

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:73341-2011:TEXT:EN:HTML>

**GR-Thessaloniki: provision of French/Greek language courses for Cedefop staff**

**2011/S 45-073341**

**CONTRACT NOTICE**

**Services**

**SECTION I: CONTRACTING AUTHORITY**

**I.1) NAME, ADDRESSES AND CONTACT POINT(S)**

Cedefop — European Centre for the Development of Vocational Training

Europe Street 123, PO Box 22427

Contact: Ms Dimitra Eleftheroudi

Attn: Mr George Paraskevaidis

551 02 Thessaloniki

GREECE

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>

Address of the buyer profile <http://www.cedefop.europa.eu>

**Further information can be obtained at:** As in above-mentioned contact point(s)

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at:** As in above-mentioned contact point(s)

**Tenders or requests to participate must be sent to:** As in above-mentioned contact point(s)

**I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES**

European institution/agency or international organisation

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 French/Greek language courses for Cedefop staff.

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

Services

Service category: No 27

Main place of performance Cedefop's premises.

NUTS code GR122

**II.1.3) 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 month(s): 48

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

In 2010 Cedefop launched a call for tender for the provision of language courses for its staff. For 2 of the lots, namely provision of French language courses and provision of Greek language courses, contracts were not concluded.

Cedefop is now re-launching a new call for tender with the aim of concluding framework contracts for provision of language courses for French and Greek.

The general objective is to develop the language skills of staff to enable them to better perform their duties and to communicate more effectively. The target group is the staff members of Cedefop, who come from various countries and different linguistic backgrounds.

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

80580000

II.1.7) **Contract covered by the Government Procurement Agreement (GPA)**

II.1.8) **Division into lots**

Yes

tenders should be submitted for one or more lots

II.1.9) **Variants will be accepted**

No

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope**

The estimated volume (in hours) of all services per lot per year is as follows:

lot 1: 350 h/year (French courses);

lot 2: 550 h/year (Greek courses).

II.2.2) **Options**

Yes

description of these options: initial contract duration of 12 months with 3 possible extensions of 12 months each.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

Duration in months: 12 (from the award of the contract)

**INFORMATION ABOUT LOTS**

LOT NO: 1

TITLE Provision of French language courses

1) **SHORT DESCRIPTION**

2) **COMMON PROCUREMENT VOCABULARY (CPV)**

80580000

3) **QUANTITY OR SCOPE**

The estimated volume (in hours) per year is as follows:

lot 1: 350 h/year (French courses).

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**

5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 2

TITLE Provision of Greek language courses

1) **SHORT DESCRIPTION**

2) **COMMON PROCUREMENT VOCABULARY (CPV)**

80580000

3) **QUANTITY OR SCOPE**

The estimated volume (in hours) per year is as follows:  
lot 2: 550 h/year (Greek courses).

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**

5) **ADDITIONAL INFORMATION ABOUT LOTS**

**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 regulating them**

Payments will be made every 2 months upon completion of tasks and within 30 days of submission of invoices at the conditions set out in the draft framework contract.

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

Tenderers may choose between submitting a joint offer as a consortium/grouping or by introducing a bid as a single tenderer, in both cases with the possibility of having 1 or several subcontractors. Whichever type of bid is chosen, the tenderer must stipulate the legal status and role of each legal entity in the tender proposed. For more information please refer to the tender documents.

III.1.4) **Other particular conditions to which the performance of the contract is subject**

Yes

Subcontracting is allowed and is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the selected tenderer (the contractor), who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s). For more information please refer to the tender documents.

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 requirements are met: tenderers must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure. Participation to this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest in Annex C of the tender documents. For more information please refer to the tender documents.

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

Information and formalities necessary for evaluating if requirements are met: the tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract. Proof of economic and financial capacity may in particular be furnished by 1 or more of the following documents: Minimum level(s) of standards possibly required — a duly signed and stamped statement of tenderer's turnover for the last 3 financial years for which accounts have been closed concerning the type of services similar in nature to those making the subject of this call for tenders, or

- profit and loss account or equivalent of the tenderer (covering all fields of activity) for each of the last 3 financial years for which accounts have been closed, or
- a tax declaration and corresponding tax clearance for the last 3 financial years (for natural persons/freelancers).

In the case of a consortium (grouping) or subcontracting, each member of the consortium and all subcontractors (in line with points 4.1 or 4.2 of the tender documents) must provide the required evidence for the economic and financial capacity.

In the case of contract award the winning tenderer will be requested to prove the above by audited financial statements if this is foreseen by the national legislation.

If, for some exceptional reason the tenderer is unable to provide one or other of the above documents for each lot, he is required to provide justification for the non-provision and may prove his economic and financial capacity by any other document which Cedefop considers appropriate.

Cedefop reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

### III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if requirements are met:

tenderers are required to prove that they have sufficient technical capacity to perform the contract.

Tenderers must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the technical specifications. In particular, the tenderer must comply with the following requirements:

Minimum level(s) of standards possibly required

- (1) ability to deliver language courses similar to those described in this invitation to tender;
- (2) ability to propose instructors possessing an outstanding knowledge of the language to be taught.

The proposed language instructors must have:

- a university-level language qualification in the language to be taught, or a university-level qualification in any field taken in the language to be taught, plus a language teaching diploma,
- been resident for study or work purposes for at least 6 months in a State where the language to be taught is considered a native language,
- at least 3 years' experience of language teaching, of which at least 2 years is of language teaching to adults,
- a good knowledge of English to facilitate communication with the students — level B2 or above (see self assessment grid of European language levels of the Common European Framework of Reference for Languages: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>).

The following documents or information must be presented as evidence of compliance with the above criteria:

- (1) for the tenderer (company, grouping, natural person):

- a detailed profile, demonstrating the ability to provide services similar to those described in this invitation to tender,
- a list of courses performed in the last 3 years similar in scope, size and nature to those required in this call for tender, indicating the amounts, dates and target groups;

- (2) for the proposed language instructors:

- copies of educational and professional qualifications,
- curriculum vitae (CV) with detailed information on language teaching experience (clearly indicating dates and age-group); periods of residence for study or work purposes in States where the language to be taught is spoken; indication of good knowledge of English.

Tenderers must provide the required information for 2 proposed instructors (principal instructor and reserve instructor).

In the case of a consortium or subcontracting, the consortium or the tenderer with all subcontractors together have to provide evidence of technical and professional capacity as a whole (see also 4.1 and/or 4.2 of the tender documents).

III.2.4) **Reserved contracts**

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession**

No

III.3.2) **Legal entities 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**

Open

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

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) **An electronic auction will be used**

No

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority**

AO/RES/AMC/LanguageCourses/001/11.

IV.3.2) **Previous publication(s) concerning the same contract**

No

IV.3.3) **Conditions for obtaining specifications and additional documents**

Payable documents No

IV.3.4) **Time-limit for receipt of tenders or requests to participate**

15.4.2011

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**

Spanish. Danish. German. Greek. English. French. Italian. Dutch. Portuguese. Finnish. Swedish. Czech. Estonian. Hungarian. Lithuanian. Latvian. Maltese. Polish. Slovak. Slovenian. Irish. Bulgarian. Romanian.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

Until 15.10.2011

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

Date: 3.5.2011 - 11:00

Place

Cedefop's premises.

Persons authorised to be present at the opening of tenders Yes  
each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax (Fax No +30 2310490028) or by e-mail ([c4t-services@cedefop.europa.eu](mailto:c4t-services@cedefop.europa.eu)) at least 2 working days prior to the opening session.

#### **SECTION VI: COMPLEMENTARY INFORMATION**

**VI.1) THIS IS A RECURRENT PROCUREMENT**

No

**VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS**

**VI.3) ADDITIONAL INFORMATION**

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

**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)  
Tel. +352 4303-1  
Internet: <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**

**VI.5) DATE OF DISPATCH OF THIS NOTICE:**

21.2.2011