



CEDEFOP

European Centre for the Development
of Vocational Training

Thessaloniki, 24/04/2008
RS/PRO/2008/472

OPEN INVITATION TO TENDER
AO/Cedefop/ITK/WebDevelopmentServices/006/08
‘Web Development 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 **02/06/2008** 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
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 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 service to be dispatched not later than **02/06/2008** in which case the evidence shall be constituted by the date of dispatch, or the date of the deposit slip, 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
Tel: +30 2310 490111**

(c) or delivered by hand not later than **17h00** on **02/06/2008** 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 9h00 to 17h00, 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 submitted in a sealed envelope itself enclosed within a second sealed envelope. 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 style="text-align: center;">OPEN INVITATION TO TENDER</p> <p style="text-align: center;">CEDEFOP No: AO/Cedefop/ITK/WebDevelopmentServices/006/08</p> <p style="text-align: center;">‘Web Development Services’</p> <p style="text-align: center;">Name of tenderer:</p> <p style="text-align: center;">NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE</p>

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 **12/06/2008, 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 tender documents. 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's 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'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 G. Paraskevoidis
Head of Finance and Procurement

Attached: Tender Specifications

OPEN INVITATION TO TENDER

AO/Cedefop/ITK/WebDevelopmentServices/006/08

‘Web Development 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:

- 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) The purpose of this call for tender is the provision of services related to Cedefop web projects: custom web programming, database development, construction, maintenance and support of web applications, design, consulting, analysis, and project management.
- b) The technologies to be used are the following: ASP, VBScript, JavaScript, Microsoft.NET (dot net) framework technologies, SharePoint.
- c) Services will be acquired in the form of person-days, categorised in profiles as follows:

Profiles: Project management
Analysis, design of applications and consultancy off-site
Analysis, design of applications and consultancy on-site
Web and database development off-site
Web and database development on-site
Production of HTML pages off-site
Training services

A detailed description of profiles is to be found in point 2 (Technical Specifications).

- d) Type of contract is a framework contract. Orders will be placed by means of order forms or specific agreements attached to the framework contract. Specific agreements or Order Forms will be issued throughout the validity of the framework contract. Their number will depend on the needs of Cedefop. Each order form/specific agreement will specify the precise number of person-days to be acquired for each profile.

1.2 Place of delivery or performance

The tasks must be completed partly at the contractor's premises (extra-muros, off-site) and partly at Cedefop's premises (intra-muros, on-site).

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

Estimated person days: 2000 over 4 years. The person days will not be distributed evenly over the years.

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 framework contract shall enter into force on the date of signature of the last contracting party; it shall be valid for a period of 1 year and may be renewed up to three (3) times, each for an additional period of one (1) year, covering a total acquisition period of four (4) years (1+1+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 within 30 days of submission of invoices and at the conditions set out in the draft contract.

2 Technical specifications

2.1.1 Tasks to be performed

The contractor will be requested to provide services related to Cedefop web projects: construction and maintenance of web applications, project management, analysis, design, consulting, support, testing, deployment, corrective and evolutive maintenance, performance measuring and improvement, documentation, training of administrators and super-users (non exhaustive list).

The technologies to be used are the following: ASP, VBScript, JavaScript, Microsoft.NET (dot net) framework technologies, SharePoint, see detailed description in point 2.1.8.

Services will be acquired in the form of person-days, categorised in profiles as follows:

- Project management
- Analysis, design of applications and consultancy off-site
- Analysis, design of applications and consultancy on-site
- Web and database development off-site
- Web and database development on-site
- Production of HTML pages off-site
- Training services

A detailed description of profiles is to be found in points 2.1.3 to 2.1.7.

2.1.2 Place of delivery or performance

The place of delivery of services will be partly at the contractor's premises (extra-muros, off-site) and partly at the Centre's premises (intra-muros, on-site). The decision on whether the tasks should be performed on-site or off-site will be made based on what is the most efficient.

2.1.3 Task Profile: Project Management

➤ Nature of tasks

- Project management including proposals for project strategies, definition of tasks and deliverables, review of project deliverables, quality control, risk analysis and management, status reports, problem reporting and management systems, change control systems, project planning, follow up and organisation
- Guide team members in charge of project activities and review their deliverables
- Participate in functional and technical working groups and progress meetings

➤ Experience

- University degree, or equivalent background and experience, in a relevant subject
- Minimum 6 years experience in IT
- Minimum 2 years experience in Project Management of computer software construction. Practical hands-on experience with most stages of the system development life-cycle is desirable
- Minimum 1 year experience in a project management tool
- Extensive experience of quality procedures
- Capability of integration in an international/multi-cultural environment, rapid self-starting capability and experience in teamwork
- Excellent communication skills (spoken and written) in English

2.1.4 Task Profile: Analysis, design of applications and consultancy (off-site and on-site)

➤ **Nature of tasks**

- Analysis of user requirements, functional analysis
- Design of applications, specifications
- Information architecture
- Data analysis, data modelling
- Database design
- Feasibility studies, cost/benefit analysis
- Consulting, proposing and discussing appropriate solutions
- Consulting on presentation of information and proposals for layout
- Usability testing
- User experience design
- Give technical guidance to developers to ensure aesthetics, usability and website standards such as ISO, W3C, WAI
- Testing of new or modified software
- Produce the relevant technical documentation and user documentation
- Review of performance and optimisation
- Problem diagnosis, recording and resolution
- Assist in training the users of the system and designing training sessions
- Assist with evaluating and testing products delivered by developers
- Participation in meetings with the users

➤ **Experience**

- University degree, or equivalent background and experience, in a relevant subject
- Minimum 5 years in IT, including 2 at senior analyst level
- Excellent communication skills (spoken and written) in English

2.1.5 Task Profile: Web and database development (off-site and on-site)

➤ **Nature of tasks**

- Development of web-based server- and client-side applications which reflect the specifications based on user requirements
- Creation and modification of web forms
- Modification and creation of stored procedures (transact SQL) and tables in databases
- Creation and modification of processes for the automatic generation of MS Office documents and e-mailing
- Performance management and troubleshooting
- Assistance in migrations/upgrades to other O.S. and/or servers
- Testing and validation, deployment, documentation

➤ **Experience**

- Post-secondary degree, or equivalent background and experience, in relevant subject
- Minimum 2 years as developer in the specific technology described in paragraph 2.1.8
- For on-site services: excellent communication skills (spoken and written) in English

2.1.6 Task Profile: Production of HTML pages off-site

➤ **Nature of tasks**

- Produce HTML pages following layout guidelines

➤ **Experience**

- Minimum 2 years in HTML editing
- Excellent communication skills (spoken and written) in English

2.1.7 Task Profile: Training services

➤ **Tasks**

- Training of administrators and super-users of the applications and systems constructed and/or maintained

➤ **Experience**

- Minimum 1 year experience in training
- Excellent communication skills (spoken and written) in English

It is estimated that most of the training sessions will take place at Cedefop's premises. Cedefop possesses all needed facilities.

2.1.8 Description of the technology

Servers are Windows Server 2000 and Windows Server 2003.

The data base servers are SYBASE ASE server - version 12.5 and above, and MS SQL 2000 and 2005.

Internet sites are hosted on IIS.

Web-based applications are implemented using the Microsoft ASP technology for server side programming.

Some future web-based applications will be implemented using Microsoft.net framework, and SharePoint.

ASP pages are implemented using both VB Script and Java Script technologies.

Front end is implemented through the following technologies:

- ✓ HTML
- ✓ Java Script or VB Script
- ✓ XML/XSLT technology

Part of the interface (report pages) is implemented using the Java Applet.

XML caching utilities are used for minimizing database queries and servers load. Images are stored in the file system for increasing performance.

For exporting data to MS Office 97 applications CEDEFOP uses OLE automation. Components for MS Office document generation are developed using MS Visual Studio 6. Generally, data are exported in one of the following manners:

- ✓ Documents are being generated based on the templates that reside on the server file system - template usually contains placeholders (bookmark objects or other MSWord fields) which are being replaced with data retrieved from the database.
- ✓ Documents are being generated from the scratch through the MS Office applications ability to embed HTML files.

For dispatching functionality Cedefop application uses CDO NewMail and API. It also provides for ASP server side programming.

2.1.9 Multi-linguism

Cedefop, by its very nature, is a multilingual environment. Informatics systems must support at least all the current official languages of the Community plus all those additional languages which can be expected in the medium term (5 years). Most of Cedefop web applications are multilingual.

2.1.10 Special Conditions

- The ICT Department of Cedefop is responsible for the contract and will assign one Project Manager to its execution.
- Cedefop and the contractor will communicate in English. The contractor must have the capacity to communicate well in English.
- The contractor will be asked to respond to maintenance requests within 1 week. However, the response time in case of mission-critical service requests should not exceed 24 hours.
- The contractor will connect remotely to Cedefop server(s) as appropriate.
- The contractor should have his own test & development server, and must ensure that he is compliant with software licensing.
- The contractor will provide monthly activity reports.

2.1.11 Meetings

The contractor should be prepared to visit Cedefop for the following meetings throughout the 4 years:

- For the task profile “Project Manager” **6 meetings** in Cedefop are foreseen, specifically 3 meetings of 1 working day each and 3 meetings of 2 working days each.
- For the task profile “**Analysis, design of applications and consultancy – off-site**” **6 meetings** in Cedefop are foreseen, specifically 3 meetings of 2 working days each and 3 meetings of 4 working days each.
- For the task profile “**Web and database development – off-site**” **6 meetings** in Cedefop are foreseen of two working days each.
- For the task profile “**Training services**” **10 meetings** in Cedefop are foreseen, specifically 5 training on-site sessions of 5 working days each and 5 training on-site sessions of 3 working days each.

Meetings dates and frequency will be decided upon common agreement between Cedefop and the contractor. Meetings expenses will be reimbursed to the contractor on the basis of the contractor’s financial offer (Price Schedule Table and Financial Scenario).

3 Exclusion and selection of tenderers

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 C which states that none of the aforementioned grounds for exclusion applies to the tenderer.

In case of recommendation for contract the tenderer may be requested to provide the following documentation:

- Cedefop will accept, as satisfactory evidence that the tenderer is not in one of the situations described in point a), b) or e) above, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.
- Cedefop will accept, as satisfactory evidence that the tenderer is not in the situation described in point d) above a recent certificate issued by the competent authority of the State concerned. Where no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

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

3.2 Selection criteria

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

3.2.1 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 the following documents:

- balance sheets or extracts from financial statements (i.e. profit and loss accounts) 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); one of these documents must show evidence of a minimum yearly turnover of **1 million Euro**.

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

3.2.2 Technical and professional capacity

Tenderers are required to prove that they have sufficient technical and professional capacity to perform the contract. Evidence of the technical and professional capacity may be furnished on the basis of the following documents:

- proof of enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established;
- detailed company profile, demonstrating the ability to provide services similar to those described in this call for tenders;
- list of at least 5 contracts of at least 200 man-days each performed in the past five years (5) similar to the scope, size and nature as those required in this call for tenders, indicating the subjects, the amounts, the dates, the technology used and the name of the consignees i.e. public or private;
- description of any technical equipment and tools to be employed by the tenderer in the performance of the contract;
- detailed CVs of the tenderer's staff; the CVs should be of regular staff; each CV must indicate to which profile it corresponds. The tenderer must provide at least the following number of CVs :

Profile	Nbr of CVs
Project management	1
Analysis, design of applications and consultancy	2
Web and database development	4
Production of HTML pages	1
Training services	1

The CVs must show evidence of staff qualifications as requested under Technical Specifications, points 2.1.3 to 2.1.7.

Note: Concerning the profile “Web and database development”, CVs might address different fields of expertise within the profile (i.e. either web form developer or database developer, or particularly knowledgeable in XML or particularly knowledgeable in ASP or particularly knowledgeable in .NET). However, the proposed set of at least 4 CVs should cover all fields.

The same logic applies to the profile “Analysis, design of applications and consultancy” that should also cover all types of tasks.

- an indication of what proportion, if any, of the contract the tenderer may intend to subcontract and, if applicable, proof of the professional capacity of the intended subcontractors (see also 4.2); If applicable describe use of freelancers.

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 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/Subcontractors

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 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 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 tendering procedure:

- (1) Quality of the methodology approach for the following project scenario: re-design, re-structure and develop the Study Visits homepage (<http://studyvisits.cedefop.europa.eu/>) so as to implement same look and identity feel as the home page of the Cedefop Site (<http://www.cedefop.europa.eu/>) while keeping the existing content; the objective is to match presentation to target users, among others by replacing the four doors by a user-oriented approach. See also a brief description of the Study Visits web management tool Olive in Annex G. NB : there is possibility that the wording of the homepage of the Study Visits might slightly change after April 30th therefore you can also refer to the image on <http://studyvisits2.cedefop.europa.eu/> **(35 points)**;
- (2) Quality assurance for the present contract. Quality of the measures foreseen by the contractor to ensure availability of services (including on-site when required) and business continuity **(35 points)**;
- (3) Quality of the work organisation foreseen for management of the contract and communication with Cedefop **(20 points)**;
- (4) Quality of the proposal for connecting remotely to Cedefop servers **(10 points)**.

Tenders scoring **less than 65 (of a maximum of 100)** points against the total technical criteria and **less than 50% for each of the 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:

- Description of the methodological approach (work plan, project structure, team composition, technical proposal) for the project scenario described in award criterion (1).
- Description of the measures foreseen by the contractor to ensure permanent availability of services (including on-site when required) and quality during the entire life of the contract (award criterion (2))
- Description of the method and means for monitoring the contract and communicating with Cedefop (award criterion (3))
- Substantiated technical proposal for connecting remotely to Cedefop servers (award criterion (4)).

In addition to the above the tenderer 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 total technical award criteria and **50% or more** in each of the criteria will have their financial proposal evaluated.

The financial offer is based on the most probable scenario over 4 years. This scenario is only an estimation for evaluation purposes. Quantities of services cannot be determined precisely at this stage.

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. The tenderers must fill in the Table 1 – Price Schedule Table and Financial Scenario (page 17), and present a detailed breakdown of the price offered.

5.5 Information concerning price

- 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.
- Prices must be quoted in euro and include all expenses.
- 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/percentage must be indicated separately.

TABLE 1 – PRICE SCHEDULE TABLE AND FINANCIAL SCENARIO

	Description	(I) Person-days	(II) Price per person-day	(III) Total price per profile = (I x II)	(IV) Meetings at Cedefop premises (*)	(V) Travel expenses per meeting	(VI) Accommodation costs per day (**)	(VII) Total price for meetings per profile = (IV x V)	Total price for the financial scenario = (III+VII)	VAT %
A	Project management	195			3 meetings of 1 working day + 3 meetings of 2 working days			(3 x (V+VI)) + (3 x (V+2VI))		
B	Analysis, design of applications and consultancy off-site	175			3 meetings of 2 working days + 3 meetings of 4 working days			(3 x (V+2VI)) + (3 x (V+4VI))		
C	Analysis, design of applications and consultancy on-site	135			N/A	0,00		0,00		
D	Web and database development off-site	1150			6 meetings of 2 working days each			(6 x (V+2VI))		
E	Web and database development on-site	240			N/A	0,00		0,00		
F	Production of HTML pages off-site	60			N/A	0,00		0,00		
G	Training services	50			5 training on-site sessions of 5 working days + 5 training on-site sessions of 3 working days			(5 x (V+5VI)) + (5 x (V+3VI))		
	TOTAL (A+B+C+D+E+F+G)	2005								

- (*) Please note that travel time will not be reimbursed or paid.
- (**) Accommodation costs are all inclusive and include all daily expenses. This column (VI) will be used during the contract life to charge meeting costs depending on the actual number of days of the meeting.
- On-site price for profiles C and E should be all-inclusive (i.e include any kind of travel and accommodation expenses). Please note that orders of on-site services for profiles C and E will always have a minimum of 20 consecutive working days (exceptionally, this may not be respected if there is a more suitable solution for both Cedefop and Contractor).

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 fully respect the instructions indicated under points 2 and 3 of this open invitation to 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 standard template 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 found in Annex D
- a statement containing the name and position of the individual(s) entitled to sign the contract
- 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 & Table 1 - Price Schedule Table and Financial Scenario.

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

PLEASE NOTE:

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

ANNEX F

CHECK LIST 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 documents to be included as part of the tender</u>	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 four copies of:				
the technical proposal.	5.2 and 4.2 if applicable	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'C' must contain</u> one original 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 duly 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.

ANNEX G

Olive – Study Visits web management tool

Brief description

1. What are the Study Visits?

Study visits is one of the key actions of the transversal part of the **Lifelong Learning Programme 2007-13 (LLP)** that was adopted by the European Parliament and the Council on 5 November 2006 (Decision 1720/2006/EC, OJ L 327, 24.11.2006.).

Study visits support policy development and cooperation at European level in lifelong learning, notably in the context of the Lisbon process and the Education and Training 2010 work programme, as well as the Bologna and Copenhagen processes and their successors.

A study visit is a short-term visit of three to five days for a small group of specialists and decision-makers representing various groups of education and vocational training. They are stakeholders who want to examine a particular aspect of lifelong learning in another participating country. The groups normally consist of 10 to 15 participants.

Study visits are organised locally or regionally and coordinated by the National Agencies.

The programme is open to nationals or permanent residents of 27 EU Member States, EFTA countries (Iceland, Liechtenstein and Norway) and candidate countries (Turkey).

The study visits provide a forum for discussion, exchange and learning on themes of common interest and on European and national priorities. By exchanging innovative ideas and practices, participants promote the quality and transparency of their education and training systems. Furthermore, during the study visits participants have an opportunity to establish professional contacts that might potentially be used for developing new projects and creating networks.

To date, some 26 800 education specialists have taken part in the Arion study visits programme and some 11 400 vocational training specialists have taken part in Cedefop study visits. In 2006/07, Arion awarded some 2 200 individual mobility grants, while in 2006, 842 participants took part in Cedefop study visits.

2. Olive

Olive is the Study Visits web management tool. The homepage is (<http://studyvisits.cedefop.europa.eu/>). Olive enables the sharing of information between the Cedefop Study Visits team, the National Agencies, the participants and the large public.

NB : there is possibility that the wording of the homepage of the Study Visits might slightly change after April 30th; you can also refer to the backup stored under <http://studyvisits2.cedefop.europa.eu/>

3. Who is doing what on Olive?

The General Information Door, the Documentation door and the home page are addressed to the Public and to potential candidates. From the home page there is a link to the on-line application form.

The Participants door is reserved to the participant who accesses it with a login and password. The Participants door contains information about the Study Visit to which the person concerned will participate or has participated.

The Management door is reserved to the National Agencies and to Cedefop's Study Visits team, who use it to manage participants and visits.

4. Content management

The Content management custom-developed software enables the Study Visits Team to update the content in the General Information Door, the Documentation door and the home page. The Content management software is an integrated software tool-kit for the implementation and management of Olive. The management system completely separates content from presentation. Graphical interface style-sheets are applied to the content. Internet literate editors use the Content management software to create and/or modify online web pages, by filling text into content management editor, and by designing sections and connecting them to the desired information sources.

5. Description of technology

Server: Windows Server 2003, IIS

Database server: SYBASE ASE server - version 15

Microsoft ASP technology for server side programming; ASP pages are implemented using both VB Script and Java Script technologies.

Front end is implemented through the following technologies:

- ✓ HTML
- ✓ Java Script or VB Script
- ✓ XML/XSLT technology

Part of the interface (report pages) is implemented using the Java Applet.

XML caching utilities are used for minimizing database queries and servers load. Images are stored in the file system for increasing performance.