

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:189528-2012:TEXT:EN:HTML>

**GR-Thessaloniki: provision of medical services to Cedefop staff  
2012/S 115-189528**

**Contract notice**

**Services**

Directive 2004/18/EC

**Section I: Contracting authority**

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

Cedefop  
Europe Street 123, PO Box 22427  
Contact point(s): Clotilde Assumel-Lurdin  
For the attention of: Mr George Paraskevaïdis  
551 02 Thessaloniki  
GREECE

Telephone: +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 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:**

Provision of medical services to Cedefop staff.

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

Services

Service category No 25: Health and social services

Main site or location of works, place of delivery or of performance: Cedefop premises.

NUTS code GR122

**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 years: 4

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

Estimated value excluding VAT: 120 000 EUR

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

The purpose of the contract is the provision by a medical officer (legal person) of a general and preventive medical service to Cedefop and its staff.

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

85120000

**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: no

**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:**

The estimated value of the required services described in this call for tenders is not expected to exceed 500 hours per year, therefore 2 000 hours over a 4-year period. The sum of the amounts of the successive order forms that will be issued after the framework contract is signed may not reach the above estimated value for the framework contract. Cedefop will be contractually bound only by the amounts effectively entered in the successive signed order forms.

**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 days: 36 (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)

**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 framework contract attached in Annex B to the tender specifications.

Cedefop will pay the medical officer on the basis of an hourly rate and the number of hours worked.

The medical officer shall sign monthly time sheets for the hours worked. On a bimonthly basis, the medical officer shall provide Cedefop with an invoice. He/she shall annex to that invoice the detailed time sheets and a short summary of services rendered during the 2 previous months. Incomplete residual hours will be taken into account for the calculation of the invoice amount in accordance with the formula: (hourly rate/60) \* minutes worked.

If the medical officer is invited by Cedefop to travel outside the Thessaloniki region for the purpose of this contract, travel and subsistence costs will be paid/reimbursed in accordance with the applicable rules (see Annex IV to the framework contract) and the hourly fee to be specified in Annex II to the framework contract will also be paid, for the duration of the meetings. Reimbursement shall occur provided that all expenses have been approved in advance by Cedefop and that relevant supporting documents have been provided. However, when travelling and attending meetings on behalf of Cedefop the medical officer will be solely responsible for his/her insurance coverage against accidents, damage, civil liability, etc.

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

Not applicable.

**III.1.4) Other particular conditions**

The performance of the contract is subject to particular conditions: no

**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: Applicants 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 applicants who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest as published on Cedefop's website.

**III.2.2) Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: Proof of economic and financial capacity must be furnished by the following documents:

— copies of the tax declarations and of the relevant tax clearance statements delivered by the competent tax authorities for the last 3 financial years.

Minimum level(s) of standards possibly required: The applicant must be in a stable financial position and have the economic and financial capacity to perform the contract.

**III.2.3) Technical capacity**

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

The following documents or information must be presented by the applicant 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,
- proof that the applicant is allowed to practise general and/or occupational and/or internal and/or emergency medicine in Greece (at the deadline for submitting applications),
- copies of the applicant's mandatory and non-mandatory insurance policies related to professional risks,
- the educational and professional qualifications of the applicant, including:
  - a curriculum vitae, including reference to the language skills (the applicant may use the Europass CV as published on Cedefop's website),
  - certified copy of the relevant degree(s) in medicine,

- proof that the applicant has been practising general and/or occupational and/or internal and/or emergency medicine for at least 8 years,
- proof of occupational health qualification (this is for informative purposes only).

Minimum level(s) of standards possibly required:

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

Requirements for technical and professional capacity:

enrolment in the relevant professional register

certification as a medical doctor in any one of the following:

- general practice,
- occupational medicine,
- internal medicine,
- emergency medicine

a minimum of 8 years' professional experience relevant to the tasks described in this call for tenders

appropriate insurance coverage related to professional risks

a thorough knowledge of English (C1)

a satisfactory knowledge of Greek (B1/B2).

#### 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: yes

Reference to the relevant law, regulation or administrative provision: The services to be provided are determined by the applicable provisions of the staff regulations (SRs) for officials of the European Union, the conditions of employment for other servants of the European Union (CEOS), as well as any applicable implementing rules thereto, in particular the following:

- Articles 59 and 60, SR,
- Articles 16, 59, 60 and 91, CEOS, and
- Commission Decision of 28.4.2004 introducing implementing provisions on absences as a result of sickness or accident (C(2004) 1597/11) — A.N. 92-2004 of 6.7.2004.

##### 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**

Accelerated restricted

Justification for the choice of accelerated procedure: The launch of an exceptional fast-track restricted procedure with publication of a contract notice is requested for the following reasons:

- the entry into force of the new contract as of 1.10.2012 is a prerequisite to minimise interruption of services. The completion of an open call for tenders by this date is not feasible,
- in accordance with the minimum time limits allowed for this type of procedure, it is foreseen to give to candidates 25 calendar days for submission of their applications and to the selected tenderers 19 days for submission of their tenders. Due to the fact that the documents to be submitted for the selection phase are

existing documents easy to compile, and that the award phase consists of a single interview together with a financial offer (a price per hour), the time limits foreseen to be applied are considered reasonable for the receipt of quality applications and tenders,

— since this procedure is addressed to the local market, a response from local doctors is therefore expected. This can ensure their availability to comply with the relatively tight timetable due to the objective Cedefop constraints.

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

Envisaged minimum number 5

Objective criteria for choosing the limited number of candidates: All applicants meeting the requirements of the exclusion and selection stage (see III.2.1, III.2.2 and III.2.3) will be included in a shortlist. These applicants will, in a second stage, be invited to submit a tender and will be invited for an interview (approximately at mid-September 2012).

**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:**

'RPP/RES/GMA/Medical services/001/12'.

**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**

6.7.2012

**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**

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

**Section VI: Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: no

**VI.2) Information about European Union funds**

**VI.3) Additional information**

The contract notice and annexes will be available on Cedefop's website: <http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>

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

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](mailto: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:**

11.6.2012