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**GR-Thessaloniki: a short-term sectoral-based anticipatory system for labour market trends and skill needs
2011/S 170-279087**

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: 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

A short-term sectoral-based anticipatory system for labour market trends and skill needs.

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

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 year(s): 4

Estimated total value of purchases for the entire duration of the framework agreement
estimated cost excluding VAT 280 000 EUR

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

The ultimate aim of the 4-year framework contract is to build up a short-term sectoral-based anticipatory system (SBAS) for labour market trends and skill needs at European level. To this end the framework contract establishes the terms of 4 work assignments aimed at:

- (1) development of a suitable SBAS prototype(s) based on a well-defined model design, and preliminary feasibility assessment of the implementation of the system;
- (2) implementation and validation of the selected model at an experimental stage, including the definition of institutional and managerial aspects;
- (3) further refinement of the system, knowledge transfer and draft guidelines on all the methodological and operational aspects of the system; and
- (4) technical and research assistance at the operational phase.

The implementation of each subsequent work assignment is conditional on the acceptance by Cedefop of the approaches proposed by the contractor in previous work assignments. In case the feasibility assessment yields a negative result (1st work assignment), within the scope of the following work assignment the contracting authority might ask the contractor to concentrate solely on developing a 'SBAS toolkit' (summarising concepts, methodologies, data and tools) that can be used as a reference model to support transfer of the most promising approach to European Union Member States.

II.1.6) Common procurement vocabulary (CPV)

73000000, 73200000, 73300000

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

No

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

Cedefop will offer a single framework contract for a series of 4 work assignments to be concluded over a maximum period of 4 years. For each work assignment, an order form will be issued by Cedefop which will stipulate the tasks to be performed by the contractor, the timetable, the budget, the human resources/experts to be allocated and, if necessary, the reports to be presented. The following estimated budget is foreseen for each work assignment:

- work assignment 1 — 110 000 EUR;
- work assignment 2 — 90 000 EUR;
- work assignment 3 — 50 000 EUR;
- work assignment 4 — 30 000 EUR.

The estimated total budget for the required services (for all 4 work assignments) described in this call for tenders is of the order of 280 000 EUR over a 4-year period.

The sum of the amounts of the successive order forms to be issued after the framework contract is signed may not reach the abovementioned estimated value for the framework contract. Cedefop will be contractually bound only by the amounts effectively entered in the successive signed order forms.

II.2.2) Options

Yes

description of these options: The contract shall enter into force on the date of signature of the last contracting party, shall have an initial duration of 2 years and shall be automatically renewed up to 2 times, each for an additional period of 1 year, covering a total period of 4 years (2+1+1).

Number of possible renewals 2

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

Duration in months: 24 (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 (reports) are received and considered acceptable.

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 has no direct legal commitment with the subcontractor(s).

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.

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. 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: 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 a consortium as a whole, if any) for the last 3 financial years concerning socio-economic research and policy analysis, should be at least 110 000 EUR.

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

— signed statement(s) of the tenderer's turnover (for a single tenderer, or statements for each consortium member, in case of a grouping/consortium) for the last 3 financial years concerning socio-economic research and policy analysis,

— profit and loss account or equivalent of the tenderer (covering all fields of activity) for each of the last 3 financial years,

— for consortium members or subcontractors who are natural persons/freelancers — a tax declaration and tax clearance statement for the last 3 financial years.

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.

In the case of a consortium (grouping) or subcontracting, each member of the consortium and all subcontractors must provide the required evidence for the economic and financial capacity, but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.

In the case of contract award the winning tenderer will be requested to prove the economic and financial capacity by submitting audited financial statements (audited profit and loss account/statement or equivalent) if this is foreseen by the respective national legislation.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if requirements are met:

The tenderer is required to have sufficient technical and professional capacity to perform the contract.

Minimum level(s) of standards possibly required

Requirements:

— at least 2 contracts performed in the past 3 years (2008, 2009, and 2010) concerning research and comparative analysis on labour market and/or education and training policies, with a total minimum contract value (turnover, i.e. invoiced financial value) of 100 000 EUR,

— at least 1 contract performed in the past 3 years (2008, 2009, and 2010) concerning labour market forecast and/or scenario analysis, with a total minimum contract value (turnover, i.e. invoiced financial value) of 65 000 EUR.

The tenderer's team of experts, who will be proposed to implement the contract, must have the relevant knowledge and experience for its successful implementation. In particular, the proposed experts must comply with the following minimum requirements:

Team leader (1 member) — university graduate in social science with at least 8 years' experience in research and comparative analysis on labour market and education and training policies, with some experience in labour market forecast and/or scenario analysis.

Senior expert (at least 2 members) — university graduate with at least 5 years' experience in:

(i) research and comparative analysis on labour market and/or education and training policies; and

(ii) forecast and scenario analysis; some experience in comparative studies at international level is also required.

Expert (at least 2 members) — university graduate with at least 1 year's experience in research on labour market and/or education and training policies and/or forecast and scenario analysis.

Each member of the team of experts must have the linguistic ability to communicate and draft to a high standard in English.

Proofs/evidence of technical and professional capacity:

— brief 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.),

— list of contracts performed in the past 3 years consistent in terms of scope, size and nature with the abovementioned criteria (see above in this section), describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer,

— detailed CVs of each member of the research team proposed to implement the contract; CVs should include lists of publications by proposed team members relevant to the subject of the call and clearly present the linguistic abilities of the experts, in particular in English. CVs must include a brief annex synthesising information aimed at demonstrating the professional capacity of the team members as requested above.

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.

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/AREA/ARANI/Sectoral Based Anticipatory System/017/11'.

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 7.10.2011

Payable documents No

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

20.10.2011

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 20.4.2012

IV.3.8) Conditions for opening tenders

Date: 1.11.2011

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 (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:**
25.8.2011