


CEDEFOP

 European Centre for the Development
of Vocational Training

Area Resources

Finance and Procurement, Procurement Service

INFORMATION TO APPLICANTS

RESTRICTED INVITATION TO TENDER

RPP/RES/GMA/Medical-services/001/12
‘Provision of medical services to Cedefop staff’

I - As an EU Agency, Cedefop is part of the family of decentralised Community bodies. As such Cedefop must comply with the requirements set out in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the European Union related to staff health such as, for example, pre-recruitment health checks and annual medical examinations.

Cedefop seeks to contract a Medical Officer who will assist it in fulfilling these obligations. The Medical Officer will work on Cedefop premises, in the medical station, where the necessary equipment for carrying out the duties is provided.

II - The volume of the required services described in this call for tenders is not expected to exceed **500** hours per year, therefore **2000** hours over a **4** year period. A Framework Service Contract shall be signed whereby the services will be provided following the signature of order forms within the context of the framework contract throughout its validity. The number and content of Order Forms will depend on the needs of Cedefop.

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, III.2.3 of the contract notice and point IV below) will be included in a short-list. These applicants will, in a second stage, be invited to submit a tender and will be invited for an interview (approximately mid-September).

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;
- Copies of the tax declarations and of the relevant tax clearance statements delivered by the competent tax authorities for the last three financial years;
- 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 practice general and/or occupational and/or internal and/or emergency medicine in Greece (at the deadline for submitting tenders);
- 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 attached as Annex or download it from the following link¹);
- certified copy of the relevant degree(s) in medicine;
- proof that the applicant has been practicing 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).

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

(a) **by courier service to be dispatched not later than 06/07/2012**, 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

(b) **delivered by hand not later than 06/07/2012**, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the above mentioned Service who took delivery,

to the following address (for both points (a) and (b)):

**European Centre for the Development of Vocational Training (Cedefop),
Procurement Service
Attention of Mr G. Paraskevaïdis
123, Europe Str, GR-57001 Thessaloniki-Pylea,
PO Box 22 427 - Greece
Tel: +30 2310 490111 / 490 287**

Please note that Cedefop is open from 09h00 to 17h00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

VI - Contacts between the contracting authority (Cedefop) and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of applications:

- At the request of the applicant, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the published documents. Any request for additional information must be made in writing by fax (fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu).
- The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the published documents.

Any additional information, including that referred to above, will be published on Cedefop's website. Please ensure that you visit regularly the site for updates up to the closing date for receipt of applications.

¹ <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>