



CEDEFOP

European Centre for the Development
of Vocational Training

Thessaloniki, 08/05/08
RS/PRO/2008/522

OPEN INVITATION TO TENDER

AO/CID/SB/Graphic-design-Pre-press/001/08

“Graphic design and pre-press for Cedefop print and electronic media”

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 Tendering 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 17/06/2008 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 17/06/2008 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 17:00 on 17/06/2008 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 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 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/CID/SB/Graphic-design-Pre-press/001/08</p> <p style="text-align: center;">“Graphic design and Pre-press for Cedefop print and electronic media”</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 service 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 30.06.2008, 11.00 hours (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,

G. Paraskevaïdis
Head of Finance and Procurement

Attached: Tendering Specifications

OPEN INVITATION TO TENDER

AO/CID/SB/Graphic-design-Pre-press/001/08

“Graphic design and pre-press for Cedefop print and electronic media”

Tendering specifications

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Introduction to Cedefop

Cedefop is a decentralised EU agency based in Thessaloniki, Greece. It is the European Union's reference centre for vocational education and training. Cedefop provides information and analyses of vocational education and training systems, policies, research and practice.

It works to promote a European area of lifelong learning throughout an enlarged EU and its tasks are to:

- (a) compile selected documentation and analyses of data;
- (b) contribute to developing and coordinating research;
- (c) exploit and disseminate information;
- (d) encourage joint approaches to vocational education and training problems;
- (e) provide a forum for debate and exchanges of ideas.

Cedefop presents its information in electronic and printed media and also brings people together through the study visits, conferences and seminars it organises. Cedefop's information is targeted at vocational education and training policy-makers, researchers and practitioners in the EU and beyond.

More information on the activities of Cedefop can be found on Internet:

www.cedefop.europa.eu

Cedefop's publications

Cedefop currently has four publications series:

- (a) reference series– priced publications reporting the results of Cedefop's important projects, including a major report on vocational education and training research every three years and another on developments in European vocational education and training policy;
- (b) panorama series– free publications reporting on the outcomes of other thematic studies, as well as short descriptions of the vocational education and training systems in EU Member States;
- (c) dossiers series - free publications reporting on the outcomes of other Cedefop activities, for example conferences; and
- (d) Cedefop publications series– covering Cedefop's work programmes and annual reports, as well as other generic information about Cedefop.

Cedefop publishes approximately 15 new titles each year with a total of 40 publications counting the respective language versions. A promotional flyer is published for each major publication and it is planned to issue four to five briefing notes on topics of interest to senior policy makers each year.

Cedefop is currently reviewing its publications series and changes may be introduced.

Cedefop's websites

Cedefop operates several websites. The Cedefop website www.cedefop.europa.eu provides information about Cedefop as an organisation. The European training village (ETV) www.trainingvillage.gr provides information on Cedefop's projects and developments in vocational education and training in Europe as well as research tools and resources. Cedefop also hosts sites for the study visits programme www.studyvists.cedefop.europa.eu and Europass

www.europass.cedefop.europa.eu. A study visit is a short-term visit of three to five days for a group of 10 to 15 specialists and decision-makers representing various groups of education and vocational training, who examine an aspect of lifelong learning in another participating country. Study visits is one of the actions in the Lifelong Learning Programme 2007-13 (LLP) (Decision 1720/2006/EC, OJ L 327, 24.11.2006.). Europass is a series of documents that can be downloaded or filled in on line to make someone's skills and qualifications clearly and easily understood in Europe.

Cedefop is consolidating these websites into a single portal and strengthening its corporate image on the websites.

Cedefop's conferences

Cedefop stages four to five and exhibits at 15 to 20 conferences per year. Conference and promotional material such as logos, programmes, banners and flyers might be used.

1 Overview of this tender

1.1 Description of the contract

The aim of this invitation to tender is to award a framework contract for the design and pre-press work for print and electronic media including: logos, publications, catalogues, newsletters, promotional material (signs, posters, flyers), conference material (stickers, folders, programmes, notepads, badges, pens, bags, mouse-pads, banners, application forms, administrative forms, greetings, invitation and compliments cards, book marks) and advertisements for magazines.

Cedefop also requires web graphic design and web pages layout services to produce Cedefop's online material rapidly in several languages for the Web.

1.2 Place of delivery or performance

The tasks must be completed at the contractor's premises.

1.3 Variants

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

1.4 Value or quantity of purchase

Estimated expenditure: 300.000 EUR per year over four years (Total estimation for four years: 1 200 000 Euro).

1.5 Validity of tenders

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

1.6 Duration of the contract

The resulting framework contract shall enter into force on the date of signature of the last contracting party and shall be valid for a period of 12 months. The contract may be automatically renewed up to three times, each time for an additional period of 12 months.

1.7 Main terms of financing and payment

Payments will be made within 30 days of submission of detailed invoices and on the conditions set out in the draft contract.

2 Technical specifications

2.1 General purpose

Cedefop wishes to acquire design, layout and prepress services to produce Cedefop electronic and hard copy material rapidly in a several languages as required.

This invitation to tender concerns design, layout and prepress services related to Cedefop's website and publications' series. In addition, it covers conference materials and promotional literature linked to Cedefop's publications, conferences and other activities.

2.2 Description of the tasks

The contractor shall be requested to use design to communicate visually through a range of print and electronic media, combining typography, visual arts and page layout. See Annex F for detailed technical requirements and Annexes L (Cedefop Layout Guidelines) and M (Cedefop Visual Identity System) for design guidelines.

2.3 Deliverables and timetable (outcome)

Deliverables will be ordered through order forms within the context of this Framework Contract and according to Cedefop needs.

Indicative timetable for the delivery of design and pre-press work products: between 2 and 10 working days, as specified by Cedefop in each order form, depending on the type, volume and level of complexity of the product.

- Publications: 5-10 working days
- Promotional material (flyers): 2-5 working days
- Conference material: 2-10 working days, including production
- Web design: 2-10 working days

Final products should be delivered with no extra charge in both the following formats

- The complete collection of electronic files, primary and supporting archives (images etc.). All files should be 'open' and editable
- Ready-for-press (production of films or CtP) electronic archives, PDF or EPS. Files should be 'closed' and device independent.

Both sets of archives must be delivered to Cedefop premises (Publications Service) in Thessaloniki; transfer of deliverables by secure internet connection and CD-ROM required

2.4 Use of Third-Party Material

Images / Illustrations

Third-party material subject to royalties, copyright or licensing such as images and illustrations will be reimbursed to the contractor on an ad-hoc basis. Costs will be calculated and invoiced separately from the layout of the publication or design of promotional material. Excepted from this procedure are all images or collections already in possession of the contractor (for general use). The below procedure will be followed:

Once Cedefop and the contractor have preliminarily agreed on the choice of the appropriate images as proposed by the contractor, the contractor shall notify Cedefop of the costs (if any). Following the approval by Cedefop, the contractor shall invoice the exact amount paid (no

overheads) and attach the relevant proof of purchase. Royalties, copyright or licences will pass over to Cedefop upon invoicing.

Fonts

The contractor must have beforehand in his possession legal copies of the fonts set by Cedefop layout / design guidelines. There will be no reimbursement for font usage.

2.5 Travel expenses

Travel and accommodation expenses for a one-day meeting a year and separately the cost for a two-hour videoconference (two participants: contractor and Cedefop) should be included in the financial offer (see point 5.4) as requested in the Annex J. The contractor may be requested to participate in these meetings organised in Cedefop's premises to discuss planning and other issues related to performance of the contract, such as scheduling, quality, delivery times and changes in production procedures.

3 Specific information concerning participation in 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 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 tenderer must submit evidence of their economic, financial, technical and professional capacity to perform the contract.

Economic and Financial capacity

Requirement

- The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.
- The tenderer's company must have a minimum annual turnover of 750000 Euro.

Proof of economic and financial capacity may be provided by the following document (see Annex H: Checklist: Selection Criteria):

- a statement of overall turnover as submitted to the tax authorities of the last two financial years.

Technical and professional capacity

Requirements

Tenderers must provide evidence of their competence and professional experience to perform the contract.

Tenderers must:

1. demonstrate that the company has sufficient technical and professional capacity in graphic design and pre-press work over the last two years;
2. provide proof of personnel professional capacity. The tenderer should have at least three members of staff who work on design and three members of staff who work on lay-out and page setting with a minimum experience of three years each. If applicable, tenderers should also describe the use of freelancers (Freelancers are regarded as sub-contractors. Please refer to point 4.2 of these Tendering specifications);

3. provide proof of evidence for experience of design and lay-out/page setting work (contracts, reference lists...), including expertise of working in at least three European languages (including English);
4. be equipped with a minimum of:
 - software to create PDF files optimised for pre-press and the web;
 - the following software programs (or equivalents) with the appropriate licenses:

Adobe In-design and/or Quark Xpress and/or Quark Express Passport	Photoshop	Macromedia Flash
Adobe Acrobat	Adobe illustrator and/or Freehand and/or Corel draw	Dream weaver
		Adobe fireworks

5. using a secure broadband internet connection (e-mail, FTP) for electronic file transfer.

The documents or information described in **Annex G** must be presented as evidence of compliance with the above criteria. See also the check-list in Annex H.

6. provide proof of enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established (see Annex H: Checklist: Selection Criteria).

By submitting a tender, each legal entity involved therein accepts the possibility of a check being carried out by Cedefop on its technical capacities and, if necessary, on its facilities and quality-control measures.

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 in this tender

4.1 Participation of consortia

Groupings of suppliers (or consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition. Such grouping (or consortia) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a tender.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria 'technical and professional capacity', the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

If awarded, the contract will be signed by the company or the person heading the project who will be vis-à-vis Cedefop, the only contracting party responsible for the performance of this contract. Tenders from consortia of firms or group of service providers, contractors or suppliers, must specify the role, qualifications and experience of each member or group.

4.2 Subcontracting

Any subcontracting must be approved by Cedefop, either by accepting the tenderers tender, or, if proposed by the Contractor after contract signature, by an exchange of letters. The subcontracting will be accepted only if it is judged by Cedefop to be necessary to complete the project, and does not lead to distortion of competition. If awarded, the contract will be signed by the Tenderer who will be the only contracting party responsible for the performance of the contract.

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 (See also Annex G).

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 have their technical and financial proposals 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. Merit of the examples regarding the level of creativity, originality, aesthetics and range of material (35 points)

This will be evaluated on the basis of the examples submitted by tenderers.

2. Delivery and organisation of work (30 points)

Tenders will be assessed according to the coherence, reliability and efficiency of the proposed procedures.

3. Quality assurance and follow-up services (20 points)

Tenders will be assessed according to the appropriateness of quality management and follow-up offered.

4. Coherence and consistency of the proposal (15 points)

Tenders will be assessed according to the overall consistency, presentation and coherence of the offer.

Tenderers scoring less than 50% for one criterion or less than 60 in total out of a total of 100 for technical award criteria will not be considered as technically acceptable and will therefore be rejected.

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:

- a) examples, illustrating the design and pre-press (web design, page layouts, DTP) work on a range of materials (for example publications, conference materials, posters etc) for print and electronic media the tenderer has produced in the last three years. The examples should clearly indicate if the tenderer did the design, or pre-press work or both;

- b) a detailed description outlining the production process, the delivery process, procedures and resources planning, etc. that will be applied. This should also include response time, etc. (see also 2.3);
- c) a description of quality management procedures applied and which follow-up services will be provided to secure high quality service.

For both b) and c), tenders should show how this work plan would apply to production of the material listed in Annex K of the Tender documents – Technical proposal scenario.

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 who scored 50% or more for each technical award criterion or 60 points or more for all criteria will have their financial proposal evaluated.

The evaluation will be made on the basis of the prices offered in Annex J, i.e the price schedule prices which are automatically translated into overall prices in the specimen quotation part of the the same Annex J..

5.4 Financial proposal

The financial proposal should indicate the total price in order to carry out all the activities indicated in the technical specifications. Tenderers are requested to fill in all fields in the price schedule of the Annex J, taking into consideration the specimen quotations description of Annex I.

The submitted prices will be applied by Cedefop to the specimen quotations description of Annex I in order to arrive at a total price as shown in the specimen quotation of Annex J. This total price will be used to calculate the quality/price ratio mentioned in the introduction of point 5.

Tenderers are requested to:

- download the Excel-files of Annex J from Cedefop's website: <http://www.cedefop.europa.eu/>
- submit the filled-in Excel files of Annex J on a CD-ROM
- submit a signed printout of the filled-in Excel files of Annex J (the price schedule together with the automatically generated specimen quotation prices).

Information concerning price

- The prices quoted must be fixed and not revisable for the first year of the contract. From the second year of the contract, prices may be revised as specified in the draft contract.
- Prices must be quoted in euro and include all expenses including travel.
- Under article 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, Cedefop is exempt from all charges, taxes and dues, including value added

tax (VAT). Such charges may not therefore be included in the calculation of the price quoted. The VAT amount must be indicated separately see point 5.4.

6 Information on presentation and content of tender

It is 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 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 of mandatory documents found in Annex N
- 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 found 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 copy and four bound copies of the technical proposal providing all information requested in point 5.2 and Annex K including information relevant to subcontracting as requested in point 4.2 and the examples for design, and lay-out and page setting work.

6.3 Envelope C – Financial proposal

One original signed unbound copy and four bound copies of the financial proposal Annex J and a CD-ROM.

ANNEX A

CONTRACT NOTICE

ANNEX B

DRAFT FRAMEWORK 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 judgment 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 entity of the tenderer, from the following website)

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

ANNEX E

FINANCIAL IDENTIFICATION FORM

(to be downloaded, depending on the nationality of the tenderer, from the following website)
http://europa.eu.int/comm/budget/execution/ftiers_en.htm

ANNEX F

DETAILED TECHNICAL SPECIFICATIONS

ANNEX G

TECHNICAL QUESTIONNAIRE

ANNEX H

CHECK-LIST

ANNEX I

SPECIMEN QUOTATION DESCRIPTION

ANNEX J

**PRICE SCHEDULE – SPECIMEN QUOTATION PRICES (EXCEL
FILE)**

ANNEX K

**TECHNICAL PROPOSAL SCENARIO AND SAMPLE FILE OF
PUBLICATION**

ANNEX L

CEDEFOP LAYOUT GUIDELINES

ANNEX M

CEDEFOP VISUAL IDENTITY SYSTEM

ANNEX N

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	<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	<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	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'B' must contain</u> one original and four copies of:				
- the technical proposal.	5.2	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'C' must contain</u> one original four copies of:				
- the financial proposal.	5.4	<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.