

GR-Thessaloniki: editing services

2008/S 134-178128

Contract notice

Services

Section I: Contracting authority

I.1) Name, addresses and contact point(s):

Cedefop — European Centre for the Development of Vocational Training, attn: Mr George Paraskevaidis, 123, Europe Str. — PO Box 22427, GR-55102 Thessaloniki. Contact: Ms Dimitra Eleftheroudi. Fax (30-2310) 49 00 28. E-mail: c4t-services@cedefop.europa.eu.

Internet address(es):

General address of the contracting authority: <http://www.cedefop.europa.eu>.

Address of the buyer profile: <http://www.cedefop.europa.eu>.

Further information can be obtained at:

as in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:

as in above-mentioned contact point(s).

Tenders or requests to participate must be sent to:

as in above-mentioned contact point(s).

I.2) Type of the contracting authority and main activity or activities:

European institution/agency or international organisation.

The contracting authority is purchasing on behalf of other contracting authorities: no.

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Editing services.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 27.

Main place of performance: contractor's premises.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Duration of the framework agreement: duration in year(s): 48.

Estimated total value of purchases for the entire duration of the framework agreement:

Frequency and value of the contracts to be awarded: initial contract duration of 24 months with 2 possible extensions of 12 months each.

- II.1.5) **Short description of the contract or purchase(s):**
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.
- II.1.6) **Common procurement vocabulary (CPV):**
74870000.
- II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**
Yes.
- II.1.8) **Division into lots:**
Yes.
Tenders should be submitted for: 1 or more lots.
- II.1.9) **Variants will be accepted:**
No.
- II.2) **Quantity or scope of the contract**
- II.2.1) **Total quantity or scope:**
Estimated budget available for this activity is EUR 60 000 for 4 years.
- II.3) **Duration of the contract or time limit for completion:**
Duration in months: 24 (from the award of the contract).

Information about lots

Lot No 1

Title: Editing services in German

- 1) **Short description:**
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.
- 2) **Common procurement vocabulary (CPV):**
74870000.
- 3) **Quantity or scope:**
Estimated budget available for this activity is EUR 30 000 for 4 years.

Lot No 2

Title: Editing services in French

- 1) **Short description:**
The support of experienced editors is required to improve the quality and the readability of Cedefop publications in print or on the web in French.
- 2) **Common procurement vocabulary (CPV):**
74870000.
- 3) **Quantity or scope:**
Estimated budget available for this activity is EUR 30 000 for 4 years.

Section III: Legal, economic, financial and technical information

- III.1) **Conditions relating to the contract**
- III.1.1) **Deposits and guarantees required:**
See tender documents.

- III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**
See tender documents.
- III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**
See tender documents.
- III.1.4) **Other particular conditions to which the performance of the contract is subject:**
Yes.
Subcontracting is allowed. For more information please refer to tender documents.
- III.2) **Conditions for participation**
- III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**
Information and formalities necessary for evaluating if requirements are met:
see tender documents.
- III.2.2) **Economic and financial capacity:**
Information and formalities necessary for evaluating if requirements are met:
see tender documents.
- III.2.3) **Technical capacity:**
Information and formalities necessary for evaluating if requirements are met:
see tender documents.
- III.3) **Conditions specific to services contracts**
- III.3.1) **Execution of the service is reserved to a particular profession:**
No.
- III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**
Yes.

Section IV: Procedure

- IV.1) **Type of procedure**
- IV.1.1) **Type of procedure:**
Open.
- IV.2) **Award criteria**
- IV.2.1) **Award criteria:**
The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.
- IV.2.2) **An electronic auction will be used:**
No.
- IV.3) **Administrative information**
- IV.3.1) **File reference number attributed by the contracting authority:**
AO/CID/SB/Editing/016/08.
- IV.3.2) **Previous publication(s) concerning the same contract:**
No.
- IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**
Time limit for receipt of requests for documents or for accessing documents: 22.8.2008.

Payable documents: no.

IV.3.4) **Time limit for receipt of tenders or requests to participate:**

5.9.2008.

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish and Swedish.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**

Duration in month(s): 6 (from the date stated for receipt of tender).

IV.3.8) **Conditions for opening tenders:**

Date: 18.9.2008 (11:00).

Place: Cedefop's premises.

Persons authorised to be present at the opening of tenders: yes.

Each tenderer may be represented at the opening of tenders by 1 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 2 working days prior to the opening session.

Section VI: Complementary information

VI.1) **This is a recurrent procurement:**

No.

VI.2) **Contract related to a project and/or programme financed by EU funds:**

No.

VI.3) **Additional information:**

Tender documents are available for downloading on Cedefop's web site: www.cedefop.europa.eu.

VI.5) **Date of dispatch of this notice:**

2.7.2008.