

Thessaloniki, 03/10/2008  
RS/PRO/2008/1048**OPEN INVITATION TO TENDER**  
**AO/RES/ITK-AMC/IT-TrainingServices/024/08****‘Training Services in .NET, MS Office and other software’**

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 **11/11/2008**, 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. Paraskevaidis  
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 (or any summary thereof) to the confirmation e-mail or fax.**

or

**(b1) by courier service** to be dispatched not later than **11/11/2008**, 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 **11/11/2008**, 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. Paraskevaidis  
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></p> <p style="text-align: center;"><b>CEDEFOP No: AO/RES/ITK-AMC/IT-TrainingServices/024/08</b></p> <p style="text-align: center;"><b>‘Training Services for .NET, MS Office and other software’</b></p> <p style="text-align: center;"><i>Name of tenderer:</i></p> <p style="text-align: center;"><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 **21.11.2008, 10h30** (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 03/11/2008. 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,

signed G. Paraskevaïdis  
Head of Finance and Procurement

Attached: Tendering Specifications

**OPEN INVITATION TO TENDER**

**AO/RES/ITK-AMC/IT-TrainingServices/024/08**

**‘Training Services for .NET, MS Office and other  
software’**

**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:

- 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) "Training services in topics related to the technology .NET, MS Office and other software".
- b) The purpose of this invitation to tender is to acquire training services in topics related to the technology .NET for web solutions and applications design, development and administration (targeted to ICT staff), and in topics related to MS Office and other software, mainly Microsoft (targeted to all Cedefop staff).
- c) Type of contract is a framework service contract. Orders will be placed by means of order forms attached to the framework contract. Order Forms will be issued throughout the validity of the framework contract. Their number will depend on the needs of Cedefop. Each order form will specify the precise number of person-hours to be acquired for each profile or the precise object.

### **1.2 Place of delivery or performance**

The tasks must be completed mainly in Cedefop's premises and partly in the Contractor's premises or appropriate Training Centres.

### **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**

Estimated quantity of purchase is **1500 teaching hours over 4 years**.

### **1.6 Validity of tenders**

Tenderers must maintain the validity of their tender for at least 6 months following the tender submission date, i.e. until **11.05.2009**.

### **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 automatically renewed up to three (3) times, each for an additional period of one (1) year, to a maximum 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 General purpose**

The purpose of this invitation to tender is to acquire training services:

- a) targeted at ICT staff in topics related to the technology .NET for web solutions and applications design, development and administration
- b) targeted to all Cedefop staff in topics related to MS Office and other software (mainly Microsoft).

All training must be delivered in English.

Services will be delivered mainly on-site in Cedefop's premises in Thessaloniki and partly in the Contractor's premises or appropriate Training Centres.

Services will be acquired in the form of teaching hours, organised in sessions, categorised in course profiles.

### **2.2 Deliverables**

The services to be provided are training services related to the technology .NET, to MS Office and other software, for example :

- (1) General introduction of Microsoft's software development ".NET Framework" (latest version);
- (2) Analyzing Requirements & Defining Microsoft .NET Solution Architectures;
- (3) Introduction to web applications development using ASP.NET and/or Microsoft Visual Studio;
- (4) Introduction to Data access technologies using ADO.NET (latest version) including SQL, XML, LDAP, object-relational mapping;
- (5) In-depth technical courses for the above subjects;
- (6) Technical courses on Microsoft Dynamics CRM (Customer Relationship Management) and development of .NET applications linking to it;
- (7) Administration of MS exchange;
- (8) MS Office – end-user training;
- (9) Outlook, Visio, MS Project end-user training;
- (10) Technical courses on Microsoft Sharepoint, SilverLight, SQL Server Reporting Services;
- (11) Other courses as required and feasible. These other courses will be mainly based on the contractor's standard courses. The Centre shall offer some of its own material and suggestions for forming the final curriculum.

All Cedefop staff has at least basic knowledge of MS Office; however the level of computer literacy of Cedefop's staff members varies, and consequently different kinds of courses will be needed.

There will be two ways to deliver the training services: customised courses in Cedefop's premises in Thessaloniki or courses in contractor's premises or appropriate training centres.

For customised courses in Cedefop, the following shall apply:

- Training will be charged per hour, independently of the number of trainees;
- The teaching days will be organised in half-day sessions of three hours or in daily sessions of six hours, unless agreed otherwise;
- There will be a maximum of 8 trainees per session;
- The Contractor shall discuss and agree with Cedefop's Training Service and ICT department the topics that will be covered during the courses, which will follow to a smaller or larger extent the standard courses;
- The Contractor shall set-up the appropriate teaching material on the computers in the training room at Cedefop's premises in co-operation with Cedefop ICT department;
- The Contractor will commit that he will be able to provide a customised course within one month of the request.

For courses in contractor's premises, Cedefop staff will follow the courses as offered by the contractor. The price is per hour and per trainee.

### **2.3 Additional requirements and information**

- (1) The Cedefop training coordinator is responsible for the follow-up of the contract;
- (2) Cedefop and the Contractor will communicate in English. To that effect, tenderers must have the capacity to communicate well in English;
- (3) The Contractor shall agree to personal interviews with the proposed trainer(s) in order for the Centre to assess level of English skills and knowledge of teaching the courses for which they are suggested, if required by Cedefop;
- (4) The Centre shall inform the Contractor of any course cancellation at least 5 working days in advance. Cancelled courses will be re-scheduled in co-operation with the Contractor and upon demand. Such cancellations carry no financial implications for Cedefop;
- (5) The Contractor shall provide handouts (tailored or ready made from the market) in English, to be used in the various courses;
- (6) The Contractor shall prepare any additional audio-visual material (e.g. PowerPoint presentations) necessary for the smooth running of the courses;
- (7) During the course, the Contractor shall discuss students' questions, help them practice the skills and inform Cedefop's Training Service of any important issues or problems revealed;
- (8) The Contractor shall provide a certificate for the students who successfully complete the courses. These certificates should include the kind of course followed, the level, the dates and duration of the course as well as the name of the instructor;
- (9) The Contractor shall replace a person involved in the project under the present call for tenders:

- (a) Whose conduct and behaviour are considered to be unsatisfactory, or
  - (b) Whose abilities and/or performance are assessed as unsatisfactory;
- (10) In case of replacement, the Contractor shall propose a trainer with the same level of qualifications and experience and ensure that changes in his staff will have no negative impact on the execution of the services (in terms of quality, deadlines and costs);
- (11) As indicated in point 3.2 below tenderers are required to be “Microsoft Certified Partners for learning solutions”. The successful tenderer/contractor must retain the “Microsoft Certified Partner” throughout the duration of the Contract. Should this become impossible, for any reason, the Contractor must immediately inform Cedefop.

#### **2.4 Meeting and Travel expenses**

There will be no meeting and travel expenses re-imburement. The Tenderer must include all related expenses in his financial offer.

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

##### **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), or tax declarations (as applicable) 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 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**

Tenderers are required to prove that they have sufficient technical capacity to perform the contract. Tenderers are required to be **“Microsoft Certified Partner for learning solutions”**.

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

- proof of enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established;
- detailed company profile, demonstrating the ability to provide services similar to those described in this call for tenders;
- evidence of being a “Microsoft Certified Partner for learning solutions”;
- list of at least ten (10) courses 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, and the target groups. The list should relate to courses covering end-user trainings for MS Office (advanced), Visio, MS project, Outlook, etc.;

- list of at least five (5) courses 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, and the target groups. These courses should cover technical trainings such as .NET, Visual Studio, CRM, MS Exchange, etc.
- description of the training facilities of the Contractor;
- at least 3 detailed CVs of the proposed trainers.

The CVs must show evidence of the following minimum qualifications:

- Post-secondary degree, or equivalent background and experience, in a subject relevant to Information Technology and/or teaching-training;
- Minimum 3 years experience as Trainer and 2 years teaching experience specifically on Microsoft products;
- Certified as Microsoft Certified Trainer; the certification must have been acquired at least 2 years ago;
- Excellent communication skills (spoken and written) in English.

CVs might address different fields of expertise (i.e. either expert in .NET and/or MS Office and/or Visio and/or in MS Exchange administration, etc.). However, the proposed set of at least 3 CVs should cover all fields.

CVs that will be evaluated as inadequate for the performance of the contract will be disregarded. If the number of acceptable CVs is less than 3, the tender will not be selected.

### **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.

### **4.2 Subcontracting/Subcontractors**

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 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 sub-contractor is given, the work will be assumed to be carried out directly by the bidder.

## 5 Award of the contract

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

The contract shall be awarded to the tenderer submitting the tender that offers the **best Quality - Price ratio on a 70/30 basis, i.e. (a)/(b) where**

(a) **Methodology-Quality = (70%) – see point 5.1 and 5.2**

(b) **Financial offer = (30%) - see point 5.4 and Annex H**

### 5.1 Technical evaluation

The following technical award criteria will be applied to this tendering procedure:

- **Award criteria 1** – Quality of the proposal (process description, course outline & duration, training material, etc.) for a customised training course related to .NET following the requirements described in Annex F (**30 points**);
- **Award criteria 2** – Quality of the proposal for a course intended to facilitate the transition from Outlook 2003 (on Exchange 2003) to Outlook 2007 (on Exchange 2007). The course is intended for Cedefop end-users, who have an intermediate knowledge of Outlook 2003 (**30 points**);
- **Award criteria 3** – Quality assurance for the present contract. Quality of the measures foreseen by the tenderer to ensure availability of appropriate trainers for each course (including on Cedefop's premises) and replacement when required (**15 points**);
- **Award criteria 4** – Quality of the work organisation foreseen for management of the contract and communication with Cedefop (**15 points**);
- **Award criteria 5** – Quality, extensiveness and relevance for Cedefop of the training catalogue (**10 points**).

Tenders scoring **less than 65 (of a maximum of 100)** points against the total technical criteria and **less than 50% for each of the 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 as described in the technical specifications. To this end, the tenderer must provide the following documents and/or information to allow evaluation of their offer according to the technical criteria mentioned above:

- The tenderer is expected to draft a proposal for a customised course related to .NET. See Annex F for more details (**award criterion 1**);
- Description (course outline and duration, training material, etc.) of the proposed course intended to facilitate the transition from Outlook 2003 (on Exchange 2003) to Outlook 2007 (on Exchange 2007) for Cedefop end-users (**award criterion 2**);
- Description of the measures foreseen by the tenderer for quality assurance and to secure permanent availability of services (including on-site when required) during the entire life of the contract. Preliminary assessment of likely difficulties in carrying out the work and proposed actions (**award criterion 3**);
- Description of the method and means for monitoring the contract and communicating with Cedefop (**award criterion 4**);
- Catalogue of the relevant courses proposed by the tenderer (**award criterion 5**).

In addition to the above the tenderer must clearly specify which parts of the work will be sub-contracted (if any) and the identity of all subcontractors undertaking more than 10% of the work by value as requested in point 4.2 (second paragraph).

### 5.3 Financial evaluation

Only tenders scoring **65 points or more** (of a maximum of 100) points against the technical award criteria and **50% or more** in each of the criteria will have their financial proposal evaluated. The evaluation will be made on the basis of the **total price** offered (see point 5.4).

### 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 financial offer form in the attached excel file (Annex H) and present a detailed breakdown of the price offered.

**The financial proposal is based on a scenario for evaluation purposes only and is not binding on Cedefop.**

#### Information concerning price

- The prices quoted must be fixed and not revisable for the first year of the contract. From the second year of the contract prices may be revised as specified in the draft contract.
- Prices must be quoted in euro and include all expenses. (There will be no meeting and travel expenses re-imburement. The Tenderer must include in his offer all possible 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.

**When drafting their financial offer, the tenderers should take into account that:**

For customised courses in Cedefop, the following shall apply:

- Training will be charged per hour, independently of the number of trainees;
- The teaching days will be organised in half-day sessions of three hours or in daily sessions of six hours, unless agreed otherwise;
- There will be a maximum of 8 trainees per session;
- The Contractor shall discuss and agree with Cedefop's Training Service and ICT department the topics that will be covered during the courses, which will follow to a smaller or larger extent the standard courses;
- The Contractor shall set-up the appropriate teaching material on the computers in the training room at Cedefop's premises in co-operation with Cedefop ICT department;
- The Contractor will commit that he will be able to provide a customised course within one month of the request.

For courses in Contractor's premises, Cedefop staff will follow the courses as offered by the Contractor. The price is per hour and per trainee.

**The price is all inclusive and includes preparation, course material, meeting and travel expenses, etc.**



## **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 I
- 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 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 unbound version and three bound copies of:

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

**ANNEX A**

**CONTRACT NOTICE**

**ANNEX B**

**DRAFT 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**

**SCENARIO FOR AWARD CRITERION 1**



**ANNEX G**

**CEDEFOP'S ICT PROFILE**

**ANNEX H**

**FINANCIAL OFFER FORM – EVALUATION SCENARIO**

## ANNEX I

## 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 & Annex H	<input type="checkbox"/>	<input type="checkbox"/>	

**You should also ensure that:**

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