

**GR-Thessaloniki: software and website development and support services for Europass
2009/S 153-222591**

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Cedefop — European Centre for the Development of Vocational Training, 123 Europe Street, PO Box 22427, Contact: Yancho Sirakov, Attn: Mr George Paraskevaïdis, GR-55102 Thessaloniki. E-mail: c4t-services@cedefop.europa.eu. Fax +30 2310490028.

Internet address(es):

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

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

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

European institution/agency or international organisation.

Education.

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

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

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

Software and website development and support services for Europass.

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

Services.

Service category: No 07.

Main place of performance: the place of delivery of services will be partly at the contractor's premises (off-site) and partly at the Centre's premises (on-site).

NUTS code: GR122.

II.1.3) The notice involves:

The establishment of a framework agreement.

II.1.4) Information on framework agreement:

Framework agreement with a single operator.

Duration of the framework agreement: Duration in months: 48.

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

Frequency and value of the contracts to be awarded: Initial contract duration of 12 months with 3 possible extensions of 12 months each.

II.1.5) Short description of the contract or purchase(s):

The purpose of this open invitation to tender is to conclude a framework contract with 1 service provider for the provision of web development, maintenance, support, consulting and project management services for the Europass project and specifically for the web-based Europass tools (Europass portal and the Europass mobility management tool), using a given technological environment described in Annex H and in accordance with the terms of reference (part 3) of the tender document. Services to be provided include: custom web programming, database development, construction, maintenance and support of web applications, web design, consulting, analysis, technical management, xml consulting, usability testing, and project management. For more details, please see the terms of reference in the tender document.

II.1.6) **Common procurement vocabulary (CPV):**

72200000, 72320000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

No.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

The estimated volume of services is expected to be covered with a minimum of 740 person-days per year, of which approximately 215 person-days per year are for on-site services: circa 200 for the 'technical project manager' profile and circa 15 person-days for the 'technical support' profile.

II.2.2) **Options:**

No.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Duration in months: 12 (from the award of the contract).

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

See tender documents.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

Payments will be made within 30 days of submission of invoices, provided that deliverables are received and considered acceptable under the conditions set out in the draft contract.

III.1.3) **Legal form to be taken by the group of economic operators to whom the contract is to be awarded:**

See tender documents.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

Yes.

Subcontracting is allowed: for more information please refer to tender documents.

III.2) **CONDITIONS FOR PARTICIPATION**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

Information and formalities necessary for evaluating if requirements are met: Tenderers must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure.

Participation in 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.

Each and every requirement for economic, financial and technical capacity should be fulfilled by the tenderer — alone (in the case of single tenderers) or by the consortium as a whole (if the tenderer is a consortium).

Participation in tendering is open to all legal persons bidding either individually or in a grouping (consortium) of tenderers. In the case of a consortium (grouping) each member of the consortium and all subcontractors (if any) must provide the required evidence for economic and financial capacity. The consortium (if applicable) has to prove technical and professional capacity as a whole.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. They must, in that case, prove to the contracting authority that they will have at their disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at their disposal.

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract. Requirements:

— the average annual overall turnover of the tenderer (of a single company, or of the consortium as a whole, if any) for the last 3 financial years should be at least 1 000 000 EUR,

— the turnover of the tenderer (of a single company, or of a consortium as a whole, if any) for each of the last 3 financial years concerning the type of services covered in this tender should be at least 350 000 EUR.

Proof of economic and financial capacity must be furnished by the following documents:

— statement(s) of overall turnover of the tenderer (single company, or statements for each consortium member, if a consortium) supported by audited financial statements including the profit and loss account or equivalent for each of the last 3 years to prove the minimum required average turnover of the tenderer over that period,

— statement(s) of turnover of the tenderer (single company, or statements for each consortium member, if a consortium) concerning the type of services covered during each of the last 3 financial years, which will be verified with the information provided in Annex G of the tender document.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

Tenderers are required to prove that they have sufficient technical and professional capacity to perform the contract and must present the required documentation. Failing to respond duly and convincingly to the requirements set out may imply the rejection of a tender at this stage.

Requirements:

1) the technical profile of the company is convincing and clearly proves its ability to provide services similar to those described in this call for tenders.

Evidence needed for 1):

— brief technical profile of company demonstrating the general capacity to provide the requested services (availability of technical know-how, experience, expertise and command of the technologies used until now in Europass on company level) (as listed in section 4.4 and Annex H of the tender document),

— list of at least 3 major contracts (up to a maximum of 5) performed during the past 3 years similar to those described in this call for tenders in terms of scope, size and technological nature. It is mandatory to fill-in the selection criteria and project reference form (see Annex G of the tender document) (additional information may be nevertheless included);

2) the tenderer has appropriate personnel (human resources) in order to perform the contract, conforming to the requirements of the profiles (see tender document, Article 4.6 profiles, section 'experience' of each profile).

Evidence needed for 2):

— detailed CVs (at least 13), indicating to which profile they correspond from the list of section 4.6 profiles. The tenderer must provide at least the following number of CVs:

- a) project manager/technical architect — 1;
- b) senior analyst, engineer and consultant — 2;
- c) web and database developer — 3;
- d) usability expert — 2;
- e) XML and interoperability expert — 2;
- f) technical manager (on-site) — 2;
- g) technical support engineer (off-site and on-site) — 1.

The CVs must show evidence of staff qualifications as requested in the description of section 4.6 profiles, paragraph experience of the tender document, satisfying the requirements in terms of: educational background, length and scope of experience.

Note: Concerning the profile 'senior analyst, engineer and consultant' and 'developer', CVs might address different fields of expertise within the profile. However, the proposed set of at least 13 CVs should cover all fields of expertise;

3) the company is able to supply staff to provide on-site services, by working at Cedefop premises (i.e. Thessaloniki, GREECE) up to nearly full-time.

Evidence needed for 3):

— documentation demonstrating the company's ability to do so;

4) the tenderer should demonstrate their ability to conform with the items under section 4.10 of the tender document, 'additional requirements, information and special conditions'.

Evidence needed for 4):

— by submitting an offer, the tenderer explicitly accepts the items under 4.10 of the tender document;

5) professional capacity and standing should be adequate.

Evidence needed for 5):

— the tenderer shall furnish proof of enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established.

III.2.4) **Reserved contracts:**

No.

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

Yes.

SECTION IV: PROCEDURE

IV.1) **TYPE OF PROCEDURE**

IV.1.1) **Type of procedure:**

Open.

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate:**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue:**

IV.2) **AWARD CRITERIA**

IV.2.1) **Award criteria:**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority:**

'AO/ECVL-RES/PHT-LT/Europass/011/2009'.

IV.3.2) **Previous publication(s) concerning the same contract:**

No.

IV.3.3) **Conditions for obtaining specifications and additional documents or descriptive document:**

Time limit for receipt of requests for documents or for accessing documents: 11.9.2009.

Payable documents: no.

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

24.9.2009.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**

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

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

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

Until: 24.3.2010.

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

Date: 8.10.2009 - 11:00.

Place: Cedefop's premises.

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

Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified by fax (+30 2310490028) or by e-mail (C4T-services@cedefop.europa.eu) at least 2 working days prior to the opening session.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

No.

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No.

VI.3) **ADDITIONAL INFORMATION:**

The tender documents are available for downloading on Cedefop's website: <http://www.cedefop.europa.eu>.

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

Court of First Instance of the European Communities, boulevard Konrad Adenauer, L-2925 Luxembourg. Tel. +352 4303-1. Fax +352 4303-2100.

VI.4.2) **Lodging of appeals:**

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**
31.7.2009.