



European Centre for the  
Development of Vocational Training

Procurement Service

Thessaloniki, 11/10/07  
PRO/2007/663

## OPEN INVITATION TO TENDER

AO/E/ICTF/OfficeFurniture/014/07

### ‘Purchase of Office Furniture and associated services’

Dear Sir/Madam,

We 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 to be dispatched not later than **16.11.2007** 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. Paraskevaidis  
PO Box 22 427  
GR – 55102 Thessaloniki  
Greece**

**Important:**

*Tenderers shall inform Cedefop by e-mail ([c4t-services@cedefop.europa.eu](mailto:c4t-services@cedefop.europa.eu))  
or fax (+30 2310 490028)*

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

- b) or by courier services to be dispatched not later than **16.11.2007** in which case the evidence shall be constituted by the date of dispatch, or the date of the deposit slip, to the following address:

**Procurement Service  
Attention of Mr G. Paraskevaidis  
Europe 123,  
GR-57001 Thessaloniki-Pylea  
Greece  
Tel: +30 2310 490 111**

(c) or delivered by hand not later than **17:00** on **16.11.2007** to the following address:

European Centre for the Development of Vocational Training (Cedefop),

**Procurement Service**

**Attention of Mr G. Paraskevaidis**

**Europe 123,**

**GR-57001 Thessaloniki-Pylea**

**Greece**

**Tel: +30 2310 490 064**

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.

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

Tenders must be placed **inside two sealed envelopes**. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The **outer envelope**, addressed simply to Cedefop (address depending on the means of submission, see point 2 above), should only bear additionally **the name and address** of the sender.

The **inner envelope**, addressed to the Procurement Service as indicated under point 2 above, must bear a self-adhesive label with the indication **“Open Invitation to tender – Not to be opened by the internal mail service”** and all the necessary information, as shown below:

<p><b>OPEN INVITATION TO TENDER</b></p> <p><b>CEDEFOP No: AO/E/ICTF/OfficeFurniture/014/07</b></p> <p><b>‘Purchase of Office Furniture and associated services’</b></p> <p><b>Name of tenderer:</b></p> <p><b>NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE</b></p>
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The inner envelope must also contain three sealed envelopes, namely, Envelope A – “Supporting Documents”, Envelope B – “Technical Proposal” and Envelope C – “Financial Proposal”. 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 **26.11.07, 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 (Fax No +30 2310 490 028) 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 (fax No +30 2310 490 028) 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 website. Please ensure that you visit regularly the site 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 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 Paraskevaidis  
Head of Finance & Procurement

Attached: Tender Specifications

# **OPEN INVITATION TO TENDER**

**Cedefop No: AO/E/ICTF/OfficeFurniture/014/07**

**‘Purchase of Office Furniture and associated services’**

## **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 Norway and Iceland. 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:

1. 'promoting the image and attractiveness of the vocational route for employers and individuals to increase participation in VET;
2. achieving high levels of quality and innovation in VET systems to benefit all learners and make European VET globally competitive;
3. 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;
4. 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) Title of the contract: **“Purchase of Office Furniture and associated services”**
- b) The specifications and requirements in this document constitute a call for tenders for the purchase of Office Furniture and associated services in the context of a framework contract signed between the successful tenderer and Cedefop.
- c) The type of contract is a Framework Supply Contract.

Orders will be placed by means of Order Forms. Order Forms will be issued throughout the validity of the contract. Their number will depend on the needs and the budget situation of Cedefop.

NB: Signature of the Contract does not put Cedefop under any obligation whatsoever to place orders.

## 1.2 Place of delivery or performance

The described items must be delivered to Cedefop premises, Europe 123, Pylaia, Thessaloniki and specifically to building complex areas indicated by “Information Communication Technologies and Facilities- ICTF” staff.

## 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

It is not possible for Cedefop to commit itself at the current stage. It is however expected that in the foregoing years and during this framework contract, Cedefop will approximately purchase at least 2 executive office furniture sets (desks, chairs, bookcases, mobile drawer pedestals, storage cupboards etc), staff office furniture sets (desks, chairs, bookcases, mobile drawer pedestals, storage cupboards etc) and the rest of the office equipment, small and ancillary furniture (partition walls, modular meeting tables, etc).

The total value of the required products described hereafter is not expected to exceed an upper limit of **120.000,00 EUR over a 4 year period**.

## 1.6 Validity of tenders

Tenderers must maintain the validity of their tender for at least **6 months** following the tender submission date.

## 1.7 Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party, shall be valid for a period of 2 years and may be renewed up to two (2) times, each for an additional period of one (1) year, covering a total acquisition period of four (4) years (2+1+1). Any renewal will be subject to an amendment to this contract.

## 1.8 Main terms of financing and payment

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



## 2 Technical specifications

### 2.1 Subject Matter

Cedefop wishes to acquire office furniture and related services to renew part of its current office, conference and ancillary furniture already installed. The acquisition will be governed by a framework contract (see Annex C).

In more details Cedefop is looking to acquire the following office furniture:

1. Executive office furniture in full deployment (desks, ergonomic chairs, bookcases, mobile pedestals, storage cupboards, meeting tables, meeting u-shaped chairs)
2. Staff office furniture in full deployment (desks, meeting and computer extensions, ergonomic chairs, bookcases, mobile drawer pedestals, storage cupboards)
3. Conference modular tables (fixed and custom shapes and dimensions)
4. Conference u-shaped chairs
5. Orthopaedic chairs
6. Partition walls, general use storage furniture, printer stands etc

The cost of acquisition will be all-inclusive, incorporating the cost of transportation, installation (to precise locations within Cedefop building complex indicated by Cedefop staff), assembly-disassembly, demonstration of use, and technical support within warranty period.

### 2.2 Background Information

Cedefop has approximately 130 work places, two of which are executive, fully equipped with extendable-modular office desks (accompanied with meeting and computer extensions), office chairs, mobile drawer pedestals and open and/or closed type bookcases/storage shelves.

Office chairs are in their majority wheel, ergonomic chairs adjustable in depth and tilt. In some cases, orthopaedic chairs are used upon request of the personnel.

There are also 3 conference rooms equipped with modular conference tables and U-shaped meeting chairs.

Finally, there is ancillary, general use office furniture like printer stands placed in different areas of the building.

### 2.3 General Mandatory Terms and Clauses

All office furniture and items should conform to the requirements as specified in Annex A of this call for tenders.

The proposed office furniture will be delivered and installed in Cedefop premises (in specific offices or areas indicated by Cedefop staff). The installation of the furniture includes assembly/disassembly, demonstration of use to personnel, demonstration of transformation capabilities to ICTF staff. All furniture, modules and parts must be covered by **two (2) years** warranty and technical support.

All office furniture must be delivered with adequate mechanical spares (at least 10% of the ordered quantity) for future replacements. As mechanical spares are defined chair wheels, cupboard hinges, padlocks, bookcase shelf holds etc.

All extendable, modular or mechanically functioning equipment (executive/operators chairs) must be delivered with multilingual manuals.

**NB: ALL the above mentioned mechanical spare parts and services will be provided at NO extra cost for Cedefop.**

## **2.4 Environmental Requirements**

All items and elements of the offered systems should be manufactured from environmentally friendly materials and meet the following requirements:

1. Integral material of fibre board panels shall be exclusively with low formaldehyde content (class E1);
2. All items and elements must be free of PVC;
3. All plastic parts shall be from ABS plastic (or equivalent), pure and recyclable;
4. All products shall be free from paint and glue emissions;
5. Paints, varnishes, textile colourants and plastic stabilizers must be free of heavy metals like mercury (Hg), cadmium (Cd) and lead (Pb).

## **2.5 Technical Description**

Extended technical description and specifications for each one of the office furniture covered by this call for tenders as well as reference photos of the already installed and used office furniture is provided in Annex A.

For each of the proposed office furniture items, tenderers are obliged to provide full description regarding models, dimensions, colours, materials, ergonomics, functionality, robustness etc. In this context, tenderers are requested to provide any available commercial information (brochures, specifications etc) that could help the evaluation committee.

## **2.6 Warranty and Support**

For all items described in this call for tenders, the minimum warranty and technical support requested is 2 years on site covering replacement of defective parts, labour and visiting costs to Cedefop premises.

The minimum service level related to the technical support within the warranty period should cover at least the following:

1. On site/Off site fix/replacement of any defective part, module, or set;
2. In case of failure related to mechanical parts, module or extensions, the provider must send to Cedefop premises experienced personnel/technicians for the repair/replacement of the part within seven (7) working days from the day of notification. In case the repair demands the transportation of the furniture outside Cedefop premises, the provider must complete his task within twenty (20) working days. The cost of furniture/part transportation, technical team travelling, and spares are completely and solely covered by the contractor.
3. Defects or scratches caused on transportation or installation of the furniture should be repaired/replaced according to the above mentioned.

## **2.7 Delivery time**

As delivery time we define the intermediate time between the signature of an order form and the date that the furniture(s) are delivered and installed in Cedefop premises.

The contractor is obliged to execute its single order form (delivery and installation of the furniture) within thirty (30) calendar days.

### 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 tendering 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 E 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 & 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 products and 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

The Tenderer must have the following technical capacity to perform the contract:

Ability to supply all material described in the Technical Specifications and all related services (commissioning, installation, support and maintenance). Proof of enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established, is required.

The following documents or information must be in addition to the above presented as proof of the professional capacity to perform the proposed contract:

- detailed company profile, demonstrating the ability to provide products and perform services similar to those described in this call for tenders (i.e. specially trained technicians, relation with manufacturing company etc.);
- list of major clients of the past three years (3) similar to the scope, size and nature as those required in this call for tenders indicating the amounts, the dates, and the name of the consignees i.e. public or private.

### 3.3 Legal Position

Tenderers are requested to complete the Legal entity form found in Annex F and to provide the documents requested in the form. Tenderers must ensure 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 to 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 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.

### **4.2 Subcontracting/Subcontractor**

Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the bidder'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 sub-contractor is given, the work will be assumed to be carried out directly by the bidder.

## 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, which 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 (*Total Technical Value*) by the price (*Total Financial Value*), thus indicating which tender represents the best value for money.

### 5.1 Technical Evaluation

The following technical award criteria will be applied to this tendering procedure and will be weighted according to the points below:

**Table 1: Technical evaluation Criteria and Pointing system**

1. Technical Qualifications / Quality of the proposed solution		Points
1.1	Quality, functionality and robustness of the proposed office furniture and equipment	30
1.2	Ergonomics of the proposed items/furniture, versatility, Orthopaedics	25
1.3	Aesthetics and general look of the proposed solutions	10
1.4	Eco-friendliness of the products (in the context of §5.2)	10
2. Warranty/Technical Support		
2.1	Warranty duration and terms offered, above the minimum requirements as specified in §2.6 at no additional cost	15
2.2	Delivery time response proposal (please refer to §2.7 for the minimum requirements)	5
2.3	Technical support response availability proposal (please refer to §2.6 for the minimum requirements)	5
<b>TOTAL TECHNICAL VALUE (TTV)</b>		

**Attention:** Tenders scoring **less than 65** (of a maximum of 100) points against the technical award 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 tenderer to meet the purpose of the contract as described in the technical specifications. To this end, the tenderer must provide the following documents and/or information to allow evaluation of their offer according to the technical criteria mentioned above:

- Any available technical or commercial information (specification sheets, brochures, etc). All the office furniture items proposed, must be supported by photographs, brochures, model/series codes/numbers, technical specifications sheets and any other material that could assist the evaluation committee on the relevance of technical specifications, ergonomics, quality, robustness, etc;

- Any available information relating to the **eco-friendliness** of the proposed products. In this context, tenderers should provide means of proof for:
  - ✓ Wooden parts made from wood that has been harvested from environmentally sustainable managed forests;
  - ✓ Synthetic materials made from recycled raw material;
  - ✓ The amount of material that can be recycled;
- Detailed description regarding the warranty periods offered, the delivery times and technical support response availability.

### 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 price offered.

Financial value will be established on a pre-announced financial scenario based on the tenderer's offered price quotations in Annex D.

### 5.4 Information concerning prices

- The prices quoted must be fixed and not revisable for the first two years of the contract. From the third year of the contract prices may be revised as specified in the draft contract.
- The Products list proposed by the Contractor may be changed after the first year on the basis of replacement of a specific item with a newer model and with equivalent usage or performance. Any change of the Product list must be communicated to Cedefop beforehand and must be agreed by both parties before implementation. Any other alteration or addition if accompanied by a price change in the item(s) proposed must not exceed the percentage mentioned in the Framework Contract. If price exceeds this percentage it must be accompanied by clear technical justification to support such a change. Cedefop reserves the right to accept or reject any change in the product catalogue or pricelist.
- Prices must be quoted in Euro and include all expenses such as transport, delivery, unpacking, mounting, technical support during warranty period etc. Any other extra costs must be noted separately in the sub-category "**Other Expenses**" in the Financial Forms found in Annex D.
- Under Articles 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 in the relevant columns in the Financial Offer Form found in Annex D.

### 5.5 Financial proposal

The financial evaluation will be performed based on the prices stated in the hypothetical scenario of Annex D "Financial Offer Form". In order to allow for a comparison of the offers, tenderers are requested to submit price for the pre-defined scenario reflecting the volume and dimensions estimates of the Centre for the various requested items. Any tenderer submitting a financial proposal exceeding the maximum budget as indicated in point 1.5 will be rejected.

Please note that Cedefop estimates are indicative and do not constitute any kind of legal obligation for Cedefop.

For ease of simulation, the scenario is built up upon the following underlying parameters:

- Coverage of the maximum duration of the contract (4 years)
- Fixed prices without possibility of adjustments.

## **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 points 2 and 3 of this open invitation 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 H
- the exclusion criteria declaration as requested in point 3.1 and standard template found in Annex E
- the selection criteria documents as requested in point 3.2
- the legal entity form as requested in point 3.3 and found in Annex F
- a statement containing the name and position of the individual(s) entitled to sign the contract
- the financial identification form as found in Annex G

### **6.2 Envelope B – Technical proposal**

One original signed unbound copy and four bound copies of:

- the technical proposal providing all information requested in paragraph 5.2 in accordance with the technical specifications of Annex A

### **6.3 Envelope C – Financial proposal**

One original signed unbound copy and four bound copies of:

- the financial offer form in Annex D containing all information requested in point 5.4



## **ANNEX A - TECHNICAL SPECIFICATIONS**

### **TECHNICAL SPECIFICATIONS OF OFFICE FURNITURE AND ANCILLARY EQUIPMENT**

# 1 Technical Specifications

## 1.1 General Requirements

Offered Office Furniture System shall meet the following general mandatory requirements:

1. All individual items and elements of the offered system shall be in serial production.
2. The supplier shall guarantee continuity of the significant design features of all items and elements of the offered system such as panel profiles, leg variations, handles, colours, shape, and materials.

## 1.2 Material Requirements

All items and elements of the offered system shall be manufactured from environmentally friendly materials as specified in paragraph 2.4 and meet the following requirements:

1. Panels shall be covered with melamine resin as per requirements of DIN 68765 or equivalent;
2. Surface panels shall be glare free; resistant against mechanical impact and short-term impact of chemicals as per requirements of DIN 68861 or equivalent;
3. All metal parts shall be powder coated.

## 1.3 Colours

### 1.3.1 Staff Offices

Items and elements of the conventional offered furniture shall be in the following colours:

1. Panel elements - Melamine maple or equivalent
2. Plastic elements – black mat or dark grey
3. Metal elements - black mat or dark grey
4. Fabric – different colours

### 1.3.2 Executive offices

Items and elements of the executive offered furniture shall be in the following colours:

1. Panel elements – cherry, mahogany or equivalent
2. Plastic elements – black mat or dark grey
3. Metal elements - black mat or dark grey or aluminium
4. Fabric/Leather – different colours

## 1.4 Parameters of Individual Items and/or elements

### 1.4.1 Office Desks

All office desks must be expandable.

Plate profile: rectangle

Metal Frame: T-form self-supporting, allowing easy mounting and removal of various sizes of desk plates and desk plates combinations

Legs: Steel pipe

Plate Sizes: 200x100 cm, 180x80 cm, 140x80 cm (other sizes also welcome)

**Ergonomic characteristics:**

Height adjustment: approx 68–82 cm; standard delivery height 72 cm

It is desirable to be able to suspend cabling under the table top at the furthest edge in arrangements that allow for this. It is however important to still be able to easily reach and handle cabling, with respect to the use and maintenance of the work table. The system shall permit the work table to be placed against a wall without trapping cabling (ISO 9241-5 Ergonomic requirements for office work with visual display terminals (VDTs) – Workstation layout and postural requirements).

**1.4.2 Office Desks expansion modules**

All office desks must be capable of being extended with meeting or computer extensions/modules.

Plate profile: round or “half moon” segments supported by steel pipe leg(s)

Plate sizes: different sizes in accordance to office desk widths, lengths and heights.

**Ergonomic characteristics:**

Height adjustment: approx 68–82 cm; standard delivery height 72 cm.

**1.4.3 Office Bookcases**

The bookcases must be from the same series as the office desks. They must be adjustable in width and height (by adding extra modules).

The main parts of the bookcases must be manufactured from particle board, coated both sides with melamine in different colours.

The shelves must be adjustable so as to meet the individual needs. Minimum shelf weight strength is 25kgr. Feet must be adjustable for stability on uneven floors.

Bookcases can be equipped with particle board doors, or alternatively glass doors. The doors should be equipped with locks. Door hinges must be self-closing for the last few centimetres, so that the doors remain fully closed.

To prevent from falling, the back side of bookcases must bear anchors for wall hooking.

**1.4.4 Mobile drawer pedestals**

The mobile drawers must be from the same series as the office desks and bookcases. They must be equipped with at least 4 twin wheels made from ABS or other fully recycling plastic, suitable for linoleum surfaces.

The main parts of the drawer must be manufactured from particle board, coated both sides with melamine in different colours. They must be equipped with 3 or 5 drawers on ball-bearing slides or telescopic drivers that let drawers open 80%-100%.

There must be a single lock for all drawers.

Approximated sizes: 40x60x55 cm

**1.4.5 Filling cabinets/Printer stands**

Filling cabinets and printer stands must be manufactured by melamine resin as per requirements of DIN 68765.

They must contain adjustable shelves in one or two compartments. Doors must be capable of being locked.

They must bear a cord outlet on the back.

Approximated sizes: 120x44x70 cm and 120x44x115 cm

#### 1.4.6 *Office chairs*

The design, functions and dimensions of the work chair shall support the aim of providing users with good working conditions at the work table. This means having a wide range of possibilities of variation in seating posture and general working posture to reduce the risk of work strain injuries.

Work chairs shall be designed to suit as many users as possible. The chair functions shall be easy to understand and simple to use. It is important that the design of the controls encourages correct handling. Easy to use means also that it shall be possible to select different wheels for different types of floor.

Office chairs must have at minimum the following features and **ergonomic characteristics**:

- Five (5) support point base equipped with twin wheels suitable for soft or linoleum surfaces
- Backrest height (540-720mm)
- Knee-tilt lock/swivel mechanism/anti-panic mechanism
- Gas lift height adjustment (420 - 550 mm)
- Adjustable lumbar support
- 4 position height adjustable arms
- Durable polyurethane or equivalent backrest
- Fabric coated
- Metal or aluminium legs

#### 1.4.7 *Meeting chairs*

Approximated Dimensions Seat: W:505 x D:500 x H:455

Approximated Dimensions Back: H:560 W:500

The base must be manufactured of steel pipe C shaped legs (sledge type). Legs must be equipped with non-slip studs suitable for linoleum surfaces.

Backrest, seat and armrest must be manufactured with the same materials as those defined in §1.4.6.

#### 1.4.8 *Executive office sets*

In general all requirements, features and specifications defined in §1.4.1, §1.4.2, §1.4.3, §1.4.4, §1.4.5, §1.4.6, §1.4.7 are also applicable for executive office sets.

Desks can alternatively lie on aluminium legs, while the plate can be manufactured of walnut, cherry, mahogany, wenge wood melamine or equivalent. The plate can bear on top of it leather or glass upon request.

Executive office chairs can be coated in different colour leather while armrests and supporting base can be made of wood. The same stands for executive office meeting chairs.

Bookcases, mobile drawers, storage and filling cupboards must be in the same colours and similar materials to the ones specified above.

Executive offices will be also equipped with conference tables with the following technical data and features:

- Approximated height 72 cm.

- Tops plate :>38 mm thick tops covered in melamine. Edges protected by thick strips of impact-resistant ABS. Melamine tops should be available in walnut, cherry, mahogany, wenge or equivalent.
- Legs: Conference tables with panel legs, hick melamine-faced "T" shaped panel legs with profiled edges in anodised aluminium.

**Ergonomic characteristics:**

Central melamine cable trough for wires and trailing sockets. Profiled aluminium top access cable management facility.

#### **1.4.9 Modular Meeting Tables**

Meeting tables must meet the following specifications:

- Plate Shapes: Rectangle covered in non-reflective melamine. Straight edges covered in >2 mm thick strips of impact-resistant ABS. No sharp corners. "Half moon" or "round shape" plates may be also requested.
- Approximated heights: 72cm or custom upon request
- Plate sizes: 80x80, 120x80, 140x80, 160x80, 180x80 cm or custom upon request
- Legs: metallic legs with clip-on sheet steel panels of curved design and epoxy lacquered cast aluminium bases in aluminium or graphite grey.

**Ergonomic characteristics:**

Central telescopic support beam with cable management facility. Optionally "shared leg" system to help minimizing cost.

#### **1.4.10 Orthopaedic Office Chairs**

Orthopaedic office chairs are intended to reduce and equalise the pressure on the sciatic nerve, sacroiliac joints and pelvic girdle. Orthopaedic chairs should exercise gently massage to the user's back and therefore increase blood flow to the lumbar region. Every movement of the body must be supported, encouraging users to adopt a good seated position. Orthopaedic office chairs solutions must be specifically designed for those with chronic back pain and should ensure proper posture, increasing critical blood flow to the brain and extremities and expanding respiratory capacity.

Orthopaedic chairs must come with different point bases, shapes and colours. They should also have a mechanism through which when engaged both back and seat of the chair move together (in favour of the back) and when not engaged the back and seat can move separately.

Users should be able to sit with their feet comfortably on the floor or footrest without undue pressure on the underside of the thighs. The thigh-to-torso angle should not be less than 90°.

Users should be able to sit in the chair without undue pressure against the back of the knees, with their back properly supported by the backrest and with adequate buttock and thigh support.

The chair should allow the user to sit in a position where the torso-to-thigh angle is equal to or greater than 90°. The seat and backrest angles should adjust to accommodate the varying postures assumed by the user throughout the day.

#### **1.4.11 Partition Office Walls (screens)**

Partition walls must be constructed of modular mobile office panels. Each panel must be equipped with multi unit connectors (joins) allowing multiple units to be connected to achieve desired length and requiring no assembly or installation.

The frame must be constructed of thick, gauge powdered painted metal or steady aluminium. Inside the metal frame the panel could be either made of fabric, or melamine covered particle board. Fabrics must have adequate classification for fire-proof. Panels should lock in angles of 90, 135 and 180 degrees.

***1.4.12 Photographs of the already in use office furniture***















## **ANNEX B – CONTRACT NOTICE**

## **ANNEX C - DRAFT CONTRACT**

## **ANNEX D - FINANCIAL OFFER FORM**

The total financial evaluation will be based on the financial scenario provided in the following table. The quantities and approximated dimensions of each item specified in this table are provided for evaluation purposes only and do not reflect the real or final quantities of the furniture that will be purchased during this framework contract.

### FINANCIAL OFFER FORM

No	Furniture item/module	Model/Series/ Code	Approx. Dimensions	Quantity	Price/item €without VAT	Cost for the specified Quantity (€)	VAT Percentage (%)
1	Staff Desk		≥160x80cm	40			
2	Staff Desk meeting /computer expansion module		≥40x80cm	40			
3	Staff Bookcases (5 shelves, half closed with melamine doors)		≥200x75x40cm	40			
4	Staff mobile drawer pedestals		≥40x60x55	40			
5	Filling Cabinets (closed type, 1 shelf)		≥120x40x65cm	10			
6	Printer stands (closed type, 1 shelf, 2 compartments)		≥120x40x115cm	10			
7	Staff office chair (fabric coated, with adjustable armrests)		Backrest height ≥620mm	40			
8	Meeting chair (fabric coated)		Approximated Dimensions Seat: W:505 x D:500 x H:455 (mm) Approximated Dimensions Back: H:560 W:500 (mm)	20			

9	Modular meeting tables		≥120x80cm	40			
10	Partition Walls (single panel)		≥180x60cm	20			
11	Executive desk		≥180x80cm	2			
12	Executive meeting/computer expansion module (if applicable)		≥60x80cm	2			
13	Executive Bookcases (5 shelves, half closed with glass doors)		≥200x75x40cm	2			
14	Executive mobile drawer pedestals		≥40x60x55	2			
15	Executive Filling/storage Cabinets (closed type, 1 shelf)		≥120x40x65cm	2			
16	Executive office chair (leather coated)		Backrest height ≥620mm	2			
17	Executive Conference Tables (suitable for 8 persons)		≥220x100cm	2			
18	Meeting chair (leather coated)		Approximated Dimensions Seat: W:505 x D:500 x H:455 (mm)  Approximated Dimensions Back: H:560 W:500 (mm)	16			
19	Orthopaedic office chairs			5			
20	Other expenses (if applicable please specify)						
<b>TOTAL FINANCIAL VALUE (TFV)</b>							

**Hints for filling-in the table:**

- 1) Make sure that the cost of the proposed solutions refers to the approximated Dimensions of the relevant Table column
- 2) In the **Cost for the specified Quantity (€)** column provide a single price by multiplying the value of the column **Quantity** to that of the column **Price/item € without VAT (to be completed)**
- 3) If any item of the above mentioned table is provided free of cost, please draw the value **FREE OF CHARGE** in the **Price/item € without VAT (to be completed)** column.



## ANNEX E - 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 F - LEGAL ENTITY FORM**

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

[http://europa.eu.int/comm/budget/execution/legal\\_entities\\_en.htm](http://europa.eu.int/comm/budget/execution/legal_entities_en.htm)

## **ANNEX G - 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](http://europa.eu.int/comm/budget/execution/ftiers_en.htm)*

### **PLEASE NOTE :**

Please indicate the BIC (Bank Identification Code) in the REMARKS box of the downloaded form.

## ANNEX H - 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**

Mandatory 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	
<b>Envelope 'A' must contain:</b>				
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 E	<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 F	<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 G	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Envelope 'B' must contain:</b>				
One original and four copies of the technical proposal	5.2	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Envelope 'C' must contain:</b>				
One original and four copies of: the financial proposal	5.4, 5.5 & Annex D	<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.