


CEDEFOP

 European Centre for the Development
of Vocational Training

 Thessaloniki, 29/09/2008
RS/PRO/2008/1020

OPEN INVITATION TO TENDER
AO/ICTF/LT/Heating Oil/025/08
‘Acquisition of Heating Oil’

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 preferably in English, or in one of the official languages of the European Union (see point IV.3.6 of the contract notice).
2. Tenders may be submitted exclusively in one of the following ways:

(a) by post to be dispatched not later than **07/11/2008**, 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 by 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 (or any summary thereof) to the confirmation e-mail or fax

or

(b1) by courier service to be dispatched not later than **07/11/2008**, 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 **07/11/2008**, 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;">OPEN INVITATION TO TENDER CEDEFOP No: AO/ICTF/LT/Heating Oil/025/08 ‘Acquisition of Heating Oil’ Name of tenderer: 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 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 **17/11/2008, 11h00** (local time). Each tenderer may be represented at the opening of tenders by one person. The name of the person attending the opening must be notified in writing by fax (Fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least two working days prior to the opening session.

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

Before the final date for submission of tenders:

- At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the tendering 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).

Requests for additional information/ clarification should be received by 30/10/2008. No such requests will be processed after that date.

- 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. All costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

9. 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.

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 candidates or tenderers notified.

10. Tenderers are informed that for the purposes of safeguarding the financial interests of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the general Financial Regulation may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the same Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to Cedefop's Head of Finance and Procurement.

11. Evaluating your tender, and your possible subsequent replies to questions, in accordance with the specifications of the invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). Such required personal data will be processed by Cedefop's Finance & Procurement Service solely for that purpose and pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the

Head of Finance & Procurement Service. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

12. 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

Cedefop No: AO/ICTF/LT/Heating Oil/025/08

‘Acquisition of Heating Oil’

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.

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:

1. 'promoting the image and attractiveness of the vocational route for employers and individuals to increase participation in VET;
2. achieving high levels of quality and innovation in VET systems to benefit all learners and make European VET globally competitive;
3. 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;
4. 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) Title of the contract: “**Acquisition of Heating Oil**”
- b) The specifications and requirements in this document constitute a call for tenders for the acquisition of heating oil (oil for external burning) in the context of a framework contract signed between the successful tenderer and Cedefop.
- c) The type of contract is a Framework Supply Contract.

Orders will be placed by means of Order Forms. Order Forms will be issued throughout the validity of the contract and only these Order Forms are binding on Cedefop. Taking into account past deliveries to Cedefop in terms of dates and wholesale quantities, but depending also on Cedefop future needs and its budget situation, each Order Form is expected to cover monthly deliveries varying from 5000-10000 Litres, for the “cold” period from autumn till spring.

1.2 Place of delivery or performance

The ordered quantities of heating oil must be delivered to Cedefop premises, Europe 123, Pylea, Thessaloniki and specifically to building complex areas indicated by Cedefop’s Facilities Manager or a competent person appointed by him.

Cedefop has two (2) tanks (2000 mm x 2000 mm basis and 1500 mm height) for Heating Oil with capacity of 6000 Litres each. Every cm in height corresponds to 40 litres in each tank.

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 Quantity of purchase

Cedefop foresees to purchase an average of 60.000 litres of heating oil per year depending on the climate conditions and specific needs, i.e. around **240.000 litres over the 4 year period** of the framework contract.

For information to the tenderers the annual consumption of Heating Oil is summarized into the following table:

Year	Annual consumption (litres)
2002	52 018
2003	69 755
2005	53 001
2006	67 100
2007	58 000
Average consumption	59 975

1.6 Validity of tenders

Tenderers must maintain the validity of their tender for at least 6 months following the deadline of submission of tenders, i.e. **07/04/2009**.

1.7 Duration of the contract

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

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 Subject Matter

Cedefop wishes to purchase on a **yearly basis** approximately **60.000 litres heating oil** (oil for external burning) and related services (delivery). The acquisition will be governed by a Framework Supply Contract (see Annex B) of a maximum duration of 4 years.

By submitting its offer the tenderer accepts wholly to provide Heating Oil and services as described below.

2.2 Description of tasks

The contractor is required to:

- Deliver the ordered quantities by own means (barrel tracks - personnel) in areas of the building specified by Cedefop. The cost for the supply and the respective services related to transportation, delivery and tank filling must be included in the submitted financial offer (see Annex C-Financial offer form).
- Deliver the ordered quantities (which may vary from 5000-10000 litres) in a single shipment using adequate capacitance barrel tracks. Fragmented delivery of the ordered quantity of heating oil will not be accepted.
- Supply Heating Oil (oil for external burning) for use with burners of heating installations. The minimum requirements for the Heating Oil are specified in the Ministerial Decision of the Ministers of Finance, Environment- Public works and Industry- Energy and Technology of Greece **No 470/93 (ΦΕΚ 496/Β/ 7-7-93)**, attached as Annex H and are also detailed in point 2.3 below.

2.3 Requirements for the technical characteristics/ parameters of the Heating Oil

2.3.1 General requirements

- Materials - should be a mix of hydrocarbons, clean, clear, with no water or impurities in a content percentage exceeding to the described in the attached Ministerial Decision. The mentioned hydrocarbons should be extracts of oil or their burning products or a mix of both in such an analogy so they fit to the conditions of the present.
- Colouring and traceability – should be in line with decision No 38/92 of the Highest Chemical Council. The colour intensity could vary between ASTM No 3 and ASTM No 5.

- Sampling - it should be done following the methods and instructions described in the decision No 13/85 of the HCC or the standards ISO 3170 or 3171.

2.3.2 Detailed requirements for Physical and Chemical characteristics

The oil to be offered and supplied should conform to the characteristics below. Tenderers shall indicate through submission of a specific sheet the density of the heating oil and indicate the specific values (Flow, Cleaning temperature of cold filter, Max. Water and sediment etc...). Values in all cases should comply with the limits announced below (or be better).

<u>Characteristics</u>	<u>Limits</u>
Density in Kg/m ³ at 15°C	(tenderers must give a value)
Inflammation point minimum °C	55
Flow point maximum °C (a)	
• From 1/10 to 31/3	-9
• From 1/4 to 30/9	0
Cleaning temperature of cold filter °C	
• From 1/10 to 31/3	-5
• From 1/4 to 30/9	-
Max. Water and sediment, %	0,10
Max. Carbon residue, % (b)	0,30
Max. Ash, %	0,02
Max. Sulphur, %	0,30
Max. Viscosity at 40 °C, CT5	6
Max. Corrosion of Copper spring, ASTM No, (c)	3
Min. Ketone rate	40
Min. Condensate at 350 °C, %	85

(a) It is permitted to keep the rate of previous period for 15 days as tolerance.

(b) Measured on 10% of extract residue.

(c) Duration: 3 hours at temperature of 50 °C.

2.3.3 Methods of control

All the above mentioned characteristics will be defined following the methods given below. The evaluation of the results will be done according to standard ISO 4259.

<u>Characteristics</u>	<u>Methods</u>
Density	ASTM D 1298 or ASTM D 4052 or HCC 8/84

Inflammation point	ASTM D 93
Flow point	ASTM D 97
Cleaning temperature of cold filter	EN 116
Water and sediment	ASTM B1796
Carbon residue	ISO 10370
Ash	ASTM D 482 or EN 26245
Distillation	ASTM D86
Viscosity	ASTM D 445
Sulphur	ASTM D 4294
Copper corrosion	ASTM D 130
Ketone rate	ASTM D 4737
Colour	ASTM D 1500
Furfural	Pr-EN 214

Cedefop reserves the right to perform chemical analysis on each delivery of heating oil by submitting samples to the General Chemical State Laboratory. In case that the dispatched sample is found short as regard the standards quality, i.e. not meeting the minimum Physical and Chemical Characteristics for quality, described above in p.2.3.2 and in the Ministerial Decision 470/93 (ΦΕΚ 496/Β/ 7-7-93) of Greece, Cedefop reserves the right to refuse the payment of the ordered standard type heating oil quantity to the contractor.

Cedefop is not obliged to preannounce to the Contractor the execution of a chemical analysis. The taking of sample will however be done in the presence of the delivering agent of the Contractor, and the results of the analysis (with the degree of variation from the minimum standards, if any) will be communicated to the Contractor with the possible decision of Cedefop to request compensation for the eventual damages.

2.4 Delivery

For the wholesale quantities specified in point 1.1, the delivery of the Heating Oil must be executed within two (2) working days starting from the day that an Order Form issued by CEDEFOP is dully signed by the Contractor and returned by fax.

In case of justified difficulties (reported to and accepted by Cedefop) for delivery of the heating oil, the delivery time can be extended.

At every delivery, the delivering agent (the driver) of the Contractor shall make a measurement before and after delivery in order for the delivered quantities to be formally received. It should be noted that every cm in height of each of the two tanks corresponds to a quantity of 40 litres.

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 D. Therefore all tenderers, all consortium members (if any) and all subcontractors (if any) shall provide the self-declaration found in Annex D 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.

3.2.1 Economic & Financial capacity

Requirement:

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

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

- Balance sheets or extracts from financial statements (i.e. profit and loss accounts, tax declarations) 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 the published version must be included; otherwise such documents must be certified by the company's chartered accountant);
- A statement of overall turnover and turnover concerning products and services covered by the contract during the last two financial years.

One of the above documents must show evidence of a **minimum annual turnover of 200.000,00 Euro** in the area of the activity covered by the contract.

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

3.2.2 Technical and professional capacity

Tenderers are required to prove that they have sufficient technical and professional capacity to perform the contract.

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

- Ability to supply wholesale quantities of Heating Oil as described in the Technical Specifications and all related services (tank filling).

Evidence of the technical capacity must be furnished on the basis of the following documents:

- Detailed company profile, demonstrating the ability to provide wholesale quantities of heating oil and perform services similar to those described in point 2.2. of this call for tenders;
- Data for suitable transport resources and for available storage capacity suitable for Heating Oil.

The following documents or information must be furnished in addition to the above presented as proof of the professional capacity to perform the proposed contract:

- Proof of enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established;
- Licence for wholesale trade with oil and oil derivatives;
- List of at least 3 contracts performed in the past three (3) years similar to the scope, size and nature as those required in this call for tenders, indicating the subjects, the amounts, the dates, the name of the consignees i.e. public or private;

- Relevant valid certification on the quality control system of the company (ISO 9001:2000 or equivalent);
- Proof for established environmental management system that was developed according to the requirements of the International Standards of ISO 14001 or equivalent, and has already been implemented in the company's scope of activities, specifically to the loading, transport, storage and distribution of fuels.

3.3 Legal Position

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

4 Additional information concerning participation to this tender

4.1 Participation of consortia

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

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

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

4.2 Subcontracting/Subcontractor

Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the bidder's tender, or, if proposed by the Contractor after contract signature, in writing by an exchange of letters. The subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition. If awarded, the contract will be signed by the Tenderer, who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract.

The tenderer must indicate clearly, which parts of the work will be sub-contracted, and the identity of all subcontractors undertaking more than 10% of the work by value.

In addition, each subcontractor (if any) must provide the required evidence for the exclusion criteria and the selection criteria "technical and professional capacity". 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 sub-contractor is given, the work will be assumed to be carried out directly by the bidder.

5 Award of the contract

The contract will be awarded to the tenderer who submitted the most economically advantageous technically compliant tender.

5.1 Technical evaluation

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated upon compliance with the Technical Specification.

The evaluation committee will rule on the technical admissibility of each tender classifying it as substantially compliant or non-compliant (Yes/No). A tender determined as substantially not compliant will be rejected and may not subsequently be made compliant by correcting the non-conformity (if any) in the context of clarifications provided upon the request of the Evaluation Committee. The assessment of the compliance of the offered Heating Oil in terms of physical and chemical parameters / quality and the respective delivery services will be evaluated against all requirements / criteria detailed in the Technical Specifications (point 2 above). Decisions to the effect that a tender is substantially not technically compliant will be duly justified in the evaluation minutes.

5.2 Technical proposal

The tenderer's technical proposal should consist of a clear and comprehensive response to all requirements **as per the technical specifications in point 2 above.**

To this end, the tenderer must provide a description of **physical and chemical characteristics** of the offered Heating Oil. The Heating Oil offered (and that will be supplied by the selected tenderer) should conform to the physical and chemical characteristics given in the Technical Specification (point 2) and in the Ministerial Decision of the Ministers of Finance, Environment- Public works and Industry- Energy and Technology of Greece No 470/93 (ΦΕΚ 496/B/ 7-7-93), attached as Annex H. Tenderers shall indicate through submission of a specific sheet the density of the heating oil and indicate the specific values (Flow, Cleaning temperature of cold filter, Max. Water and sediment etc...). Values in all cases should comply with the limits announced next to the list in point 2.3.2 (or be better).

The technical proposal should also adequately address the related delivery services – how, within the specified time limit, the tenderer will organise the delivery of the ordered quantities of Heating Oil, by what technical means and resources. The technical offer should describe the methods, used by tenderer, to monitor the deliveries, to control the quality and to measure the exact quantities (means, conditions) of the delivered Heating Oil.

The tenderer shall identify a Project Manager within his organisation who will represent the single contact point for all administrative and operational communication in regards to the contract implementation. Cedefop will also designate the Contact Person in charge of handling the contact with the selected tenderer.

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

The evaluation will be made on the basis of the highest discount rate (leading to cheapest price).

The contract shall be awarded to the tenderer that offers the lowest price by means of a discount rate (% percentage – decimal number up to the first decimal digit) to the average wholesale price on the day of delivery **as determined by the Directorate of Trade of Thessaloniki prefecture**

(NOMARCHIA) - (see Annex C-Financial offer form), i.e. to the technically compliant tenderer offering the highest standard discount rate for the whole duration of the contract.

5.4 Financial proposal

The tenderer is requested to fill in the Annex C-Financial Offer Form indicating in his financial proposal the standard discount rate to apply throughout the duration of the contract to the average wholesale price of Heating Oil (as this price is determined by the Directorate of Trade of Thessaloniki prefecture) on the day of delivery, expressed up to the first decimal, in order to deliver the supplies and related services indicated in the technical specifications.

5.5 Information concerning prices

- The discount rate offered must take into account all expenses such as transport, delivery etc.
- 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 and must be indicated separately on the Financial Offer Form.
- Proof on the average wholesale price must be provided on the contractor's liability, either by adducing relevant certifications, or by authenticating the invoices from the relevant Public Service of Thessaloniki Prefecture. Cedefop reserves the right to examine the validity of the average wholesale prices applicable on the date of delivery.

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 note the instructions indicated in points 2 and 3 of this open invitation 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 D
- the selection criteria documents as requested in point 3.2
- the legal entity form as requested in point 3.3 and found in Annex E
- a statement containing the name and position of the individual(s) entitled to sign the contract
- the financial identification form as found in Annex F

6.2 Envelope B – Technical proposal

One original signed unbound version and three bound copies of:

- the technical proposal providing all information requested in point 5.2 (in response to the Technical Specification) including information relevant to subcontracting as requested in point 4.2.

6.3 Envelope C – Financial proposal

One original signed unbound version and three bound copies of:

- the financial offer form (Annex C) containing the information requested in point 5.4

ANNEX A – Contract Notice

ANNEX B – Draft Framework Supply Contract

ANNEX C – Financial Offer Form

Fuel Type	Discount Rate (to the average wholesale price on the day of delivery as determined by the Directorate of Trade of Thessaloniki prefecture), expressed as a decimal number (examples: 8,5%, 2,8%, 4,0%) (up to the first decimal digit)	
	In figures	Written in words
Heating Oil%	

Date/...../2008

Place.....

Sign and Stamp

ANNEX D - 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 judgement which has the force of Res Judicata;

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 E - 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 F - 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 G - 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

Mandatory 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	
Envelope 'A' must contain:				
One original and one copy of this checklist	6.1	<input type="checkbox"/>	<input type="checkbox"/>	
Exclusion criteria declaration (if applicable, including those of consortia and subcontractors)	3.1, 4.1, 4.2, 6.1 & Annex D	<input type="checkbox"/>	<input type="checkbox"/>	
Selection criteria documents (if applicable, including those of consortia and subcontractors)	3.2, 4.1, 4.2 & 6.1	<input type="checkbox"/>	<input type="checkbox"/>	
Legal entity form	3.3, 6.1 & Annex E	<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 F	<input type="checkbox"/>	<input type="checkbox"/>	
Envelope 'B' must contain				
One original and three copies of the technical proposal	5.2 & 6.2	<input type="checkbox"/>	<input type="checkbox"/>	
Envelope 'C' must contain:				
One original and three copies of: the financial proposal	5.4, 6.3 & Annex C	<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 H - Ministerial decree No 470/93 on Heating Oil