

**CEDEFOP**European Centre for the Development
of Vocational Training

Area Resources

Finance and Procurement, Procurement Service

Thessaloniki, 12/07/2012

RS/PRO/CALU/2012/0480

OPEN INVITATION TO TENDER
AO/RPA/KPOUL-JVLOO-GRUSSO/SkillsObsolescenceSurvey/11/12
“Skills obsolescence and skill mismatch among European workers: Data collection”

Clarification – Questions and answers (2)

Question 1:

We are wondering what is the preferred definition of being employed: is that the standard ILO definition of being in gainful employment (that is, having performed any work during the week preceding the interview, for pay or other benefits – with the applicable extensions and clarifications, such as described here: <http://www.statcan.gc.ca/pub/71-543-g/2010001/part-partie2-eng.htm>), or some other definition that for example excludes self-employed persons, or one that only includes those in formal employment? The call for tender mentions that the pilot study was performed among persons who work at least 30 hours per week – is this to be taken account when defining the statistical universe of the survey? If yes, could you share the actual screening questionnaire segment used in the pilot study to familiarise with the operational definition you used / prefer?

Cedefop answer 1:

The definition of employed should be along the lines of that used in the European labour force survey, where the variable STAPRO can be used as a guideline. The self-employed should not be included. The target population should be the employed (STAPRO=3), implying that the self-employed are not considered. The omission of people working less than 30 hours a week in the pilot study is not valid for the current study, but sufficient care should be given to ensure a balanced distribution between part and full-time work. The study should have a focus on full time employment, and ensure that part-time workers with very few hours are not surveyed. The pilot study used existing panels, so background information already available was used to screen individuals beforehand. Some initial questions (employment, working hours) were used to verify if these data were still correct.

Question 2:

While preparing our proposal and the cooperation with our colleagues we realized that the Appendix J is only available in a pdf. Is it possible to also provide tenderers an Appendix J in a word version or an interactive pdf, so that the yellow parts can be filled?

Cedefop answer 2:

The publication of both documents in pdf format is a clerical error. They have been uploaded in word format as of today's date.

Question 3:

You call for tenders specify (for example in Annex H) that extra countries (beyond the required 16) may be proposed by the tenderers in first order form, which will be positively evaluated at the assessment of the tenders. We would like to clarify if the expected proposition of extra countries should or should not take into account the indicated cost ceiling of 700,000 euro for the first order form, or not. In other words: we would like to clarify if Cedefop is inquiring about the technical capacity of the tenderers to cover more than the specified 16 Member States in the first order form, or the financial feasibility to include more than the 16 proposed countries?

Cedefop answer 3:

The extra countries to be proposed by the tenderers beyond the required 16 are to be considered within the estimate budget of 700 000 Euro for the first order form. As per the award criteria 3 stated in point 5.2 of the tender documents, the methodology including extra countries beyond the 16 within the given estimated budget will be indeed assessed accordingly.

Question 4:

Would it be possible to download the briefing note mentioned in footnote 8, page 10 of the Tender documents and to get a copy of the questionnaire of the pilot survey?

Cedefop answer 4:

The reference to the briefing note 8 in point 2.1 of the Tender documents is for informative purposes only. Although stated in the same footnote 8 that the briefing note could be forthcoming, it will be available only end of August, due to unfortunate internal delays. However, any related information is already available in the tender documents.

A copy of the questionnaire of the pilot survey is not foreseen to be given to potential tenderers as it is not requested from the tenderers to submit any draft questionnaire with their tender. The necessary requirements are clearly stated in sections 2, 3 and 5 of the Tender documents. As stated in various parts of the tender documents, the draft questionnaire will be developed by Cedefop and fine-tuned together with the successful tenderer.

Question 5:

The TOR states in 4.2 (in reference to Annex G) second point “the total subcontracting is above 40 % ...”

Question: Does this refer to one subcontractor who does more than 40 % of the work by value or does it refer to the total amount of work subcontracted by the TENDERER

This has major implications for all the administrative documents which need to be attached to the proposal (Annex C, G and J).

Furthermore, in 3.2.1 the “economic and financial capacity must be furnished by the following document”

Question: The rule, which applies to TOR 4.2 (total subcontracting is above 40%) does not apply for 3.2.1 in case we work with subcontractors, right?

Cedefop answer 5:

The information related to 40% of total subcontracting refers to all subcontractors above 40% in total of the work by value, independently of the individual subcontractor's contribution to the work by value.

As per point 3.1, "In case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors (in line with points 4.1 or 4.2 below) 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.**"

The rule which applies to point 4.2 applies therefore also to point 3.1 in the sense that each subcontractor above 10% as well as all subcontractors above 40% in total must provide the required statement for economic and financial capacity.

The tenderer is requested to fill in Annex G for himself and any subcontractor above 10% as well as all subcontractors above 40% in total.