.3 Legal Position

Tenderers are requested to complete the Legal entity form found in Annex D and to provide the documents requested in the form. Tenderers must be sure to include the name and function of the individual(s) entitled to sign on behalf of the organisation in the case of contract award.

4 Additional information concerning participation in this tender

4.1 Participation of consortia

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 grouping (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.

4.2 Subcontracting/Subcontractors

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 sub-contracted, 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 tenderer.

5 Award of the contract

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

The contract shall be awarded to the tenderer submitting the tender that offers the best value for money (best quality-price ratio).

A quality-price ratio will be calculated for each tender by dividing the total points for quality by the total price, thus indicating which tender represents the best value for money.

5.1 Technical evaluation

The following technical award criteria will be applied to this tender procedure:

- Demonstration of in-depth understanding of the context and general objective of the study (25 points);
- Demonstration of in-depth understanding of the specific objectives and tasks (40 points);
- Adequacy of the sources and tools to be used for carrying out the different tasks (e.g. literature, documents, software, data sources) (20 points);
- Adequate time schedule and work plan, including a risk analysis regarding the tasks to be carried out and proposed solutions and actions (15 points);

Tenders scoring **less than 65** (of a maximum of 100) points against the technical criteria, will not be considered acceptable and will therefore not have their financial proposal evaluated.

5.2 Technical proposal

The assessment of the technical quality will be based on the ability of the tenderers to meet the purpose of the contract as described in the technical specifications (2.2 and 2.3 above). To this end, the tenderers must provide a full dossier in compliance with these specifications to allow evaluation of their offer according to the technical criteria mentioned above.

To this regard, tenderers have to present:

- brief discussion of the availability and quality of statistics and indicators on vocational training in enterprises;
- brief description and assessment of the European CVTS, and of statistics and indicators derived from this survey so far at European level;
- description of the envisaged study approach, including a list of information sources and resources;
- description of the work organisation and management including
 - ✎ explanations of the team members participation in the study (content, volume),
 - ✎ preliminary assessment of likely difficulties in carrying out the work and proposed actions;
- detailed work plan and time schedule, including the description of the deliverables.

In addition to the above, tenderers must clearly specify which parts of the work will be sub-contracted (if any) and the identity of all subcontractors undertaking more than 10% of the work by value as requested in point 4.2 (second paragraph).

5.3 Financial evaluation

Only tenders scoring **65 points or more** (of a maximum of 100) points against the technical award criteria will have their financial proposal evaluated. The evaluation will be made on the basis of the **total price (a+b+c)** offered in Table 1 – Price table (see point 5.4). Any tenderer submitting a financial proposal exceeding the maximum budget mentioned in point 1.5 (72 000€) will be rejected.

5.4 Financial proposal

The financial proposal should indicate the total price in order to carry out all the activities indicated in the technical specifications. Tenderers must provide the following Table 1 and present a detailed breakdown of the price offered.

Table 1: Price table (all fields are mandatory)

Type of cost					Costs
a)	Cost of personnel	Expert	(1) Person-days	(2) Rate (cost per person-day)	Cost per expert: (1)x(2)
b)	Meeting costs, including travel, accommodation etc (see point 2.4; indication of costs for all the meetings)				
c)	Other expenses (Eurostat statistics and/or data, including microdata, administrative costs, etc)				
Total price (a+b+c) :					

Information concerning price

- The prices quoted must be fixed and not revisable.
- Prices must be quoted in euro and include all expenses.
- Other travel expenses for meetings apart from those mentioned under point 2.4 that might be needed in performing the tasks related to the contract, shall be subject to Cedefop's prior approval and shall be reimbursed by Cedefop separately, according to its regulation (see Annex II of the draft contract in Annex B).
- Under Article 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, Cedefop is exempt from all charges, taxes and dues, including value added tax (VAT). Such charges may not therefore be included in the calculation of the price quoted. The VAT amount must be indicated separately.

6 Information on presentation and content of tender

It is extremely important that tenderers present their tender in the correct format and provide all documents necessary to enable the evaluation committee to assess their tender. Tenderers should note the instructions indicated in the invitation letter of this tender.

In addition, below you will find details of the required documentation.

6.1 Envelope A - Supporting documents

One original and one copy of:

- the checklist found in Annex F;
- the exclusion criteria declaration as requested in point 3.1 and as found in Annex C;
- the selection criteria documents as requested in point 3.2;
- the legal entity form as requested in point 3.3 and as found in Annex D;
- a statement containing the name and position of the individual(s) entitled to sign the contract as requested in point 3.3;
- the financial identification form as found in Annex E.

6.2 Envelope B – Technical proposal

One original signed unbound version and four bound copies of:

- the technical proposal providing all information requested in point 5.2 including information relevant to subcontracting as requested in point 4.2.

6.3 Envelope C – Financial proposal

One original signed unbound version and four bound copies of:

- the financial proposal containing all information requested in point 5.4.

ANNEX A

CONTRACT NOTICE

ANNEX B

DRAFT CONTRACT

ANNEX C

DECLARATION ON EXCLUSION CRITERIA

I hereby declare that neither I nor the company:

(*Company Name*).....

that I am representing are in any of the situations mentioned below:

- a) is bankrupt or being wound up, is having his/her affairs administered by the courts; has entered into an arrangement with creditors; has suspended business activities; is the subject of proceedings concerning those matters; or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning his/her professional conduct by a definitive court judgement;
- c) has been guilty of grave professional misconduct proven by any means which Cedefop can justify;
- d) has 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 he/she is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) has been the subject of a definitive court judgement 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, he/she has been declared to be in serious breach of contract for failure to comply with his/her contractual obligations.

I, the undersigned, understand that contracts may not be awarded if during the procurement procedure the individual/company/organisation mentioned above:

- is subject to a conflict of interest;
- is 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.

Signature:

Date:

ANNEX D

LEGAL ENTITY FORM

(to be downloaded, depending on the nationality and legal status of the tenderer, from the following website)

http://europa.eu.int/comm/budget/execution/legal_entities_en.htm

ANNEX E

FINANCIAL IDENTIFICATION FORM

(to be downloaded, depending on the nationality of the tenderer, from the following website)

http://europa.eu.int/comm/budget/execution/ftiers_en.htm

ANNEX F

CHECKLIST OF MANDATORY DOCUMENTS

The checklist must be used to ensure that you have provided all the documentation for this tender and in the correct way. This checklist should be included as part of your offer.

Please tick (✓) the boxes provided

<u>Mandatory</u> documents to be included as part of the tender	Reference paragraph	Included		If the document is not included, please provide an explanation for the reason
		Yes	No	
<u>Envelope 'A' must contain:</u>				
One original and one copy of this checklist		<input type="checkbox"/>	<input type="checkbox"/>	
Exclusion criteria declaration (if applicable, including those of consortia and subcontractors)	3.1, 4.1, 4.2 & Annex C	<input type="checkbox"/>	<input type="checkbox"/>	
Selection criteria documents (if applicable, including those of consortia and subcontractors)	3.2, 4.1 & 4.2	<input type="checkbox"/>	<input type="checkbox"/>	
Legal entity form	3.3 & Annex D	<input type="checkbox"/>	<input type="checkbox"/>	
Name and position of the individual(s) entitled to sign contract	3.3	<input type="checkbox"/>	<input type="checkbox"/>	
financial identification form	6.1 & Annex E	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'B' must contain:</u>				
One original and one copy of the technical proposal.	5.2 & 4.2	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'C' must contain:</u>				
One original and four copies of: the financial proposal	5.4 (Table 1)	<input type="checkbox"/>	<input type="checkbox"/>	

You should also ensure that:

<input type="checkbox"/>	Your offer is formulated in one of the official languages of the European Union.
<input type="checkbox"/>	Both the technical and financial proposals of the offer are signed by you or your authorised agent.
<input type="checkbox"/>	Your offer is perfectly legible in order to rule out any ambiguity.
<input type="checkbox"/>	Your offer is submitted in accordance with the envelope system as detailed in the invitation to tender point 3.
<input type="checkbox"/>	The outer envelope bears the information mentioned in the invitation to tender point 3.