

Thessaloniki, 22/07/2008
RS/PRO/2008/785

OPEN INVITATION TO TENDER

AO/RES/KD/DCC-childminder-services/015/08

‘Provision of childminder services for Cedefop Day Care Centre’

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 15/09/2008 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)
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 email or fax.**

- (b) or by courier service to be dispatched not later than 15/09/2008 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 15/09/2008 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/RES/KD/DCC-childminder-services/015/08</p> <p style="text-align: center;">‘Provision of childminder services for Cedefop Day Care Centre ’</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>
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The inner envelope must also contain three sealed envelopes, namely, Envelope A – “Supporting Documents”, Envelope B – “Technical Proposal” and Envelope C – “Financial Proposal”. The content of each of these three envelopes is described in point 6 of the attached tender specifications.

4. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible so that there can be no doubt as to words and figures.
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft 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 25.09.2008, 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. Paraskevaidis
Head of Finance and Procurement

Attached: Tendering Specifications

OPEN INVITATION TO TENDER

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‘Provision of childminder services for Cedefop Day Care Centre’

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

Cedefop comprises an in-house crèche / day care centre (DCC) for children from 5 months to 12 years of age. It is the facility offered by Cedefop to its employees and meant to improve the working and general living conditions of staff. At the moment, a large majority of children is below 4 years old and only 3 to 5 children are older but below 10 years old. This situation may slightly change within the following years, according to the needs of Cedefop staff.

Cedefop DCC offers a safe environment and stimulating pedagogical programme to attending children from 5 months to 12 years of age. In addition to the practical assistance, the Cedefop DCC plays an educational role, operating as an extension of the family and introducing the children to life in society, eventually helping the integration into the Greek society, striving to combine in the best possible way the service of a crèche and an after school care.

Geared as it is to the working hours and obligations of staff as well as to the diversity of their languages and customs, the DCC allows parents to carry out, with complete peace of mind, the job for which they were recruited.

The DCC is located in the premises of Cedefop, in Pylea. Public transport to and from Cedefop is sporadic. The opening hours of the DCC are from 8:30 – 18:00.

There are currently two full time (7.5 hours per day) permanent childminders and a temporary trainee childminder working at the DCC.

1 Overview of this tender

1.1 Description and type of the contract

Cedefop intends to conclude a Framework contract with a provider of childminder services for support in its crèche/day care centre (DCC).

This Framework contract will be implemented through order forms, which will specify the number of hours needed and the period during which the services are required. Only the signature of these order forms is binding on Cedefop.

1.2 Place of delivery or performance

The tasks must be completed on the Cedefop premises in Thessaloniki.

A site visit is foreseen on 26/08/08 at 10.30 in order to allow the potential tenderers to inform themselves of the working environment, which could help them draft their offer.

Meeting point is at Cedefop security booth. The names of the persons (two maximum from each tenderer) participating in the site visit must be made known in writing per fax (+30 2310 490028) or per email (c4t-services@cedefop.europa.eu) until 14.00 local time on the previous day of the site visit.

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

The volume of this contract is estimated at 1500 hours per year, i.e. 6000 hours for possible four-year duration of the contract.

1.6 Validity of tenders

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

1.7 Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party, i.e. Cedefop and shall be valid for a period of 12 months. It may be automatically renewed up to three (3) times, each for an additional period of one (1) year, covering an acquisition period of total four (4) years (1+1+1+1).

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 General purpose of the contract

The contractor shall provide high quality full childcare support services and support in pedagogical activities, which will be an integral part of the DCC activities, in cooperation with the permanent staff of the DCC.

2.2 Description of the tasks

The required services include tasks such as:

- pedagogical activities,
- help children with homework,
- tending to children's hygienic needs including potty training,
- preparing breakfast and afternoon snacks,
- preparing babies and toddlers for nap, and provide surveillance during the nap
- cleaning up kitchen.

2.3 Deliverables

The required services shall be provided as of 16 October 2008 in accordance with the issued order forms. In general, services will be needed from Monday until Friday, from 15.00 until 18.00 and on some days, between 8.30 and 18.00. Very occasionally, a second person might be needed (e.g. in case of absence of Cedefop's permanent childminders).

Services are needed all year round except for the days when Cedefop is closed. Cedefop holidays usually cover the Greek official holidays. Indicatively, please find in annex the list of Cedefop's holiday in 2008.

2.4 Other conditions

- The contractor shall guarantee that the services provided are applied in a stable and reliable fashion. Should it be necessary to replace (temporarily or permanently) the childminder(s) to implement the contract, the contractor shall propose replacement childminder(s) who must have equivalent qualifications and experience as those requested in point 3.2. These replacement childminder(s) are subject to Cedefop prior written approval, following examination of their CV and relevant documents attached as well as assessment in the context of an interview.
- The contractor shall bear sole responsibility for respect a) of the applicable legal requirements and rules regarding personal and professional insurance and health and hygiene compliance of the proposed childminders, and b) of tax related obligations. Before initial contract signature, but also at the opportunity of each further renewal, Cedefop shall check the validity and appropriateness of the relevant evidence submitted by the contractor and may request additional proofs if not satisfied.
- Throughout the duration of the contract contractor's staff involved in execution of the contract remain solely employed by him and shall have no employment relationship with Cedefop. Cedefop shall supply the assigned childminders with special access cards and instructions for their use, while the occasional presence in Cedefop's premises of the contractor or any other of his employees shall be subject to standard rules applicable to visitors.
- Contractor's assigned childminders may not remove any object belonging to Cedefop, even if considered useless, and must refrain from obtaining information or documents not related to their tasks.

3 Specific information concerning participation to this tender

Tenderers must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure.

3.1 Exclusion criteria

Participation to this tender is only open to tenderers who are not in one of the situations listed below:

- a) bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) have been convicted of an offence concerning their professional conduct by a definitive court judgement;
- c) have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) have been the subject of a definitive court judgement for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in a serious breach of contract for failure to comply with their contractual obligations.

In addition to the above, contracts may not be awarded to tenderers who, during the procurement procedure:

- are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Means of proof required

The tenderer shall provide the self-declaration found in Annex C which states that none of the aforementioned grounds for exclusion applies to the tenderer.

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

3.2 Selection criteria

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

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

Ability to supply the requested services as described in this call for tender. Proof of enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established, is required.

The tenderer must propose at least two childminders who must have a formal qualification as a nursery school teacher, at least 2 years' working experience as a childminder, experience of

working with babies from 5 months and excellent language skills in Greek as well as good knowledge of English.

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

- At least two CVs mentioning the educational and professional qualifications of the person(s) responsible for providing the services, including a description of the nature of the main services in relation to young children provided for the last two years with dates and recipients (references). The tenderer is requested to use the Europass CV as attached in Annex F or to be downloaded from the following link:
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>
- Copy of all relevant documents must be attached to the CV(s)
- In case of natural persons presenting a joint-offer (consortium of natural persons), a letter of intent stating the cooperation as well as the name of the person leading the consortium and who will sign the contract, must be provided.

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.

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:

- Technical Award criterion 1: Quality of the interview conducted with the two proposed persons responsible for providing the services (80 points)

The interviews will focus on how the services will be provided, thus reflecting the quality of the pedagogical concept, the knowledge and awareness of main issues in area of childminder services and the personal qualities of the interviewees. Personal qualities are to be understood in the sense of behaviour and manners vis à vis the requirements of a nursery.

Each interview shall receive a total of 40 points. In case the tenderer submits more than two CVs, the two interviews scoring the best points against 40 shall be retained for the purpose of the evaluation.

- Technical Award criterion 2: Reliability of the provision of the services (20 points)

This award criterion will be assessed on the basis of the description provided by the tenderer (see point 5.2), its coherence and clarity.

Tenders scoring less than 60 (of a total maximum of 100) points against all technical award criteria and less than 55 (of a maximum of 80) points against technical award criterion 1 - interview, will not be considered acceptable and will therefore not have their financial proposal evaluated.

The interviews are foreseen to take place on **02-03/10/08**.

Only the tenderers whose tenders have met the requirements of the exclusion and selection criteria will be invited for the interview. They will be informed in writing on the exact day and time at least two working days before the date of their interview.

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 and besides the participation to the interview, the tenderer must provide the following document to allow evaluation of their offer according to the technical criterion 2 mentioned above:

- a short description of the measures taken to guarantee the reliability of the services, especially in case of a sudden short-term non-availability of the proposed childminder(s).

5.3 Financial evaluation

The evaluation will be made on the basis of the price offered.

If the price offered is only the price per hour, then the quality-price ratio will be calculated based on this price.

If special hourly prices apply with regard to overtime, the following formula will be applied:

$$90\% \times \text{Price per hour} + 10\% \times \text{Price for overtime} = \text{Total Price}$$

The quality-price ratio will be calculated based on the Total price.

5.4 Financial proposal

The financial proposal should indicate the **price per hour** in order to carry out all the activities indicated in the technical specifications.

If special hourly prices apply with regard to overtime, these should be indicated separately and the way overtime is calculated and invoiced should be explained.

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 framework 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 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.

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 G
- 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.

6.3 Envelope C – Financial proposal

One original signed version and four copies of:

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

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 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
EUROPASS CV

ANNEX G

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</u> documents to be included as part of the tender	Reference paragraph	Included		If the document is not included, please provide an explanation for the reason
		Yes	No	
<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 and 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 clear and unambiguous.
<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.