


CEDEFOP

 European Centre for the Development
of Vocational Training

Area Resources

Finance and Procurement, Procurement Service

 Thessaloniki, 28/06/2012
RS/PRO/DELE/2012/0388

INFORMATION TO APPLICANTS

RPP/CID/AMC/TranslationService/002/12
‘Translation Services’

- I) Cedefop (the European Centre for the Development of Vocational Training), founded in 1975 and based in Greece since 1995, is the European Union's reference centre for vocational education and training. It provides the European Commission, Member States (also Iceland and Norway) and social partners with insights into trends concerning VET and offers advice on how European VET policy should meet the challenges Europe and its citizens face.

Cedefop is planning to conclude multiple framework contracts for translation services. Services include translation, revision of translated texts, post-editing of machine translation, and editing of source language texts. The subject matter of the texts will be mainly vocational education and training and related areas. See 'Information about lots' below for nature of translation services and language combinations requested.

All information about this first stage of the procedure is to be found in the contract notice.

- II) Estimated volume per lot for the whole duration of 4 years:

For lot 1 (English into French): 6 500 standard pages;
 For lot 2 (English into German): 6 500 standard pages;
 For lot 3 (English into Spanish): 1 700 standard pages;
 For lot 4 (English into Greek): 1 000 standard pages;
 For lot 5 (English into Italian): 750 standard pages;
 For lot 6 (English into Portuguese): 750 standard pages;
 For lot 7 (Greek into English): 1 000 standard pages;
 For lot 8 (French and German into English): 500 standard pages.

Candidates may submit tenders for one or more lots. Please note that in the case where you apply for more than one lot, a separate application must be made for each lot. Each individual lot will be examined separately.

III) This is a two-stage procedure. All applicants meeting the requirements of the exclusion and selection stage (see III.2.1, III.2.2 and III.2.3 of the contract notice) will be included in a shortlist of candidates. These candidates will, in a second stage (approximately by the end of 2012) be invited to submit a tender.

IV) The interested applicants must submit in a closed envelope the following documents in order to have their application assessed against the exclusion and selection criteria as stated in the Contract notice:

- Filled in and signed Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest – see Annex A and point III.2.1 of the contract notice;
- All documents related to the selection criteria as described in points III.2.2 and III.2.3 of the contract notice (economic and financial ability and technical capacity);
- In case of consortia or subcontracting as per points III.1.3 and III.1.4 of the contract notice a completed and signed letter of intent (see Annex B and/or Annex C). In addition all consortium members and all subcontractors undertaking more than 10% of the work by value must provide the required evidence for the exclusion and selection criteria (points III.2.1, III.2.2 and III.2.3 of the contract notice). The evidence provided for the selection criteria will be checked to ensure that the consortium as a whole or the applicant together with its subcontractor(s) fulfils the selection criteria as a whole.

V) Applications may be submitted in one of the following ways:

(a) by post to be dispatched not later than 30.7.2012, in which case the evidence shall be constituted by the date of dispatch on the postmark or the date of the deposit slip, to the following postal address of Cedefop:

European Centre for the Development of Vocational Training (Cedefop)

Procurement Service

Att: Mr G. Paraskevaïdis

PO Box 22 427

551 02 Thessaloniki, GREECE;

OR

(b1) by courier service to be dispatched not later than 30.7.2012, in which case the evidence shall be constituted by the date of dispatch to the address below or the date of the deposit slip; or

(b2) delivered by hand not later than 30.7.2012 (until 17:00, local time), in which case a receipt must be obtained as proof of submission, signed and dated by the official in the abovementioned service who took delivery;

to the following address (for points (b1) and (b2)):

European Centre for the Development of Vocational Training (Cedefop)

Procurement Service

Att: Mr G. Paraskevaïdis

Europe Str. 123

570 01 Thessaloniki-Pylea, GREECE.

Tel. +30 2310490111 / 2310490064.

Please note that Cedefop is open from 9:00 to 17:00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

Requests for additional information/clarification should be received by 19.7.2012. No such requests will be processed after that date. Any clarification or additional information will be published on Cedefop's website (<http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>). Please visit the site regularly for updates.