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**GR-Thessaloniki: cooperation between education and training and the labour market in renewing VET
2011/S 117-192324**

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 Str. 123, PO Box 22427

Contact: Yancho Sirakov

Attn: Mr George Paraskevaidis

551 02 Thessaloniki

GREECE

E-mail: 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

Education

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

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

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

Services

Service category: No 8

Main place of performance at the contractor's premises.

NUTS code GR122

II.1.3) The notice involves

A public contract

II.1.4) Information on framework agreement

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

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 should focus on how this cooperation is organised and evolving in Europe.

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

73000000, 73200000, 73300000

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

II.1.8) **Division into lots**

No

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

No

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

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

Excluding VAT 210 000 EUR

II.2.2) **Options**

No

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

Duration in months: 14 (from the award of the contract)

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required**

Not applicable.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them**

Payments will be made within 30 days of submission of invoices, provided that deliverables are received and considered acceptable, and at the conditions set out in the draft contract.

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

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.

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 tender must stipulate the legal status and role of each legal entity in the tender proposed.

Groupings (consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition.

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 it 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.

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 will not have any direct legal commitment with the subcontractor(s) (if any).

For more information on subcontracting 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 in 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 (Annex C in the tender specification). Each and all requirements for economic, financial and technical capacity should be fulfilled by the tenderer — alone (in the case of single tenderers) or by the consortium (grouping) as a whole (in case the tenderer is a consortium).

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

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

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

Minimum level(s) of standards possibly required Requirements:

— the average annual turnover of the tenderer (of a single company, or of the consortium as a whole, if any) for the last 3 financial years concerning the similar type of services covered in this call for tenders should be at least 210 000 EUR.

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 the 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 3 financial years, to prove that the tenderer's average turnover over that period meets the minimum required,

— for consortium members or subcontractors who are natural persons/freelancers — a tax declaration for the last 3 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 one or other of the above 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.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if requirements are met:

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.

Minimum level(s) of standards possibly required

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 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 3 years at least 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 team of experts, who will be proposed to implement the contract, must have relevant to the subject of the contract profiles, knowledge and experience for the successful implementation of the contract. In particular, the requirements below are mandatory:

For the proposed team leader (senior researcher):

— minimum 5 years' individual experience in international research project management,
— minimum 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 3 years' individual experience in 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/evidence 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.),
— for the required 3 years' experience a description should be given (in Annex G of the tender documents, questionnaires 2 and 4),
— list of at least 3 contracts performed in the past 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 (Annex G, questionnaire 4 should be filled in),
— 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 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 (please refer to 4.1 and/or 4.2 of the tender specifications).

III.2.4) **Reserved contracts**

No

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/ECVL/JB-IPS/Cooperation labour market - VET/007/2011'.

IV.3.2) Previous publication(s) concerning the same contract
No

IV.3.3) Conditions for obtaining specifications and additional documents
Time limit for receipt of requests for documents or for accessing documents 1.9.2011
Payable documents No

IV.3.4) Time-limit for receipt of tenders or requests to participate
21.9.2011

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 21.3.2012

IV.3.8) Conditions for opening tenders
Date: 5.10.2011
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 (+30 2310490028) or by e-mail (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
No

VI.3) ADDITIONAL INFORMATION

The tender documents are available for downloading 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
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**

Same as in point VI.4.1.

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

9.6.2011