



CEDEFOP

European Centre for the Development
of Vocational Training

Area Resources

Finance and Procurement, Procurement Service

Thessaloniki, 21/06/2011
RS/PRO/YSIRAK/2011/0451

OPEN INVITATION TO TENDER

AO/ECVL/JB-IPS/Cooperation Labour market-VET/007/2011

‘Cooperation between education and training and the labour market in renewing VET’

Ref Contract notice - 2011/S 117-192324 of 21/06/2011

Dear Sir/Madam,

We thank you for the interest you have shown in this tender.

The purpose of this tender and additional information necessary to present a tender can be found in the attached Tender Specifications. You should note however the following important points concerning the submission of a tender and its implications.

1. Tenders should be submitted preferably in English, but in any case in one (or in any) of the official languages of the European Union.
2. Tenders may be submitted exclusively in one of the following ways:

(a) **by post** to be dispatched not later than **the date and time specified in the timetable in point 8 below**, 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 post address of Cedefop :

**European Centre for the Development of Vocational Training (Cedefop),
Procurement Service, Attention of Mr G. Paraskevaidis
PO Box 22 427
GR – 55102 Thessaloniki, Greece**

Important:

Tenderers shall inform Cedefop by e-mail (c4t-services@cedefop.europa.eu) or fax (+30 2310 490028)

- ✓ *that they have submitted an offer in time, and*
- ✓ *that they request Cedefop to confirm receipt of the e-mail or fax.*

Do not attach your offer to any of the above information e-mail or fax.

or

(b1) **by courier service** to be dispatched not later than **the date and time specified in the timetable in point 8 below**, 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 **the date and time specified in the timetable in point 8 below**, 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 points (b1) and (b2)):

**European Centre for the Development of Vocational Training (Cedefop),
Procurement Service
Attention of Mr G. Paraskevaidis
123, Europe Str, GR-57001 Thessaloniki-Pylea,
PO Box 22 427 - Greece
Tel: +30 2310 490111 / 490 064**

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

3. Tenders must be submitted strictly adhering to the following.

Tenders must be submitted in a sealed envelope itself enclosed within a second sealed envelope. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The **outer envelope**, addressed simply to Cedefop (address depending on the means of submission, see point 2 above), should only bear additionally **the name and address** of the sender.

The **inner envelope**, addressed to the Procurement Service as indicated under point 2 above, must bear a self-adhesive label with the indication **“Open Invitation to tender – Not to be opened by the internal mail service”** and all the necessary information, as shown below:

OPEN INVITATION TO TENDER

CEDEFOP No: AO/ECVL/JB-IPS/Cooperation Labour market-VET/007/2011

Cooperation between education-training and the labour market in renewing VET

Name of tenderer:

NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE

The inner envelope must also contain three sealed envelopes, namely, Envelope A – “Supporting Documents”, Envelope B – “Technical Proposal” and Envelope C – “Financial Proposal”. The content of each of these three envelopes is described in point 6 of the attached tender specifications.

4. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible. It is mandatory to include in the offer a cover letter, signed by the person/s that is/are authorised to sign the contract in case of contract award, stating that the tenderer accepts in full and without restriction the requirements of these Tender Specifications, and the Special and General conditions governing this contract as the sole basis of this tendering procedure (see also point 1 of the Tender Specifications).
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer’s own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. The opening of tenders will take place at Cedefop on **the date and time specified in the timetable in point 8 below**. Each tenderer may be represented at the opening of tenders by one person. The name of the person attending the opening must be notified in writing by fax (Fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least two working days prior to the opening session.
7. 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 tenders:

- At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the tender 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).

Requests for additional information/clarification should be received by the date and time as specified in the timetable in point 8 below. No such requests will be processed after that date.

- The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tender.

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 tenders.

After the opening of tenders:

- If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.
- Tenderers should not contact the contracting authority (i.e. Cedefop) on their own initiative after the tenders have been opened.
- If the supporting documents for the assessment of an award criterion are missing, these may not be requested as clarification if this might alter the proposal. Any requests for clarification in that regard should not lead to amendment of the terms of the tender. The tenderers' replies must serve solely the purpose to provide the Evaluation Committee with a clarification regarding the offer in relation to the technical proposal or concerning obvious clerical errors in the financial offer. Neither the technical content of the tender nor the financial offer may be changed.
- In case the tenderer alters the total financial offer during a clarification (beyond the correction of any obvious clerical/calculation errors), this offer will be automatically rejected.

8. Timetable:

	DATE	TIME
Deadline for request for any clarifications from the Contracting Authority (Cedefop)	12/09/2011	N/A
Last date on which clarifications are issued by Cedefop	as soon as possible	N/A
Deadline for submission of tenders (hand delivered)	21/09/2011	17.00h
Deadline for submission of tenders by post / courier	21/09/2011	N/A
Validity of the tenders	21/03/2012	N/A
Tender opening session	05/10/2011	11.00h

9. Tenderers must maintain the validity of their tender for at least 6 months following the deadline of submission of tenders.

In exceptional cases, before the period of validity expires, Cedefop may ask the tenderers to extend the period for a specific number of days, which may not exceed 40.

The selected tenderer must maintain his tender for a further period of 60 days from the date of notification that his tender has been recommended for the award of the contract. The further period of 60 days is added to the initial period of 6 months irrespective of the date of notification.

10. All costs incurred in preparing and submitting tenders are borne by the tenderers.
11. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. If such decision is taken, the tenderers will be notified accordingly.
12. This invitation to tender is in no way binding on Cedefop. Cedefop's contractual obligation commences only upon signature of the contract with the successful tenderer.

13. Evaluating your tender and your possible subsequent replies to questions in accordance with the specifications of the invitation to tender, will involve the recording and processing of personal data (such as your name, address and CV). Unless indicated otherwise, such personal data will be processed by Cedefop's Finance and Procurement Service solely for that purpose and pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of data by the Union institutions and bodies and on the free movement of such data. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

14. Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:
- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/info_contract/legal_entities_en.htm), or
 - the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf).

15. All tenderers will be informed in writing of the results of the tender procedure.

Yours sincerely,

G. Paraskevaidis

Head of Finance and Procurement

Attached: Tender Specifications

OPEN INVITATION TO TENDER

AO/ECVL/IB-IPS/Cooperation labour market-VET/007/2011

**‘Cooperation between education and training and
the labour market in renewing VET’**

Tender Specifications

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Annex G:	Questionnaires (1-4) (given as a separate *.doc file)
Annex H:	Cedefop style manual (given as a separate file in *.pdf format)
Annex I:	Power of Attorney (Models 1 and 2) (given as a separate *.doc file)
Annex J:	Model of Letter of Intent for Subcontractor/s (given as a separate *.doc file)

Introduction to Cedefop: strengthening European cooperation in vocational education and training policy

1) Founded in 1975 (1) and based in Greece since 1995, the European Centre for the Development of Vocational Training (Cedefop) is an agency of the European Union (EU) supporting European vocational education and training (VET) policy development. Its strategic objective for 2009-11 (2) is to 'contribute to excellence in VET and strengthen European cooperation in developing, implementing and evaluating European VET policy'.

2) This strategic objective is supported by four priorities, namely:

- (a) informing European VET policies;
- (b) interpreting European trends in and challenges for skills, competences and learning;
- (c) assessing VET's benefits;
- (d) raising the profile of VET.

3) Cedefop supports the European Commission, Member States (as well as the associated countries of Iceland and Norway) and social partners by:

- (a) using its expertise, gathered through research, analysis and networking, to identify trends and challenges and propose ideas for VET policies;
- (b) bringing together policy-makers, social partners, researchers and practitioners to share ideas and debate proposals on the best ways to tackle the challenges we face;
- (c) encouraging European approaches, principles and tools to improve training and achieve common aims;
- (d) raising awareness and understanding of how vocational education and training is evolving, and how it contributes to lifelong learning and other policies;
- (e) disseminating information through websites, publications, networks, study visits, conferences and seminars.

Cedefop carries out its role through the tasks set out in its founding regulation. It disseminates information through its website, publications, networks, study visits, conferences and seminars.

4) Information about Cedefop's publications, many of which can be downloaded, can be found at <http://www.cedefop.europa.eu/EN/publications.aspx>. Cedefop's wide range of books covers themes such as vocational education and training policy, research, future skill needs, learning outcomes, European qualifications framework and the validation of informal and non-formal learning.

(¹) Council Regulation of 10 February 1975 establishing a European Centre for the Development of Vocational Training (Cedefop) EEC No 337/75, *Official Journal of the European Communities* L39, 13.2.1975 as last amended by Council Regulation EC No. 2051/2004.

(²) Cedefop, *Enhancing European cooperation in vocational education through evidence and expertise: continuity, focus and flexibility - Cedefop's medium-term priorities 2009-11*.

5) Cedefop hosts and organises conferences and events throughout the year. Cedefop also manages several networks to exchange experience and debate, generate ideas and examine themes. These include Agora conferences, two or three are hosted in Thessaloniki each year. Study visits, short-term visits of three to five days for a small group of 10 to 15 specialists to examine a particular aspect of lifelong learning in another country. In working to improve VET, Cedefop cooperates with many organisations and has several networks to collect and disseminate information, exchange experience, stimulate debate and generate ideas. Cedefop's major networks include:

- (a) ReferNet (European network of reference and expertise in VET) is Cedefop's primary source of information on VET developments in Member States. ReferNet comprises national consortia consisting of representatives of VET organisations in each Member State led by a national coordinator;
- (b) Skillsnet (network on early identification of skill needs) brings together researchers, policy-makers, social partners and practitioners to exchange information about activities on skill needs analysis and anticipation at European and international levels;

Management, resources and internal controls:

6) Cedefop's administration makes an important contribution to achieving Cedefop's operational objectives. It maintains the physical environment and ICT architecture and supports colleagues in procurement, contract and financial procedures. Further, in its dealings with outside organisations and contractors it projects Cedefop's image. Cedefop, in managing its human and financial resources, applies modern and efficient management techniques, in full compliance with the regulations.

7) More information about Cedefop can be found on its website: <http://www.cedefop.europa.eu>

1 Overview of this tender

In submitting a tender, the tenderer accepts in full and without restriction the requirements of these Tender Specifications, and the Special and General conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation may lead to the rejection of the tender. No account can be taken of any reservation expressed in the tender as regards the tender dossier (if necessary, clarification may be requested by the potential tenderer concerned while the tender submission phase is open – see point 7 of the Invitation to tender); any reservation may result in the immediate rejection of the tender without further evaluation.

1.1 Description and type of the contract

a) Title of the contract:

‘Cooperation between education and training and the labour market in renewing VET’

b) Short description of content of this contract:

The purpose of the contract is to map and analyse how the education and training system and the labour market cooperate and communicate in the process of defining and renewing the content and profile of VET provisions and qualifications. The study will focus on how this cooperation is organised and evolving in Europe.

c) Type of contract: Service contract (Study Contract related to research)

1.2 Place of delivery or performance

The tasks must be completed outside Cedefop in the Contractor’s premises.

1.3 Division into lots

This tender procedure is not divided into lots.

1.4 Variants

Tenderers may not offer variant solutions to what is requested in the Terms of Reference.

1.5 Value or quantity of purchase

The estimated budget for the required services described in this call for tenders is of the order of **210,000 EUR**, excluding VAT.

1.6 Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party (i.e. Cedefop) and shall have a duration of **fourteen (14) months**.

1.7 Main terms of financing and payment

Payments will be made within 30 days of submission of invoices and at the conditions set out in the draft contract.

2 Terms of Reference

2.1 Introduction

The content and profile of vocational education and training (VET) provisions and qualifications is decided in an interaction between the world of work (embodied by social partners, for example employer and employee associations, professional associations, etc.) and the world of education and training (teachers and their representatives, awarding bodies, school administrators, education ministries, etc.).

The importance of the systematic and periodical review and renewal of standards³, curricula⁴ and programmes - to ensure the relevance and responsiveness of the VET provision - is highlighted in different national policy documents. This is exemplified by the 2005 report from the Danish Government on globalisation and its impact on the vocational education and training system⁵. This report points to the need to more systematically monitor and analyse the changing needs of the labour market and to take these into account when renewing the education and training system. This 'future assurance' ('Fremtidssikring') depends, it is stated, on a regular and continuous dialogue between a wide range of stakeholders at national as well as at sector and local level. While the existing tri-partite arrangements - involving public authorities, trade unions and employers - is seen as providing a key requirement to ensure the relevance and quality of VET provision also in the future, the Danish report and other Cedefop analytical work raise questions however about the capacity of existing stakeholders to react consistently and in a flexible way to rapid and sometimes radical technological, economic and societal changes. What happens when new fundamental skills and competence needs emerge outside the existing, institutionalised tri-partite arrangements? How can we make sure that we are preparing learners for the future, and we are not only reproducing the past when we design and implement education and training programmes? These questions can be relevant for member states undertaken VET reforms that aim to increase the relevance with the labour market needs.

2.2 General purpose of the study contract

The purpose of this study is to map and analyse how the education and training system and the labour market cooperate and communicate in the process of defining and renewing the content and profile of VET provisions and qualifications. The study will focus on how this cooperation is organised and evolving in Europe. The study, to be carried out in a sample of 15 EU Member States, will provide an insight into how initial VET programmes and qualifications are renewed and how this influences standards, curricula, learning materials (e.g. textbooks) and – eventually - teaching and learning approaches and methodologies. An important objective of the study is to better understand the conditions for improving the dialogue and communication between education and training and the labour market to respond to the constantly changing needs of learners and the labour market.

Cedefop has since 2008 published a series of reports on skills supply and demand in Europe⁶. These reports very much emphasise the necessity to better match the needs and supply of skills and competences, in particular based on the expected increased demand for medium and high level qualifications towards 2020⁷. The current call for tenders shares this interest in improving the matching of needs and supply of skills and competences. But while the skill forecasts provide useful illustrations of

³ By standards we refer to educational and occupational standards. For more information on the definition of standards and recent developments in Member States you may consult: Cedefop, 2009. The dynamics of qualifications: defining and renewing occupational and educational standards. Available at: http://www.cedefop.europa.eu/etv/Upload/Information_resources/Bookshop/556/5195_en.pdf

⁴ For a definition of curricula and recent developments in Member States you may consult: Cedefop, 2010. Learning outcome approaches in VET curricula. Available at: http://www.cedefop.europa.eu/EN/Files/5506_en.pdf

⁵ Danish Government, June 2005: Danmark og globalisering.

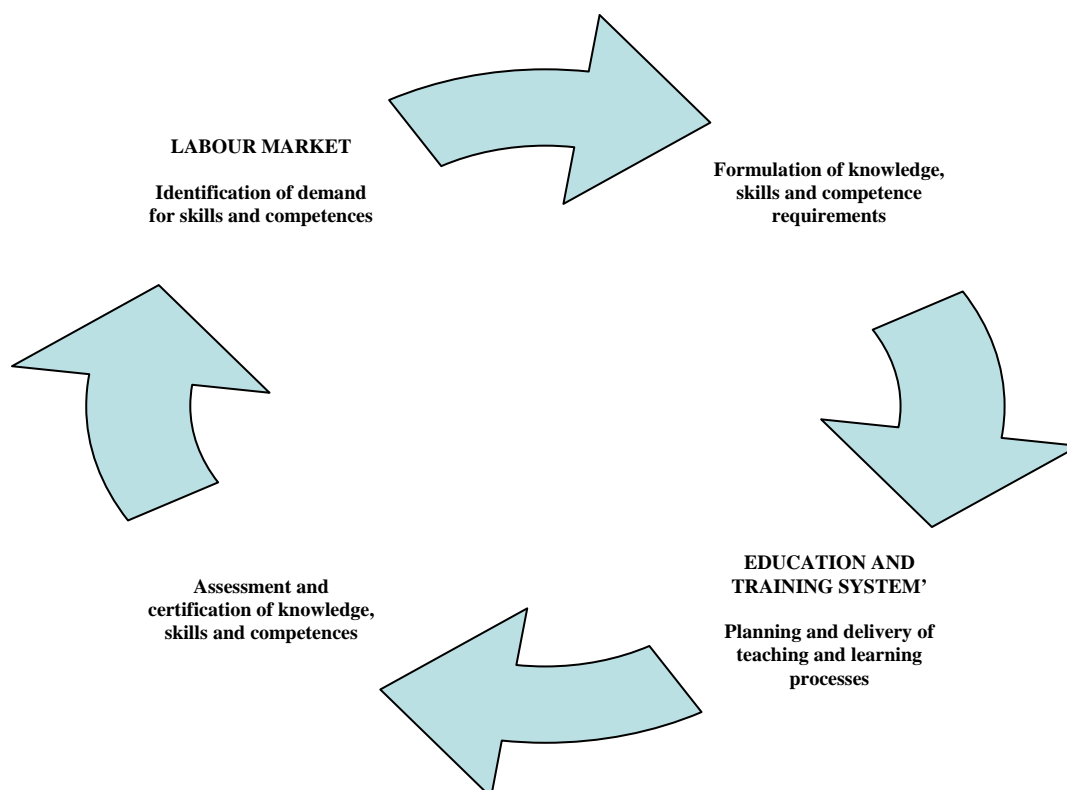
⁶ Publications are available here: <http://www.cedefop.europa.eu/EN/about-cedefop/projects/forecasting-skill-demand-and-supply/index.aspx>

⁷ Cedefop, 2010. Skills supply and demand in Europe: Medium term forecast up to 2020. Available at: http://www.cedefop.europa.eu/EN/Files/3052_en.pdf

general trends, the focus of this study is on the legal, institutional and practical arrangements allowing stakeholders at different levels to enter into the detailed and precise dialogue for the purpose of defining and renewing VET provision and in particular VET qualifications, curricula and programmes.

Cedefop's study '*The dynamics of qualifications - defining and renewing occupational and educational standards*', published in 2009⁸, illustrates the importance of systematic dialogue and cooperation between education and training and labour market stakeholders for the update and renewal of qualifications standards. Presented as a feed-back loop (Fretwell et al., 2001⁹, Cedefop, 2009¹⁰), the main elements in this interaction are illustrated in figure 1.

Figure 1 The feed-back loop education/training-labour market



Source: adapted from Cedefop, 2009, p.15

The study reveals that while tripartite arrangements dominate in this area – giving voice to and balancing the interests of public authorities, employers and employees - the patterns of involvement and participation varies considerably between countries. Whatever this variation, the study points to a tendency towards increased involvement of stakeholders, especially social partners, in the development and renewal of qualifications standards, also in countries with a weak tradition in social partnership. A key challenge identified though is the lack of capacity among certain stakeholders to articulate their expectations and needs. This seems in particular to be the case in emerging occupations and professions, but can also be found in sectors consisting of many small entities (SMEs) and in new occupations and professions developing in response to technological and/or institutional changes and innovations. The study also points to the increasing importance of learning outcomes or competence-based approaches in improving the dialogue between stakeholders and in establishing a common language and vocabulary facilitating the identification and articulation of needs and expectations.

⁸ See footnote 3.

⁹ Fretwell, David H. et al. (2001). A framework for defining and assessing occupational and training standards in developing countries. Turin: European Training Foundation.

¹⁰ See footnote 3.

The same conclusion was reached by another Cedefop study published in 2010 on *Learning outcomes approaches in VET curricula*¹¹. One of the research questions was whether and how stakeholders' involvement to curriculum development has changed due to the introduction of outcome-oriented approaches to curricula in nine European countries. While it is difficult to establish a causal link between the introduction of learning outcomes in curricula and stakeholder involvement, a trend is noted towards increasing stakeholders' involvement – in particular in countries where participation traditionally has been weak. In the nine countries examined in the study, a broad process of consultation and public debate took place when a new overarching curriculum reform was decided (e.g. in Ireland, France, the UK-Scotland, and to a lesser extent also in Germany). This illustrates the political nature of the curriculum and its character of being based on a 'contract' between society and the educational system (Braslavsky, 2001)¹².

At the level of curriculum development for specific qualifications, stakeholders' involvement is mostly restricted to social partners, teachers and training providers. Parents and learners may also be represented in consultative committees or on the board of national agencies (e.g. in Ireland, Slovenia), but in most countries, their role is fairly limited and their involvement is more common at school level.

The study suggests that broad consultation campaigns and increased stakeholder involvement during national curriculum development may fulfil at least two different functions: it may increase the relevance of curricula for the labour market and society as a whole, and the legitimacy and acceptance of the curriculum. This is, in turn, a necessary requirement for involving stakeholders in training delivery (for instance companies in apprenticeship schemes) (Winterton, 2000).¹³ These two functions can be fulfilled independently from the form and content of curricula. This is demonstrated by the fact that stakeholder involvement was institutionalised in some countries well before a shift took place to outcome-oriented curricula.

The two aforementioned studies show that the 'future assurance' envisaged above - that is to systematically encourage dialogue and exchange between stakeholders on the changing needs of the labour market - requires concrete, operational solutions involving stakeholders at different levels. The ability to develop high quality, relevant VET qualifications in the coming years very much depends on this interaction, cooperation and communication and the extent to which it is balanced, credible and supported by sufficient resources.

2.3 Research questions

Below are specified the key research issues relevant to the renewal of VET provision to be analysed in the framework of this study:

1. The characteristics of the existing dialogue and cooperation arrangements between the labour market and the education and training system to renew VET provision in the selected countries:
 - What is the role of tripartite arrangements in updating and renewing VET provision and to what extent are these stable and/or changing?
 - To what extent and how are tripartite arrangements supplemented or replaced by alternative arrangements?
 - At which levels (national sector, local) and in which settings (qualifications, curricula, standards, textbooks, etc.) a systematic interaction is observed between the labour market and the education-training system to renew VET provision?
 - To what extent are such dialogue and communication arrangements politically and legally regulated? And are these changing?

¹¹ See footnote 4.

¹² Braslavsky, Cecilia (2001). *Tendances mondiales et développement des curricula*. Presentation at the AFEC conference 'L'éducation dans tous ses états – influences européennes et internationales sur les politiques nationales d'éducation et de formation', Brussels, 9-12 May 2001.

¹³ Winterton, Jonathan (2000). Social dialogue on vocational training in market-led systems. *International Journal of Training and Development*, No 4/1, 26-41.

2. Stakeholders' involvement in the interaction between the labour market and the education and training system responding to changing needs for knowledge, skills and competence:
 - How are new knowledge, skills and competence needs identified in the labour market are addressed and introduced in VET provision?
 - How rapid and regular is the update and renewal of VET provision (especially for qualifications, standards, curricula and learning materials)?
 - How flexible are the established structures for dialogue and cooperation? Are they prepared to respond to the skills and competences required by new occupations? How are they addressing the issue of transversal or generic skills and key competences relevant across borderlines of occupations and curriculum subjects?
 - What is the capacity of different stakeholders to take actively part in and contribute to the dialogue on VET renewal (in terms of human resources, analytical capacity, etc.)?
 - Which methodologies and tools are used to support the dialogue and communication (for example, forecasting methodologies; qualitative research; instruments and tools supporting the development of standards and curricula, etc.)?
3. To what extent and how are stakeholders at European and/or international level informing or influencing the interaction between the world of work and education and training?

2.4 Description of tasks and methodology

The study should follow a comparative and qualitative approach. It should be based both on secondary analysis taking into account existing research as well as on primary analysis collecting and analysing new data. In continuation, the tasks and methodology are described in detail.

2.4.1 Tasks

The contractor should carry out two main tasks:

a. Comparative overview in 15 EU member states

This study will map and analyse how the cooperation and communication between the education and training system and the labour market is organised and evolving in Europe. To be carried out in a sample of 15 EU Member States, the study will provide an insight into how VET provision, and in particular, how initial VET programmes and qualifications are renewed. The sample of countries needs to be representative with regard to the coverage of the European Union and reflect the following aspects:

- Large/small countries (population);
- Geographical coverage (north/south);
- Older/newer member states;
- Profile of VET system (dual system, schools based, combinations);
- Governance of education and training (centralised, decentralised).

b. In-depth analysis of 8-10 case studies of commendable practice

While the country studies are important to provide the necessary overview of European developments in this field, they need to be supported by case studies able to identify and analyse arrangements and practices in more detail. The tenderer is therefore invited to outline a limited number **(8-10) of case studies** in different countries addressing the situation **in particular economic sectors and/or fields of activity**. The purpose of these case studies is to understand in more detail what makes dialogue-based mechanisms for renewal of initial VET work (or not work).

2.4.2 Methodology

- Desk research

The analysis on the feed-back loop between education and training and the labour market will be based on literature reviews as well as on qualitative research methods (i.e. interviews with experts from the

selected countries and economic sectors should be conducted to gather the most up-to-date developments, and any other means proposed by the contractor). For the desk research, the tenderer will review the most recent relevant scientific/research publications at national and international level and identify relevant data in the countries.

- Qualitative analyses of case studies

The definition of concrete criteria for the selection of the 8-10 case studies in particular economic sectors and/or fields of activity is an important part of the research methodology. The contractor should address sectors and/or fields of activity areas facing different rates and forms of technological, institutional and economic change. While some VET qualifications are delivered in a relatively stable environment with clearly defined occupational borderlines and requirements, others are delivered in a situation of rapid and radical change, sometimes resulting in new occupations or combinations of occupations. The analysis will be based on thorough secondary (through desk research) and primary data (qualitative and/or quantitative research methods) collection. The criteria for selecting the case studies will be identified in the initial research stage.

The final decision on countries and sectors/fields of activities to be examined will be made in the inception meeting with the agreement of Cedefop's project manager(s) responsible for this project.

- Research tools

The contractor is expected to design research tools for the collection and analysis of primary and secondary data, in particular, for mapping developments in 15 countries and for the systematic description and analysis of the 6-8 case studies in selected sectors/fields of activities. The case studies should be carried out on the basis of study visits with interviews, surveys and other means proposed by the contractors. The study should follow an explorative and multi-disciplinary approach.

- Networking with national experts

The contractor is advised to assemble the team necessary to execute, manage and coordinate the study. Considering the complexity of the study, the contractor is advised to rely on a team of experts/consortia across different countries to carry out the analysis and validate the findings and key policy messages.

In the different development stages, the contractor will be working in close collaboration with Cedefop's project manager(s) responsible for this project.

2.5 Deliverables and Timetable

The Contractor is required to submit:

An **inception report, 6 weeks after the date of signature of the contract**, which refines the methodology proposed in the tender, including indication of the countries and sectors to be analysed, a proposal of research tools (e.g. draft questionnaires/interviews grids, tools for the analysis of secondary data, a detailed list of key stakeholders and institutions to be contacted, etc.) as well as an updated work plan and timetable.

An **interim report, within 6 months of the date of signature of the contract**, which will comprise:

- A complete overview of developments in the 15 examined countries with intermediary findings;
- A detailed presentation of the case studies that have been selected for in-depth analysis; highlighting intermediary findings;
- A short description of the methodology, including the final version of the tools for data collection and analysis;
- A complete list of data sources, including bibliographical data, reference people and institutions;
- Information on any major challenges encountered, solutions found or proposed and potential impact on the preparation of the final version of the study;
- A proposed outline of the final report.

A draft final report, within 11 months of the date of signature of the contract, and a final report within 13 months of the date of signature, following the guidelines provided in these Technical Specifications and including:

- An executive summary, highlighting the main findings and flagging up some key policy considerations for the future, which can also be distributed as a self-standing document;
- A comparative analysis (15 countries) of approaches, identifying trends and actions, gaps and challenges across the countries under consideration, illustrated with national examples that should be embedded in the text;
- An in-depth analysis of case studies in a range of sectors selected;
- Recommendations and lessons learned for the different stakeholders concerned with VET policy, researchers and practitioners at national and European level; and
- Annexes, such as a bibliography, list of abbreviations, research tools, and a full description of the methodology.

The contractor shall submit all deliverables in English, in hard copy and in electronic format. Figures and tables should be delivered separately in Excel or in Word, as appropriate. Excel charts should include the data used to be able to reproduce the charts. The electronic files must correspond fully to the hard-copy version. Lay-out and format of the text –in particular for citation, bibliography, tables and figures – have to comply with Cedefop’s style manual (Annex H).

The selected Contractor shall ensure that the final reports as submitted to Cedefop have been subject to professional proof-reading and editing in English, the cost for which should be included in the Financial Proposal (the Table in point 5.3, item 2c).

2.6 Meetings and travel expenses

The contractor (**up to 2 persons**) will be requested to attend in total **three one day meetings with the responsible project manager/s at Cedefop’s headquarters in Thessaloniki, Greece:**

1. A kick-off meeting 3 to 4 weeks after the contract is signed to fine-tune the research methodology to be applied, the data sources to be used and the final planning, described in the inception report;
2. A meeting to discuss the draft interim report and preliminary key messages of the study, monitor progress and agree on the outline of the final report;
3. A meeting to discuss and provide comments on the final outcomes and key policy messages included in the draft final report. The Contractor will take these comments into account in the preparation of the final version of the study (final report).

All costs incurred, including travel & accommodation related to Cedefop’s meetings in Thessaloniki (described above) as well as any travel expenses that may occur in performing the tasks as described in point 2.3, have to be included in the Financial offer (see point 5.3, item 2a in Price Schedule table).

Any other travel, accommodation etc. expenses that may occur in performing the tasks as described in the Technical Specifications have also to be included in the Financial offer (see point 5.3, item 2b in Price Schedule table).

Any extra travel expenses, besides those mentioned above, that might be needed to perform the tasks related to the contract, shall be subject to Cedefop’s prior written approval and shall be reimbursed by Cedefop separately, according to its relevant rules (see Annex III of the Draft Contract in Annex B).

3 Specific information concerning participation to this tender

3.1 Exclusion criteria

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. Therefore all tenderers, all group (consortium) members (if any) and the subcontractor/s (if any), identified as per the two bullet-points in the fourth paragraph of point 4.2 below) **MUST** provide the self-declaration found in Annex C duly signed and dated.

Cedefop reserves the right to check the situations described in points c) and f) of the declaration.

In case of recommendation for contract award point l) of Annex C will apply (as provided for in Articles 134.2(a) and 158.1(a) of the Implementing Rules of the General Financial Regulation).

3.2 Selection criteria

The selection criteria concern the tenderer's capacity to execute similar contracts.

The tenderers must submit documentary evidence (or statements, where required) of their economic, financial, technical and professional capacity to perform this contract.

Each and all requirements for economic and financial capacity should be fulfilled by the tenderer - alone (in the case of single tenderers) or as a whole (in case the tenderer is a grouping/ consortium). Participation in tendering is open to all legal persons bidding either individually or in a grouping (consortium) of tenderers.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which he has with them. He must in that case prove to the contracting authority that he will have at his disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at his disposal. This obligation may be fulfilled by presenting statements from those entities or the consortium agreement.

3.2.1 Economic and Financial capacity

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Requirements:

- The **average annual turnover** of the tenderer (of a single company, or of the consortium as a whole, if any) for the last three financial years concerning similar type of services to those covered in this call for tenders should be at least **210,000 €**

Proof of economic and financial capacity **must** be furnished by the following documents:

- Signed Statement(s) of turnover of the tenderer (for a single tenderer, or statements for each consortium member, in case of a grouping/ consortium) concerning the type of services similar in nature to those making the subject of this call for tenders during each of the last three financial years, to prove that the tenderer's average turnover over that period meets the minimum required (please fill in Annex G – Questionnaire 2);
- For consortium members or subcontractors who are natural persons / freelancers - a Tax Declaration for the last three financial years is sufficient.

In case of contract award the winning tenderer will be requested to prove the above by submitting Audited Financial Statements (Audited Profit and Loss Account/ Statement or equivalent) if these are foreseen by the respective national legislation.

If, for some exceptional reason the tenderer is unable to provide the above requested documents, he is required to justify 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.

3.2.2 Technical and professional capacity

Requirements for Technical and professional capacity:

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

The tenderer must comply with the following **requirements**:

- The tenderer must have an adequate structure and resources for the provision of the services described in the Terms of Reference;
- **The Tenderer must have at least three (3) years experience** in the field of policy analysis and have the capacity to access data at national and European levels;
- **The Tenderer must have implemented** in the past **three (3) years** at least **three (3) contracts, each of them similar to the scope, size and nature** of this call for tenders, i.e. covering subjects of research and comparative analysis on labour market and/or education and training policies and/or forecast and scenario analysis;
- **The Tenderer's proposed team of experts** must have the relevant to the subject of the study profiles, knowledge and experience for the successful implementation of the contract. In particular, the below requirements are mandatory:

For the proposed Team Leader (Senior Researcher):

- ✓ **Minimum Five (5) years** individual experience in international research project management,
- ✓ **Minimum Five (5) years** individual professional experience in education and training research and policy analysis and in the field of qualifications, professions, occupations and the labour market;
- ✓ Linguistic ability to communicate and draft to a **high standard in English** (Level C1) as determined in "Language levels of the Common European Framework of Reference (CEF)"

For each of the proposed Researchers/team members who will be involved in the study:

- ✓ **Minimum Three (3) years** individual experience in the education and training research and policy analysis, qualifications, professions, occupations and the labour market;
- ✓ Each member of the proposed research team must possess the linguistic ability to communicate and draft in English, **and as a whole** the team must demonstrate capability to communicate and draft to a **high** standard in English corresponding to level C1 as determined in "Language levels of the Common European Framework of Reference (CEF)".

Proofs / Evidences of Technical and professional capacity

The following documents or information must be presented by the tenderer to prove his technical and professional capacity to perform the proposed contract:

- **Brief company profile** with short presentation of the Tenderer (experience in research and comparative analysis on labour market and education and training policies, structure, resources, trained and certified technical staff, etc). Please fill in Annex G, Questionnaire 2;
- List of at least **3 contracts** performed in the past **three (3) years** similar to the scope, size and nature of this call for tenders, describing the subjects and the scope, the amounts, the dates; the percentage performed by the tenderer, and the contracting authorities (please fill in Annex G, Questionnaire 4);

- **The detailed CVs of the experts** who will be proposed to implement the contract (the Team Leader/ Senior researcher and the team of Researchers), i.e. of the persons whose involvement will be crucial for performing the contract, including reference to linguistic abilities.

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

3.3 Legal Position

Tenderers may choose between submitting a joint offer (see 4.1) as a Consortium / Grouping or introducing a bid as a single tenderer, in both cases with the possibility of having one or several subcontractors (see 4.2). Whichever type of bid is chosen, the tender must stipulate the legal status and role of each legal entity in the tender proposed. To identify himself the tenderer must complete a Legal Entity Form found in Annex D which must be accompanied by all documents and information indicated in the form. Tenderers are also requested to complete the respective forms (tables) in Annex G.

The Legal Entity Form should be completed and signed by the representative(s) of the tenderer (who sign(s) the cover letter as per point 4 of the Invitation to tender) authorised to sign contracts with third parties.

The Legal Entity Form should not be submitted by sub-contractors (if any).

4 Additional information concerning participation to this tender

Participation in tendering procedures is open on equal terms to all natural and legal persons or groupings of such persons (consortia) falling within the scope of the Treaties. It includes all economic operators registered in the EU and all EU citizens. Pursuant to Article 106 of the general Financial Regulation the participation is also open to all natural and legal persons in any non-EU country which has an agreement with the Union in the field of public procurement on the conditions laid down in that agreement.

A natural or legal person can take part (as an individual tenderer or as a member of a consortium submitting a tender) in only one tender. In the opposite case all tenders in which that person has participated may be excluded from the evaluation.

4.1 Joint Offers/ Groupings (Consortia)

Groupings (consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition. A consortium may be a legally-established permanent grouping, or informally constituted group of tenderers submitting an offer (joint offer) for a specific tender procedure.

Cedefop does not require consortia (if any) to have a given legal form in order to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the contract is signed (if this change is necessary for proper performance of the contract). This can take the form of an entity with or without legal personality but offering sufficient protection of the contractual interests of Cedefop.

If awarded the contract, the tenderers of the group (consortium) will have an equal standing towards Cedefop in executing it.

A grouping (if any) of firms must nominate one party to be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration, and for coordination.

Tenders submitted by consortia of firms must specify the role, qualifications and experience of each member or of the group (please fill-in the respective Questionnaires in Annex G).

Each member of the group (consortium) must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria, the evidence provided by each member of the group (consortium) will be checked to ensure that the consortium as a whole fulfils the criteria.

The offer has to be signed by all members of the group (consortium). However, if the members of the group so desire they may grant an authorisation to one of the members of the grouping (consortium). In this case they should attach to the offer a power of attorney (see model in Annex I) authorising this

company or person to submit a tender on behalf of the grouping (consortium). For groupings not having formed a common legal entity, Annex I, model 1 should be used and separate legal entity forms (see point 3.3 and Annex D) should be completed and signed by all members. For groupings with a legal entity in place, Annex I, model 2 and one legal entity form (see point 3.3 and Annex D) should be completed and signed only by the single representative of the consortium.

The contract will have to be signed by all members of the group (consortium). If the members of the group (consortium) so desire, they may grant authorisation to one of the members of the grouping by signing a power of attorney. The same model as above duly signed and returned together with the offer (Annex I) is valid also for signature of the contract.

Partners in a joint offer assume joint and several liability towards Cedefop for the performance of the contract as a whole.

4.2 Subcontracting/Subcontractors

Subcontracting 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).

The contractor retains full liability towards Cedefop for performance of the contract as a whole. Cedefop will treat all contractual matters (e.g. payments) with the contractor, whether or not some tasks are performed by a subcontractor. Under no circumstances can the contractor avoid liability towards Cedefop on the grounds that the subcontractor is at fault.

Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the bidder's tender, or, if proposed by the Contractor after contract signature, in writing by an exchange of letters. In the latter case subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition.

The tenderer must clearly indicate:

- the identity of those subcontractors only undertaking between 10% and 40% of the work by value,
- the identity of each and every subcontractor if the total subcontracting is above 40% of the work by value, independently of his contribution to the work by value.

For each subcontractor, identified as per any of the above two bullet-points, the tenderer should submit with the offer:

- the Declaration on exclusion criteria and absence of conflict of interest (Annex C) filled-in and signed by the respective subcontractor;
- the required documents to show the economic/financial and technical/professional capacity of the subcontractor as described in points 3.2.1 and 3.2.2;
- the Form in Annex J (Model of Letter of Intent for Subcontractor/s) duly filled-in and signed by each respective subcontractor, stating his unambiguous undertaking to collaborate with the tenderer if the latter wins the contract. Also should be stated the roles, activities and responsibilities of the subcontractor(s) and the extent of the resources that the respective subcontractor will put at the tenderer's /contractor's disposal for the performance of the contract.

N.B.: The subcontractor(s) (if any) have to provide the documents to prove their capacity only for the parts of the contract that are relevant to them. The evidence provided will be checked to ensure that the tenderer with the subcontractor(s) altogether fulfil the criteria.

Where no subcontractor is given (meaning that possible individual subcontracting is below 10% by value), the work will be assumed to be carried out directly by the tenderer (single tenderer or group of tenderers (consortium)).

5 Award of the contract

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

The contract shall be awarded to the tenderer submitting the tender that offers the best-value-for-money as represented by the highest Total Score (TS) out of 100.

The Total Score (TS), comprising quality + price score, will be calculated for each tender by applying the formula below:

$$\text{Total Score (TS)} = X * (\text{TQV} / 100) + Y * (\text{Cheapest TFO} / \text{TFO})$$

Whereby:

TQV = Total Quality Value of the tender, obtained as per point 5.2;

TFO = Total Financial Offer of the tender (as per point 5.3);

X is the weighting for quality score and for this tender procedure it is fixed to **70**;

Y is the weighting for price and for this tender procedure it is fixed to **30**.

Cheapest TFO is the Cheapest Tender Price of a technically compliant tender (i.e. among those having achieved a minimum of 50% of the possible score for each award (evaluation) criterion and a minimum of 65/100 points (TQV) in the technical evaluation – see point 5.2 below).

5.1 Technical proposal

Tenderers are requested to organise the technical offer in headings or to structure it in such a way so as to ensure that the content of the technical offer meets the requirements set out in the Terms of Reference or Technical Specifications as closely as possible and to facilitate the subsequent evaluation of tenders against the technical award criteria.

The tenderer's technical proposal should consist of a clear and comprehensive response to all requirements as per the Terms of Reference in point 2 above providing a practical, detailed description of the goods or services proposed for performance of the contract. It is up to the tenderer to prepare in his Technical Proposal a detailed organisation and methodology such that they fulfil (comply in full to) all requirements outlined in the Terms of Reference.

NB: All the information and means of proof provided commit the tenderer (and respectively the contractor) throughout the duration of the contract.

For the technical evaluation of the offer against the award (technical) criteria mentioned above, the tenderer must provide:

- brief description of the subject demonstrating in-depth understanding of the concepts, methodologies and research issues;
- methodological information;
- description of technical solutions;
- detailed description of the envisaged approach and methods, including a list of steps, potential data sources, classifications to be used etc.;
- explanation of the nature and extent of the team members and experts' participation in the study/project;
- preliminary assessment of likely difficulties in carrying out the work and proposed actions;
- detailed work plan illustrating intended organisation and management of the task including:

- composition of the proposed team
- timetable with descriptions of the deliverables (reporting, training....)
- arrangements for secure and easy communication with Cedefop
- management of the project
- quality assurance.

NB: All the information and means of proof provided commit the contractor throughout the duration of the contract.

The Technical Proposal should prove that the Tenderer is capable of meeting the tender specifications, by providing all the information related to the scope of this project.

In addition to the above the tenderer must clearly specify which parts of the work will be subcontracted (if any) and specify the identity of those subcontractors only undertaking more than 10% of the work by value (or of *all* subcontractors if total subcontracting is above 40% of the work by value) as requested in point 4.2.

5.2 Technical evaluation

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the study contract as described in the Tender Specifications.

The following Award Criteria will be applied to this tender procedure:

- **Award criterion 1 – The level of understanding of the nature of the assignment, its context and results to be achieved (35 points)**
 - ✓ Demonstration of an in-depth knowledge and understanding of the concepts and research issues relevant to the analysis of the cooperation between VET and the labour market **(10 points)**;
 - ✓ Demonstration of an in-depth knowledge and understanding of the concepts and research issues related to the analysis of knowledge, skills and competence needs **(15 points)**;
 - ✓ Demonstration of an in-depth knowledge and understanding of current practises relevant to the renewal of initial VET at sector, national and European levels **(10 points)**;
- **Award criterion 2 – The quality and relevance of the methodological approach to carry out the work (30 points)**
 - ✓ Relevance and soundness of the methodological approach proposed for carrying out the tasks in terms of terminology, methodology for data collection and analysis, envisaged steps and data sources to be used to meet the requirements outlined in the technical specifications **(15 points)**;
 - ✓ Rationale and proposed criteria for the selection of countries and case studies with a particular emphasis on their ability to illustrate the complex and diverse challenges faced when renewing initial VET **(15 points)**;
- **Award criterion 3 – Appropriateness of organisation and management of the work (35 points)**
 - ✓ Allocation of tasks, type and degree of involvement of the proposed human resources **(15 points)**;
 - ✓ Project organisation and mechanisms to guarantee successful and on-time delivery of tasks with adequate quality and risk management (clarity, coherence and feasibility of the work programme and timetable) **(20 points)**.

5.3 Financial proposal

The Financial offer must be clear and in compliance with the tender specifications. The Financial Proposal should indicate the total price in order to carry out all the activities indicated in the Terms of

Reference. The tenderers must fill-in the Price schedule table below and present a detailed breakdown of the price offered.

Reimbursement of travel expenses

All costs incurred (travel, accommodation etc) related to Cedefop's meetings as per point 2.5 of the Terms of Reference have to be included in the financial offer, point 2a) of the **"Price Schedule Table"** below. Any other travel, accommodation etc. expenses that may occur in performing the tasks as described in the ToR have also to be included in the financial offer, point 2b) of the Table.

Any extra travel, accommodation etc expenses besides those mentioned above, that might be needed to perform the tasks related to the contract, shall be subject to Cedefop's prior approval and shall be reimbursed by Cedefop separately, according to its relevant rules (see Annex III of the Draft Contract).

Price Schedule Table

1)	Names / positions of the Experts	Number of person-days	Unit price (EUR) per person-day	Price (in EUR) for services/ experts
	1a)			
	1b)			
	1c)			
	1 N)			
Subtotal 1 (1a+1b+....1N.)				
2)	2a) Attending the 3 one-day meetings at Cedefop liaison office in Thessaloniki (see point 2.5)	Number of meetings/person	Price (EUR) per meeting/person	Amount (EUR) for all meetings
				.
	2b) All estimated travel, accommodation, etc. expenses related to performance of the tasks (see points 2.4 and 2.5)	Number of persons	Price (EUR) per person	Amount (EUR) for travel, accommodation, etc
	2c) Other administrative expenses including professional proof-reading and editing in English of final report (see point 2.4)	Number of Units (if applicable)	Unit price (EUR) (if applicable)	Amount (EUR) for other administrative expenses
Subtotal 2 (2a+ 2b+2c)				
3)	Total Price = Subtotal 1 + Subtotal 2			

The VAT amount must be indicated separately here (this applies to tenderers established in Greece only):
... EUR.

The Financial Offers will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account. Tenderers will be requested to confirm in writing the corrected calculation so that it may eventually be included in the contract.

Information concerning price

- The prices quoted must be fixed and not revisable;
- Prices must be quoted in EUR and include all expenses;
- Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, Cedefop is exempt from all charges, taxes and dues, including value added tax (VAT). Such charges shall therefore not be included in the calculation of the price quoted.

5.4 Financial evaluation

Only tenders scoring **65** points or more (of a maximum of 100 points) against the technical award criteria and **50%** or more of the possible maximum score for each award criterion will have their financial proposal evaluated. The evaluation will be made on the basis of the **Total Price** offered in the Price schedule table (see point 5.3).

The tenders are awarded points for the Total Price offered by using the following formula:

*Financial score = (cheapest Financial Proposal / Financial Proposal of the tender considered) * 30.*
Where 30 = price weighting (see the complete formula under point 5 above)

6 Information on presentation and content of tender

It is important that tenderers provide all documents necessary to enable the evaluation committee to assess their tender. Tenderers should fully respect the instructions indicated under points 2, 3 and 4 of this open invitation to tender.

In addition, below you will find details of the required documentation.

6.1 Envelope A - Supporting documents

One original and one copy of:

- cover letter, signed by the person/s (name and position) that is/are authorised to sign the contract in case of contract award
- the exclusion criteria declaration requested in point 3.1 and standard template found in Annex C
- the selection criteria documents as requested in points 3.2
- Questionnaires 1 – 4 as found in Annex G;
- Power of Attorney (Model 1 or 2), as required in point 4.1 (if applicable) and found in Annex I
- Model of Letter of Intent for Subcontractor/s as required in point 4.2 (if applicable) and found in Annex J
- the Legal Entity Form as requested in point 3.3 and found in Annex D
- the Financial Identification Form as found in Annex E
- the Checklist found in Annex F

In the case of tenders submitted by groupings (consortia) and/or involving contribution by subcontractors, envelope A should also contain all relevant documentation as requested in points 4.1 and 4.2 respectively (with reference to points 3.1, 3.2 and 3.3).

6.2 Envelope B – Technical proposal

One original signed version and three copies of:

- the technical proposal providing all information requested in point 5.1, including information relevant to subcontracting (if applicable) as requested in point 4.2.

6.3 Envelope C – Financial proposal

One original signed version and three copies of:

- the financial proposal containing all information requested in point 5.3.

ANNEX A

CONTRACT NOTICE

(Given as separate file in *.pdf)

ANNEX B

DRAFT CONTRACT

(Given as separate file in *.pdf)

ANNEX C

Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest

(given as a separate *doc file)

ANNEX D

LEGAL ENTITY FORM

Legal Entity Form to be downloaded, depending on the nationality and legal status of the tenderer, from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Legal Entity Form to be completed and signed by a representative of the tenderer (name and function) authorised to sign contracts with third parties. It should not be signed by sub-contractors (if any).

ANNEX E

FINANCIAL IDENTIFICATION FORM

To be downloaded, depending on the nationality of the tenderer, from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_fr.cfm

and completed and signed by an authorised representative of the tenderer (with indication of name and function), but not by subcontractors.

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PLEASE NOTE:

Please indicate the BIC (Bank Identification Code) in the REMARKS box of the downloaded form.

ANNEX F

CHECK LIST OF MANDATORY DOCUMENTS

(given as a separate *doc file)

ANNEX G

(given as a separate *doc file)

ANNEX H

Cedefop style manual

(given as a separate file in *.pdf format)

ANNEX I

POWER OF ATTORNEY (MODELS 1 and 2)

(given as a separate *.doc file)

ANNEX J

Model of Letter of Intent for Subcontractor/s

(given as a separate *.doc file)