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**Greece-Thessaloniki: Supply of print and electronic books, electronic and print periodicals, document delivery services, electronic resources, press clipping services
2013/S 131-225513**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Cedefop — European Centre for the Development of Vocational Training
Europe Street 123
Contact point(s): Ms Elena Stogianou
For the attention of: Mr George Paraskevaïdis
551 02 Thessaloniki
GREECE
Telephone: +30 2310490064
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>

Electronic access to information: <http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Education

I.4) Contract award on behalf of other contracting authorities

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:

Supply of print and electronic books, electronic and print periodicals, document delivery services, electronic resources, press clipping services.

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

Services

Main site or location of works, place of delivery or of performance: The address for delivery is Cedefop's address in Thessaloniki.

NUTS code GR

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

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

Estimated value excluding VAT: 444 000 EUR

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

The purpose of this open invitation to tender is to conclude framework contracts with service providers for the supply of information products. It is divided into 5 lots corresponding to 5 distinct information fields.

The contracts will be used to cover the information needs of Cedefop in terms of print and electronic format books and periodicals, but also document delivery services and press clipping services. A detailed description of the services and profiles required under each lot can be found in the tender documents.

II.1.6) Common procurement vocabulary (CPV)

22110000, 22120000, 22212000, 22211000, 22200000, 22212100, 22121000, 22100000, 22210000, 92511000, 48610000, 79416000, 72314000, 79416200

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

— Lot 1 (supply of print and electronic books):

estimated amount: 60 000 EUR over 4 years.

— Lot 2 (subscription to electronic and print periodicals):

estimated amount: 184 000 EUR over 4 years.

— Lot 3 (document delivery services):

estimated amount: 12 000 EUR over 4 years.

— Lot 4 (subscription to electronic resources):

estimated amount: 160 000 EUR over 4 years.

— Lot 5 (press clipping services):

estimated amount: 28 000 EUR over 4 years.

Estimated annual budget available for the 5 lots is 111 000 EUR/year (excluding VAT).

Estimated total budget for the 5 lots is 444 000 EUR (excluding VAT) over 4 years.

— The order forms might not be distributed evenly over the duration of the contract.

Tenderers should be aware that the estimated volume is purely indicative, shall not be binding on Cedefop and should not be considered as a warranty as to the final value of the contract. The sum of the amounts of the

successive order forms to be issued after the framework contract is signed may not reach the aforementioned estimated volume. Cedefop will be contractually bound only by the amounts effectively entered in the successive signed order forms. The total value of the framework contract will ultimately depend on the number and value of the order forms.

Estimated value excluding VAT: 444 000 EUR

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:
in months: 12 (from the award of the contract)

II.3) Duration of the contract or time limit for completion

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

Information about lots

Lot No: 1

Lot title: Supply of print and electronic books

1) Short description

The main purpose of the framework contract for lot 1 will be the purchase of print and electronic books through a single supplier. This lot includes 4 categories of books:

- scientific books in the field of VET,
- reference books,
- books for support services,
- training books.

2) Common procurement vocabulary (CPV)

22110000, 22120000, 22212000, 22211000, 22200000, 22212100

3) Quantity or scope

Estimated annual volume: 15 000 EUR.

4) Indication about different date for duration of contract or starting/completion

5) Additional information about lots

Lot No: 2

Lot title: Supply of electronic and print periodicals

1) Short description

The main purpose of the framework contract for lot 2 will be the purchase of electronic and print journals and print newspapers through a single supplier. There should be a combined offer of hard copy and online periodicals.

2) Common procurement vocabulary (CPV)

22110000, 22120000, 22212000, 22211000, 22200000, 22212100

3) Quantity or scope

Estimated annual volume: 46 000 EUR.

4) Indication about different date for duration of contract or starting/completion

5) Additional information about lots

Lot No: 3

Lot title: Document delivery services

1) **Short description**

The main purpose of the framework contract for lot 3 will be the purchase of document delivery services from print and electronic sources and loans through a single supplier.

2) **Common procurement vocabulary (CPV)**

22110000, 22120000, 22212000, 22211000, 22200000, 22212100

3) **Quantity or scope**

Estimated annual volume: 3 000 EUR.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Lot No: 4

Lot title: Subscription to electronic resources

1) **Short description**

The main purpose of the framework contract for lot 4 will be the purchase of subscriptions to electronic resources through a single supplier.

— We subscribe to services which will help us retrieve information for the use of scientific research, to monitor the developments in the policy field at EU level and at national level in EU countries, but also monitoring the citation of Cedefop's publications.

— As a minimum, access should be granted to the main office in Thessaloniki (Greece) and to our office in Brussels. Additionally, a remote access solution for home access or travelling staff might be foreseen.

2) **Common procurement vocabulary (CPV)**

22110000, 22120000, 22212000, 22211000, 22200000, 22212100

3) **Quantity or scope**

Estimated annual volume: 40 000 EUR.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Lot No: 5

Lot title: Press clipping services

1) **Short description**

The main purpose of this framework contract for lot 5 will be the purchase of electronic press clipping services to monitor the extent to which European citizens are informed about Cedefop's work.

2) **Common procurement vocabulary (CPV)**

22110000, 22120000, 22212000, 22211000, 22200000, 22212100

3) **Quantity or scope**

Estimated annual volume: 7 000 EUR.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

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

Not applicable.

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

Payments will be made within 30 days of submission of invoices and at the conditions set out in the draft contract for each lot.

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

Tenderers may choose between submitting a joint offer as a consortium/grouping or by introducing a bid as a single tenderer, in both cases with the possibility of having 1 or several subcontractors. Whichever type of bid is chosen, the tenderer must stipulate the legal status and role of each legal entity in the tender proposed. For more information please refer to the tender documents.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Subcontracting is allowed and is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the selected tenderer (the contractor), who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s). For more information please refer to the 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 the requirements are met: Tenderers must meet the non-exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure.

Participation in this tender procedure 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 of the tender documents.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract. The annual turnover of the tenderers for each of the last 2 years for which the accounts have been closed must amount to at least:

Minimum level(s) of standards possibly required: 1) for lot 1 — 40 000 EUR;

2) for lot 2 — 102 000 EUR;

3) for lot 3 — 16 000 EUR;

4) for lot 4 — 90 000 EUR;

5) for lot 5 — 24 000 EUR.

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

— signed statement (please fill in and sign your statement in questionnaire 2 of Annex G of the tender documents) of the tenderer's turnover for the last 2 financial years covering the type of services similar in nature to those making the subject of this call for tenders (per lot applied for).

In case of consortium (grouping) or subcontracting each member of the consortium and all subcontractors (in line with points 4.1 or 4.2 of the tender documents) must provide the required statement for the economic and financial capacity, but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.

In the event of recommendation for contract award the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) will be requested to prove the above by submitting audited financial statements (audited profit and loss account/statement of equivalent) if these are foreseen by the respective national legislation. Should total subcontracting exceed 40 % of the work by value, Cedefop reserves the right to request audited financial statements also from the subcontractors. For tenderers or subcontractors (as per point 4.2 of the tender documents) who are natural persons/freelancers, a tax declaration and tax clearance statement for the last 3 financial years will be requested.

If, for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide one or other of the above documents for each lot, he will be required to justify the non-provision and may prove his economic and financial capacity by any other document which Cedefop considers appropriate. Cedefop reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if the requirements are met:

The tenderers are required to have sufficient technical and professional capacity to perform the contract. They must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the technical specifications.

Minimum level(s) of standards possibly required:

Requirements for technical and professional capacity:

- enrolment in the relevant professional register allowing the contractor to provide these kinds of services,
- at least 3 years of experience in services similar to those required by the contract concerned,
- adequate structure and resources of the tenderer to perform the services described in the technical specifications comprising at least 2 persons, among whom the project leader must have at least 3 years of proven experience in the field covered by the invitation to tender. The other staff involved in the contract execution will have at least 1 year of experience. They should have very good knowledge of English (speaking/reading/writing), level B2 as determined in 'Language levels of the common European framework of reference' (CEF) or equivalent,
- a network of partners and/or commercial contacts ensuring regular supply of the type of services and the geographical coverage relevant for the lot the tenderer is applying for. The tenderers should ensure that they are able to supply the products and services based on the sample lists relevant for each lot (Annexes L1–L4),
- for lot 5 the tenderers should ensure that they can cover the monitoring in all the required countries.

The following documents or information must be presented by the tenderer to prove his technical and professional capacity to perform the proposed contract:

- document for enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established,
- CV of the project leader and at least 1 more staff member, indicating the years of experience in the relevant field and the English language level,
- list of the main contracts performed in the past 3 years similar to the scope, size and nature as those required in this call for tenders, describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer. The tenderer is required to give the names and contacts of at least 2 clients that can be contacted as references.

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) Staff responsible for the execution of the service

Legal persons 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) Information about electronic auction

An electronic auction will be used: no

IV.3) Administrative information

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

'AO/CID/COROM/Information Services/013/13'.

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

no

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

Payable documents: no

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

19.8.2013

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

Any EU official language

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

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8) Conditions for opening of tenders

Date: 30.8.2013 - 11:00

Place:

Cedefop.

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

Additional information about authorised persons and opening procedure: Each tenderer may be represented at the tender opening session by 1 person. The name of the person attending the opening must be notified in writing 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) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) **Additional information**

The tender documents will be available on Cedefop's website: <http://www.cedefop.europa.eu/EN/working-with-us/public-procurement.aspx>

Cedefop's website will be updated regularly, therefore tenderers must ensure that they visit the site regularly for updates up to the closing date for receipt of tenders.

VI.4) **Procedures for appeal**

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

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

E-mail: cfi.registry@curia.europa.eu

Telephone: +352 4303-1

Internet address: <http://curia.europa.eu>

Fax: +352 4303-2100

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

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

Same as in point VI.4.1

VI.5) **Date of dispatch of this notice:**

27.6.2013