

**GR-Thessaloniki: developing and piloting an employer survey on skill needs in Europe**  
**2009/S 156-226976**

**CONTRACT NOTICE**

**Services**

**SECTION I: CONTRACTING AUTHORITY**

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

Cedefop, 123 Europe Street, PO Box 22427, Contact: Clotilde Assumel-Lurdin, Attn: Mr George Paraskevaidis, GR-55102 Thessaloniki. Tel. +30 2310490287. E-mail: [c4t-services@cedefop.europa.eu](mailto:c4t-services@cedefop.europa.eu). Fax +30 2310490028.

**Internet address(es):**

General address of the contracting authority: <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:**

Developing and piloting an employer survey on skill needs in Europe.

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

Services.

Service category: No 08.

Main place of performance: Contractor's premises.

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 year(s): 4.

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

Cedefop will offer a single framework contract to the selected service provider/consortium to develop and pilot an employer survey to identify skill needs in all sectors of the economy in Europe and carry out related analyses. Such an employer survey will in the future provide Cedefop and other stakeholders with a source of qualitative and quantitative information on current and potential future skill needs in organisations of different sizes covering the whole economy (including non-marketed services) in each of the EU Member States. The

activities envisaged in the course of the framework contract will mainly contribute to Cedefop research on early identification of skill needs and skill mismatch.

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

73000000.

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 total amount for the whole duration of the framework contract is estimated at 2 000 000 EUR.

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:**

See tender documents.

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

See tender documents.

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

Yes.

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.

III.2) **CONDITIONS FOR PARTICIPATION**

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

Information and formalities necessary for evaluating if requirements are met: See tender documents.

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

Information and formalities necessary for evaluating if requirements are met: 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 1 or more of the following documents:

- a statement of overall company (or consortium, if applicable) turnover supported by audited financial statements including the profit and loss account or equivalent for each of the last 3 years to prove that the average turnover of the tenderer over that period was at least 500 000 EUR,
- a statement of turnover concerning the type of services covered (EU-scale projects) of at least 200 000 EUR during each of the last 3 financial years. In case tenderers are unable to furnish such documents they are required to provide justification for non provision.

**III.2.3) Technical capacity:**

Information and formalities necessary for evaluating if requirements are met:

Requirement:

The service provider must comply with the following criteria:

- qualifications, knowledge, skills and ability of the tenderer and the expert(s) to perform the tasks outlined in the technical specifications,
- proven experience in the field of empirical research described above (design of international and/or employer/enterprise surveys), including handling and analysing appropriate national and international data sets and capacity to apply this experience to the development of employer surveys on skill needs at European level,
- solid experience in international activities and comparative analysis related to education, training or employment issues,
- ability to cooperate with cross-national network of researchers in the field of skills needs in Europe (Cedefop's Skillsnet), to improve the data, methods and results,
- linguistic ability including capacity to understand, speak and write fluently to a high standard in English during the entire course of the project.

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

- description of the professional capacity of the tenderer, especially with regard to the related field of research and linguistic ability, attested by the detailed CVs of those involved in providing the services,
- a list of similar contracts/projects/studies carried out by the tenderer over the past 5 years in the relevant field of research, attested also by a list of (scientific) publications,
- a list of relevant associations and networks where the tenderer is or has been a member over the past 10 years, including the specification of his involvement,
- a description of the tenderer's study and research capacity (expertise, facilities, etc.) to design employer/enterprise surveys and to select, handle and analyse appropriate national and international data sets.

**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/RPA/AZU-TODUN/Pilot-European-Employer-Survey/015/09.

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: 21.9.2009.

Payable documents: no.

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

5.10.2009.

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: 5.4.2010.

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

Date: 20.10.2009 - 11:00.

Place: Cedefop.

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

Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax (fax No +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:**

VI.4) **PROCEDURES FOR APPEAL**

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

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:**

5.8.2009.