



Thessaloniki, 26/08/2011  
RS/PRO/DELE/2011/0623

## **OPEN INVITATION TO TENDER**

### **AO/ECVL/JB-IPS/Cooperation Labour market-VET/007/2011**

**‘Cooperation between education and training and the labour market in renewing VET’**

#### **REQUEST FOR CLARIFICATIONS (1) – QUESTIONS AND ANSWERS**

Dear Madam/Sir,

In regards to the above mentioned open Tender Procedure please find below the answers of Cedefop to the Clarification questions, which were raised by one potential tenderer.

#### **Question 1**

The call quotes the study "The dynamics of qualifications: defining and renewing occupational and educational standards". This study states that a more detailed report on the 32 countries is available on request from Cedefop, but the indicated e-mail-address seems out of order. Could you provide this detailed report?

#### **Cedefop answer to Question 1**

The 32 countries reports mentioned in footnote 2 of the study "The dynamics of qualifications: defining and renewing occupational and educational standards" can be provided upon request to the following e-mail address:

[qualification-team@cedefop.europa.eu](mailto:qualification-team@cedefop.europa.eu)

Once such request is received, Cedefop shall make available the documents in question to the potential tenderer concerned.

#### **Question 2**

According to the research questions: May the study generally focus on initial VET ISCED 3 (as highlighted in 2.4.1) in order to ensure greater depth, comparability and usefulness? Or is it necessary to include VET on tertiary level and CVET (adult education)?

#### **Cedefop answer to Question 2**

The study should address and analyse only Initial VET programmes as stated in point 2.4.1.

### **Question 3**

According to point 5.3 of the call Cedefop is exempt from VAT, and the VAT shall not be included in the calculation of the price quoted. But some subcontractors might be not VAT-exempt, so how is VAT to be treated in the bid? Does the bid have to include VAT or can this be declared additionally? What will be the figure for comparison of bids: the net costs or the costs including VAT?

### **Cedefop answer to Question 3**

The amounts that will be considered for the financial evaluation are those without VAT. Such charges shall therefore not be included in the calculation of the price quoted.

Only for tenderers established in Greece the VAT amount must be indicated separately in the Financial Proposal, because if the selected Contractor is based in Greece, the invoices should include VAT which will be paid by Cedefop and later reimbursed to Cedefop by the Greek State.

Normally the amount invoiced by the selected Contractor will be exempt from VAT under the Articles 3 and 4 of the Protocol on Privileges and Immunities of the European Communities (PPI). Therefore, if the selected Contractor is established in other countries (not in Greece) the VAT exemption is direct (invoices should be submitted without VAT).

The above obviously refer to invoices submitted by the Contractor to Cedefop in relation to implementation of the contract. Invoices submitted by subcontractor(s) to the Contractor in that context shall obey the relevant rules applicable in the country where the Contractor and/or the subcontractor(s) have their seat. Cedefop will have no financial deals whatsoever with any subcontractor.

### **Question 4**

Signing of contract: When is a decision by Cedefop anticipated and how long does the issuance of the contract take, i.e. when is work for this contract expected to begin?

### **Cedefop answer to Question 4**

The tender evaluation will begin after the opening on 05/10/2011. The award decision is expected to be communicated to the tenderers in the second half of November 2011. The Contract with the winning tenderer cannot be signed by both the Contractor and Cedefop before the expiry of 14 calendar days from the day after simultaneous dispatch of information about the award decisions and decisions to reject (please refer to Art.1.9A of the Special Conditions in the Draft Contract). Our estimation is that the contract will be signed in the first half of December 2011.

### **Question 5**

Are there any minimum or maximum eligible daily rates for staff costs, perhaps according to the country?

#### **Cedefop answer to Question 5**

In regards to the fees of the contractor's experts there are no minimum or maximum fee rates.

Tenderers should however take into account Cedefop's estimate of the value given in point 1.5 of the Tender Specifications, which is based on reasonable assumptions (covering not only staff costs but also all other costs expected to be incurred in the context of the study – see also the introductory text and the Price schedule table in point 5.3).

### **Question 6**

Concerning above mentioned call for tenders, we wanted to know if countries of the EEA that are not member states of the EU, like Norway, are explicitly to be excluded for the country studies and the case studies or whether there is a possibility to include Norway, as experiences in this country seem very interesting for this study.

#### **Cedefop answer to Question 6**

As stated in points 2.2 and 2.4.1 of the tender documents, the study is to be carried out in a sample of 15 EU Member States. Therefore, only EU member states can be considered for comparative analysis and case studies.

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