



**CEDEFOP**

European Centre for the Development  
of Vocational Training

Thessaloniki, 18/07/2008  
RS/PRO/2008/773

**OPEN INVITATION TO TENDER**  
**AO/CID/SB/Editing/016/08**  
**Editing Services**

Dear Sir/Madam,

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

The purpose of this tender and additional information necessary to present a tender can be found in the attached 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 exclusively in one of the following ways:  
(a) **by post** to be dispatched not later than **05/09/2008** 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](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.*

**Do not attach your offer to the confirmation e-mail or fax.**

or

(b1) **by courier service** to be dispatched not later than **05/09/2008**, in which case the evidence shall be constituted by the date of dispatch, or the date of the deposit slip,

or

(b2) **delivered by hand** not later than **17h00** on **05/09/2008**, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the above mentioned Service who took delivery,

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 / 490 064**

Please note that Cedefop is open from 09h00 to 17h00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

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

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;"><b>OPEN INVITATION TO TENDER</b> <b>Cedefop No: AO/CID/SB/Editing/016/08</b> <b>‘Editing Services’</b> <b>Name of tenderer:</b> <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 tendering 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 **18/09/2008, 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 (+30 2310 49 00 28) or by e-mail (C4T-services@cedefop.europa.eu) at least two working days prior to the opening session.

7. Contacts between the contracting authority (Cedefop) and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

- At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the tendering documents. Any request for additional information must be made in writing by fax (+30 2310 49 00 28) or by e-mail (C4T-services@cedefop.europa.eu).

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

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

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

After the opening of tenders:

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

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

Yours sincerely,

George Paraskevaïdis  
Head of Finance & Procurement

Attached: Tendering Specifications

# **OPEN INVITATION TO TENDER**

**AO/CID/SB/Editing/016/08**

**‘Editing services’**

**Tendering Specifications**

## Table of contents

INTRODUCTION TO CEDEFOP .....	- 7 -
1. OVERVIEW OF THIS TENDER .....	- 8 -
1.1. Description and type of the contract.....	- 8 -
1.2. Place of delivery or performance.....	- 8 -
1.3. Division into lots .....	- 8 -
1.4. Variants.....	- 8 -
1.5. Value or quantity of purchase.....	- 8 -
1.6. Validity of tenders .....	- 8 -
1.7. Duration of the contract(s).....	- 8 -
1.8. Main terms of financing and payment.....	- 8 -
2. TECHNICAL SPECIFICATIONS FOR LOT 1 AND LOT 2.....	- 9 -
2.1. Introduction .....	- 9 -
2.2. General purpose.....	- 9 -
2.3. Description of the tasks .....	- 9 -
2.4. Deliverables and timetable (outcome).....	- 10 -
3. SPECIFIC INFORMATION CONCERNING PARTICIPATION TO THIS TENDER.....	- 11 -
3.1. Exclusion criteria.....	- 11 -
3.2. Selection criteria .....	- 11 -
3.3. Legal Position .....	- 12 -
4. ADDITIONAL INFORMATION CONCERNING PARTICIPATION IN THIS TENDER.....	- 12 -
4.1. Participation of consortia.....	- 12 -
4.2. Subcontracting/Subcontractors .....	- 12 -
5. AWARD OF THE CONTRACT .....	- 13 -
5.1. Technical evaluation.....	- 13 -
5.2. Technical proposal.....	- 13 -
5.3. Financial evaluation.....	- 14 -
5.4. Financial proposal.....	- 14 -
6. INFORMATION ON PRESENTATION AND CONTENT OF TENDER.....	- 15 -
6.1. Envelope A - Supporting documents.....	- 15 -
6.2. Envelope B – Technical proposal .....	- 15 -
6.3. Envelope C – Financial proposal.....	- 15 -

**ANNEXES:**

- Annex A: CONTRACT NOTICE
- Annex B: DRAFT FRAMEWORK CONTRACT
- Annex C: DECLARATION ON EXCLUSION CRITERIA
- Annex D: LEGAL ENTITY FORM
- Annex E: FINANCIAL IDENTIFICATION FORM
- Annex F: CHECK LIST OF MANDATORY DOCUMENTS
- Annex G: CEDEFOP's STYLE MANUAL (DE)
- Annex H: EDITING TEST FOR LOT 1 (DE)
- Annex I: CEDEFOP's STYLE MANUAL (FR)
- Annex J: EDITING TEST FOR LOT 2 (FR)

## INTRODUCTION TO CEDEFOP

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

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

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

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

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

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

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

## 1. OVERVIEW OF THIS TENDER

### 1.1. Description and type of the contract

#### a) Editing services

The support of experienced editors is required to improve the quality and the readability of Cedefop publications in print or on the web in German and French.

#### b) Type of contract

Framework contract(s) with one single operator.

### 1.2. Place of delivery or performance

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

### 1.3. Division into lots

This invitation to tender is divided into the following two Lots.

- **Lot-1: Editing Services in German**
- **Lot-2: Editing Services in French**

Tenderers may submit tenders **for one or more lots**. Please note that in the case where you tender for more than one lot, a separate tender must be made for each lot. Each individual lot will be examined separately.

### 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 budget available for this activity for **both lots is 60.000,00 Euro** for 4 years.

- **Lot-1: Editing Services in German:** Estimated budget available for this activity is **30.000,00 Euro** for 4 years.
- **Lot-2: Editing Services in French:** Estimated budget available for this activity is **30.000,00 Euro** for 4 years.

### 1.6. Validity of tenders

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

### 1.7. Duration of the contract(s)

The contract(s) 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 **two (2) times** for an additional period of **one (1) year**, covering an acquisition period of total **four (4) years**. Any renewal will be subject to an amendment to the contract(s).

### 1.8. Main terms of financing and payment

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



## **2. TECHNICAL SPECIFICATIONS FOR LOT 1 AND LOT 2**

### **2.1. Introduction**

Cedefop provides information in various formats, such as articles, press releases and dossiers, for its own, and other, publications and websites. These include information on Cedefop's project work developments in vocational education and training at European level, in EU Member States and candidate countries.

### **2.2. General purpose**

The purpose is to improve the quality and the readability of Cedefop publications in print or on the web in German (Lot 1) and French (Lot 2).

### **2.3. Description of the tasks**

The tasks are:

- editing texts for publication in hard copy or on the web in German for Lot 1 and in French for Lot 2, conforming to the rules of Cedefop's style manual for German (Annex G) and for French (Annex I). Editing levels are:

- language editing to check whether each section of a transcript expresses the author's meaning clearly, particularly in texts where the author is not writing in their native language. It involves looking at each sentence, checking or improving the author's choice of words, punctuation, abbreviations. It can involve cosmetic, textual or house-style corrections, to improve readability;
- substantive editing requiring a substantial rewrite of the text to improve the overall coverage and presentation of a piece of writing, its content, scope, length, level and organisation. The editor may suggest improvements for the author to make, or (in agreement with the author) rewrite and rearrange the material, or suggest better concrete examples, etc.

Cedefop will define the level of editing required when providing the contractor with the text.

Source material will be in German for Lot 1 and French for Lot 2 and include conference reports, speeches, publications, official documents, work programmes, press releases, brochures, leaflets and text for the Internet.

**If it is necessary to replace editor(s) to implement the contract, replacement editor(s) must have equivalent qualifications and experience and are subject to Cedefop's prior approval.**

#### 2.4. Deliverables and timetable (outcome)

The deliverables are texts produced to the required standard in conformity with the relevant Cedefop style manual. The time taken to edit texts depends of the quality of the original manuscript. The following are indicative timetables for texts ranging from 1 to 10 pages and subsequent multiples of 10. The time periods for each job will begin on a starting date agreed between Cedefop and the contractor(s). In circumstances where longer time period is required, particularly where the text is especially difficult, the timetable will be agreed with Cedefop on the basis of a written justification.

Page range/editing type	Language editing (time in working days)	Substantive editing (time in working days)
Document administration and pages 1-10	2 days	3 days
Each additional 1-10 pages	1 day	2 days

#### 2.5. Reports

Reports on the number of pages edited and the time taken will be required every six months.

### 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 in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest in Annex C. Therefore all tenderers, all consortium members (if any) and all subcontractors (if any) shall provide the self-declaration found in Annex C duly signed and dated.

#### 3.2. Selection criteria

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

##### **Economic and Financial capacity**

Requirement:

- The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Proof of economic and financial capacity may, in particular, be furnished by **one or more** of the following documents:

- appropriate statements from the banks or evidence of professional risk indemnity insurance;
- balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed (where publication of the balance sheet is required under the company law of the country in which the economic operator is established);
- a statement of overall turnover and turnover concerning services covered by the contract during the last three financial years.

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

##### **Technical and professional capacity**

Requirement

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

- ability to provide suitably qualified editors;
- three years sound experience in the provision of editing services for the Lot(s) for which the tenderer is applying;
- a university degree or equivalent qualification issued by a training body or professional organisation for those carrying out the work.

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

- CV(s) of the proposed editors;

- a list of comparable contracts (in amount and quality) to the object of this call, provided in the past three years with the sums, dates and recipients for the Lot(s) for which the tenderer is applying.

### **3.3. Legal Position**

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

## **4. ADDITIONAL INFORMATION CONCERNING PARTICIPATION IN THIS TENDER**

### **4.1. Participation of consortia**

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

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

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

### **4.2. Subcontracting/Subcontractors**

Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the tenderer's bid, 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.

In addition, each subcontractor must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria 'technical and professional capacity', the evidence provided by the subcontractor(s) will be checked to ensure that the tenderer with the subcontractor(s) as a whole fulfil the criteria.

Where no subcontractor 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(s) shall be awarded to the tenderer(s) submitting the tender that offers the best value for money (best quality-price ratio) based on the scenario mentioned under points 5.3 and 5.4.

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:

- (a) **understanding of the services requested (45 points);**
- (b) **methodology for the implementation of the requested services (40 points);**
- (c) **delivery time assurance (15 points);**

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

### 5.2. Technical proposal

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the contract(s) as described in the technical specifications. To this end, the tenderer(s) must provide the following documents and/or information to allow evaluation of their offer according to the technical criteria mentioned above:

- (a) **understanding of the services requested:** the ability to provide material suitable for publication will be judged on the results of a test submitted by the tenderer in Annex H for Lot 1 (German) and in Annex J for Lot 2 (French);
- (b) **methodology for the implementation of the requested services:** a description of the production process and persons allocated to provide the service;
- (c) **delivery time assurance:** quality of the measures to ensure deadlines are met and quality maintained. This includes timing of the various stages of production and contingency measures owing to absence of staff or other interruptions in the workflow.

In addition to the above the tenderer must provide the information concerning subcontracting as requested in point 4.2.

### 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 scenario mentioned below. The quantities of the scenario are for evaluation purposes only and are in no way binding on Cedefop.

Scenario for evaluation purposes only (see also table 1 below):

Total price = 150 pages x price for language editing + 50 pages x price for substantive editing

The ratio between the language editing and the substantive editing represents Cedefop's relevant requirements over the past years.

### 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 below.

**Table 1: Financial scenario (for evaluation purposes only)**

Services	Quantity	Unit Price for A4 page (excluding VAT)	Total Price (excluding VAT) ( <i>quantity x unit price</i> )
Language editing: cosmetic, textual or house-style corrections to improve readability	<b>150 pages</b>		
Substantive editing: a substantial rewrite	<b>50 pages</b>		
<b>Total price</b>			

#### **A4 page: 1 500 characters without spaces**

The above prices are VAT excluded. Please indicate additionally the applicable VAT percentage:.....%.

#### **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 framework contract(s) prices may be revised as specified in the framework contract(s).
- Prices must be quoted in euro and include all expenses.
- 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.

## **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.

### **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 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 three 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 copy and three copies of:

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

**ANNEX A**

**CONTRACT NOTICE**



**ANNEX B**

**DRAFT FRAMEWORK CONTRACT**

## ANNEX C

### Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest

The undersigned.....[*name of the signatory of this form, to be completed*]:

- in his/her own name..... (*if the economic operator is a natural person or in case of own declaration of a director or person with powers of representation, decision making or control over the economic operator*)  
or
- representing..... (*if the economic operator is a legal person*)

official name in full (*only for legal person*):.....

official legal form (*only for legal person*):.....

official address in full: .....

VAT registration number: .....

declares that the company or organisation that he/she represents / he/she:

a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) has not been convicted of an offence concerning professional conduct by a definitive court judgement;

c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;

e) has not been the subject of a definitive court judgement for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity detrimental to the Communities' financial interests;

f) is not the subject of administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of its obligation under contract covered by the budget.

In addition, the undersigned declares on their honour that:

g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;

h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;

j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;

k) that the information provided to Cedefop within the context of this invitation to tender is accurate, sincere and complete;

l) that in case of award of contract of a value greater than 133,000 Euro, they shall provide the evidence that they are not in any of the situations described in points a), b), d) and e) above. Specifically:

*For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required 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. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.*

*For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.*

*For any of the situations (a), (b), (d) or (e), where any document described in the two paragraphs above is not 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.*

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under Article 134b in conjunction with Article 133a of the Commission Regulation (EC, Euratom) No 2342/2002 of 23/12/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, which may be applied by analogy by Cedefop if any of the declarations or information provided prove to be false.

Full name

Date

Signature

## **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](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](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

### 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**

<b>Mandatory documents to be included as part of the tender</b>	<b>Reference paragraph</b>	<b>Included</b>		<b>If the document is not included, please provide an explanation for the reason</b>
		<b>Yes</b>	<b>No</b>	
<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 & 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 three copies of:				
- the technical proposal	5.2	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'C' must contain</u> one original and three copies of:				
- the financial proposal	5.4 (table 1)	<input type="checkbox"/>	<input type="checkbox"/>	

**You should also ensure that:**

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

**ANNEX G**

**CEDEFOP'S STYLE MANUAL (DE)**

**ANNEX H**

**EDITING TEST FOR LOT 1 (DE)**



**ANNEX I**

**CEDEFOP'S STYLE MANUAL (FR)**

**ANNEX J**

**EDITING TEST FOR LOT 2 (FR)**