


**CEDEFOP**

 European Centre for the Development  
of Vocational Training

Area Resources

Finance and Procurement, Procurement Service

 Thessaloniki, 16/05/2012  
RS/PRO/YSIRAK/2012/0255

## OPEN INVITATION TO TENDER

AO/CID/DRC/English editing services/007/12

‘English editing services’

Ref.: Contract notice - OJ 2012/S 91-149279 of 12/05/2012

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](mailto: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 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 Procurement 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 St, GR-57001 Thessaloniki-Pylea  
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 bear additionally only **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/CID/DRC/English editing services/007/12***

***‘English editing services’***

**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 or persons 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:

7.1 Contacts 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 (if any) from potential tenders should preferably be written in English and should be received by the date and time specified in the timetable in point 8 below. No such requests will be processed after that date.**

- Cedefop 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 tenders.

The Answers/Clarifications of Cedefop to the requests for additional information/clarification of the tenderers, **including that referred to above, will be published on Cedefop’s website** under the same link where this Open Tender Procedure is announced (<http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>). **Tenderers must ensure that they visit the site regularly for updates up to the closing date for receipt of tenders.**

**7.2 Contacts after the final date for submission of tenders and before opening:**

- Tenderers should not contact the contracting authority (i.e. Cedefop) on their own initiative after the final date for submission of tenders.
- Tenderers are not allowed to amend their offers, e.g. by completing the documents they sent, replacing them with amended ones or sending new documents initially not included in the tender, as this may lead to rejection of the tender at a later stage. Any such need for additional information/document identified by the Evaluation Committee during the evaluation process will be notified to the tenderer concerned at Cedefop's initiative, with a reasonable deadline for response (see also the provisions under the heading below).

**7.3 Contacts after the opening of tenders:**

- Tenderers should not contact Cedefop on their own initiative at that stage.
- If clarification on compliance with the Eligibility and/or Selection Criteria is required or if obvious clerical errors in the tender need to be corrected, Cedefop may contact the tenderer(s) in writing to obtain further clarification or documents on specific points of the tender or to correct obvious clerical errors.
- If the necessary information and/or 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. Tenderers must not modify their tender or add any new elements to it. The reply must therefore make clear reference to the relevant information already present in the file. This will serve solely the purpose of providing the Evaluation Committee with clarification regarding the technical proposal, provided the terms of the tender are not modified as a result.
- In regards to possible clarifications on obvious clerical errors in the Financial Offer, tenderers must not add any new prices, but only explain the quotation on the basis of elements and prices already present in the offer. In case a tenderer alters his financial offer during a clarification (beyond the correction of any obvious clerical/calculation errors), this offer will be automatically rejected.
- Tenderers should be prepared to reply to such requests for clarification within a short reasonable deadline specified in the request for clarification.

**8. Timetable:**

	DATE	TIME
Deadline for request for any clarifications from the Contracting Authority (Cedefop)	<b>15 June 2012</b>	17.00h
Last date on which clarifications are issued by Cedefop	as soon as possible	N/A
<b>Deadline for submission of tenders (hand delivered)</b>	<b>25 June 2012</b>	<b>17.00h</b>
<b>Deadline for submission of tenders by post / courier</b>	<b>25 June 2012</b>	N/A
Validity of the tenders	25 December 2012	N/A
Tender opening session	<b>05 July 2012</b>	11.00h

**9. Tenderers must maintain the validity of their tender for at least 6 months following the deadline for 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 should be 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 the signature of an Order or Specific Contract under the Framework Contract, so signature of the Framework Contract alone does not commit Cedefop to order.
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 in the privacy statement at: [http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](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 persons) 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](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](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/CID/DRC/English Editing services/007/12***

***‘English Editing Services’***

**Tender Specifications**

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## Introduction to Cedefop: Europe's agency for training policy

Source: <http://www.cedefop.europa.eu/EN/about-cedefop.aspx>

To provide people with the skills they need, vocational education and training systems (VET) need to adapt quickly to changing demands. European VET policy's central aim is to promote excellence through VET and to make it both an attractive learning option for the brightest and best young people and adults and an effective way of helping those with low levels of qualification to develop their skills.

Cedefop (the European Centre for the Development of Vocational Training), founded in 1975 and based in Greece since 1995, is a European Union (EU) agency. It provides the European Commission, Member States <sup>(1)</sup> and social partners with insights into trends concerning VET and offers advice on how European VET policy should meet the challenges Europe and its citizens face.

The evidence Cedefop provides comes from its:

- monitoring of VET policy developments and reforms in Member States;
- comparative research and analyses, including anticipation of future skill supply and demand;
- forums for debates among policy-makers, social partners, researchers and practitioners on the best ways to tackle the challenges Europe faces.

### CEDEFOP'S OBJECTIVE AND PRIORITIES FOR 2012-14

Cedefop's activities are guided by its strategic objective and medium-term priorities for 2012-14. Cedefop's strategic objective is to contribute to designing and implementing policies for attractive VET that promotes excellence and social inclusion and to strengthening European cooperation in developing, implementing and analysing European VET policy. This objective is supported by three priorities:

- **Supporting modernisation of VET systems**

Modern VET systems must be relevant to individual and labour market needs. They should take into account learning acquired in different ways (for example through work experience) and at different times, and allow people to move between countries and sectors.

Member States decide national VET policies and Cedefop monitors and reports on the reforms and changes they make to their systems. Cedefop also works to improve international VET statistics.

European cooperation in VET, led by the European Commission working with Member States and the social partners, has agreed common objectives. As part of this cooperation, Cedefop has helped to develop, and is now working to implement, common European tools and principles which aim to make it easier both to work and study abroad and to move between different parts of a national education and training system (for example between general and vocational education).

- **Careers and transitions – Continuing VET, adult and work-based learning**

Today, people are likely to change jobs more often. Cedefop is looking at how continuing training and work-based learning for adults can help people to manage their careers better and improve their job prospects. Cedefop is also examining how work-based learning for adults can help enterprises to deal with technological change, generate innovation and increase competitiveness.

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<sup>(1)</sup> Cedefop also works with Iceland and Norway.

New demands are also being made of VET teachers and trainers, and Cedefop is looking at their changing roles and their skill and learning needs.

- **Analysing skills needs to inform VET provision**

Europe's growth and competitiveness will be held back if people's skills do not meet job requirements. Unemployment currently coexists with skill shortages. Understanding and anticipating the skills required helps to ensure that training meets labour market needs. It helps to promote a better match between the potential of individuals and the requirements of jobs.

Cedefop's skill needs analysis provides insights into the trends that influence skill supply and demand and the imbalances that may arise both in the EU and individual Member States. Cedefop is also finding out more about sectoral and occupational developments, such as the demand for 'green' skills for sustainable growth and, as the population ages, the potential for job creation and the impact of the skill needs of the 'silver' economy.

## **CEDEFOP'S INFORMATION**

Cedefop shares its expertise through its publications, networks, conferences, seminars and web portal [www.cedefop.europa.eu](http://www.cedefop.europa.eu). The web portal provides news on Cedefop's major themes 'Identifying skills needs', 'Understanding qualifications', 'Analysing policy' and 'Developing lifelong learning'. All Cedefop publications are available for download. Cedefop hosts and organises conferences and events throughout the year. Cedefop also coordinates the study visits programme for the European Commission. Study visits are 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 addition to its web portal [www.cedefop.europa.eu](http://www.cedefop.europa.eu), Cedefop's work can be followed on Facebook at [www.facebook.com/cedefop](https://www.facebook.com/cedefop) and Twitter at [www.twitter.com/cedefop](https://www.twitter.com/cedefop).



## 1. Overview of this tender

In submitting a tender in response to this tender procedure, tenderers accept 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 their own conditions of sale and terms of business may be, which they hereby waive. No account can be taken of any reservation or disclaimer expressed in the tender as regards the tender dossier's Tender Conditions and Specifications and the Contract's Special and General Conditions. If necessary, clarification may be requested by potential tenderers concerned while the tender submission phase is open – see point 7 of the Invitation to tender. Any reservation or disclaimer may result in the rejection of the tender without further evaluation on the grounds that it does not comply with the conditions of the Tender Dossier.

Tenderers are expected to examine carefully and comply with all instructions, forms, provisions and specifications contained in this tender dossier. Failure to submit Technical and Financial Proposals containing all the required information and documentation may lead to the rejection of the tender.

### 1.1 Description and type of the contract

- a) Title of the contract: *English editing services*
- b) Short description of content of this contract: *The support of experienced editors is required to improve the quality and readability of Cedefop publications in print or on the web in English.*
- c) Type of contract:  
Cedefop will offer a single *Framework Service Contract* to the selected tenderer whereby the required services will be provided by the Contractor upon signature of separate Order Forms within the context of the framework contract throughout its validity period. The number and content of Order Forms will depend on the needs of Cedefop.

### 1.2 Place of delivery or performance

The tasks will 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 technical specifications. Cedefop will disregard any variants described in a tender, and further reserves the right to reject such tenders without further evaluation on the grounds that they do not comply with the tender specifications.

### 1.5 Value or quantity of purchase

The estimated volume of work for the required *services* described in this call for tenders is of the order of 7000 pages of language editing and 3000 pages of substantive editing over a **4** year period.

The sum of the volumes of the successive Order Forms that will be issued after the Framework Contract has been signed may not reach the abovementioned estimated volume for the Framework Contract. Cedefop will be contractually bound only by the volumes (and budget) effectively entered in the successive signed Order Forms. The total value of the framework contract will ultimately depend on the orders which Cedefop may place through either Orders Forms

#### **1.6 Duration of the contract**

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

#### **1.7 Main terms of financing and payment**

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

## 2. Technical Specifications

### 2.1. Introduction

In pursuit of its priorities and activities listed in the description on page 7, Cedefop publishes information in various ‘series’, for example the ‘Research’, ‘Working Paper’ and ‘Reference’ series. It also publishes information of a corporate nature, such as its Annual Report and Work Programme as well as material of a more promotional nature in the form of ‘flyers’ and ‘catalogues’ for example.

Cedefop’s publication policy emphasises electronic publication on its website to ensure the timely availability of information. Under the policy, hard-copy publication is reserved for material that is less topical and has a longer ‘shelf-life’, such as corporate publications, the ‘Reference’ series, etc.

Cedefop also applies an editing policy under which hard-copy publications undergo substantive editing and electronic publications undergo language editing.

Cedefop’s editing team consists of an English Editor and an Editing Assistant as well as a coordination team to deal with administration.

Cedefop’s publications in English are drafted by project managers and external contributors from throughout the EU.

### 2.2. General purpose

The purpose is to ensure that Cedefop publications in English, in print or on the web, are readable and consistent with Cedefop’s Style Manual (Annex H).

### 2.3. Description of the tasks

The tasks are:

- (a) to edit texts for publication in hard copy or on the web in English, conforming to the rules of Cedefop’s style manual for English (Annex H). Editing levels are:
  - language editing to check whether each section of a transcript expresses the author’s meaning clearly, particularly in texts where the author is not writing in their native language. It involves looking at each sentence, checking or improving the author’s choice of words, punctuation and abbreviations. It also involves ensuring the overall consistency of the text and checking that footnotes, references and bibliographies comply with Cedefop’s style manual. It can also involve cosmetic, textual or house-style corrections, to improve readability;
  - substantive editing requiring, in addition to language editing, a substantial rewrite of the text to improve the overall coverage and presentation of a piece of writing, its content, scope, length, level and organisation. The editor may suggest improvements for the author to make, or (in agreement with the author) rewrite and rearrange the material, suggest better concrete examples, etc.

Cedefop will define the level of editing required in the order form when providing the contractor with the text.

- (b) to assist Cedefop’s editing team to obtain the project manager’s sign-off on the edited text by helping to explain changes made during the editing process and resolve issues when necessary. This process will normally take the form of an exchange of e-mails between the editor and Cedefop’s editing team and project manager.

### 2.4. Deliverables and timetable (outcome)

The deliverables are texts in English edited to the required standard in conformity with the current Cedefop style manual and delivered on or before a mutually agreed due date. The required level of editing and due dates will be mentioned in the relevant order form.

The time taken to edit texts normally depends on the level of editing (language or substantive) requested by Cedefop. The following are indicative timetables for texts ranging from 1 to 10 pages and subsequent multiples of 10. Since they are indicative, the agreed timetables may be longer or shorter in practice, depending on the difficulty and/or urgency of the text.

<b>Page range/editing type</b>	<b>Language editing</b> (time in working days)	<b>Substantive editing</b> (time in working days)
Document administration and pages 1-10	2 days	3 days
Each additional 1-10 pages	+ 1 day	+ 2 days

The editor will receive from Cedefop the text as Microsoft Office Word and/or Excel files attached to e-mails, which is also how the editor must return the edited material to Cedefop.

The editing work must have been completed, with all difficulties having been resolved, with the assistance of Cedefop staff (Editing Assistant, Editor and project manager) where necessary, before the files are returned to Cedefop.

The files must be returned on or before the agreed due date. If an extension is required for any reason, it must be agreed in advance with Cedefop's coordination team.

Source material must be edited in 'track-changes' mode, and the 'track-changes' version returned to Cedefop.

### 3. Specific information concerning participation to this tender

#### 3.1 Exclusion criteria

Participation in this tender is open only to tenderers who are in a position to subscribe in full to the Declaration on Exclusion Criteria and absence of conflict of interest, given in Annex C. Therefore all tenderers, all group (consortium) members (if any) and any subcontractor(s) (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. The exclusion criteria will be assessed in relation to each company individually.

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

#### 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.

Economic operators may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which they have with them. They must in that case prove to the contracting authority that they will have at their disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place their resources at their disposal. This obligation may be fulfilled by presenting signed Statement(s) from those entities.

##### 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 for the last three financial years concerning the type of services covered in this call for tenders (English language editing and substantive English editing) should be **at least EUR 13 000**.

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

- Signed Statement (Please fill in and sign your Statement in Questionnaire 2 of Annex G) of the tenderer's turnover for the last 3 (three) financial years concerning the type of services (English language editing and substantive English editing) similar in nature to those that are the subject of this call for tenders.

In the event of recommendation for contract award, the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) 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 applicable national legislation. Should total subcontracting exceed 40% of the work by value, Cedefop reserves the right to request audited financial statements also from the subcontractors. For tenderers or sub-contractors (identified as per any of the two bullet-points in paragraph 4 of Art. 4.2 below) who are natural persons / freelancers, a tax declaration and tax clearance statement for the last three financial years will be requested.

If, for some exceptional reason, the winning tenderer (or any consortium member or sub-contractor) is unable to provide one or other of the above documents, he or she will be required to justify the non-provision and may prove 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 winning tenderer's economic and financial capacity.

### 3.2.2 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 technical specifications.

Failing to respond duly and convincingly to the requirements set out in this section may imply the rejection of your tender at this stage.

#### Requirements for technical and professional capacity:

- editors must have a higher education qualification or an English editing qualification issued by a training body or professional organisation;
- editors must have at least three years' experience of editing publications in English on subjects related to vocational education and training;
- editors must use MS Office (Word and Excel) 97 or later, have an e-mail account and anti-virus software.

#### 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:

- A CV for each proposed editor;
- for the tenderer, a list of the English publications edited on subjects related to vocational education and training, with an indication of the dates on which the editing work was completed;
- a list of the software used in the editing process;
- for the tenderer, a list of implemented contracts, related with the provision of English editing services, with a minimum total value equivalent to EUR 39 000, provided over the past three years with the sums, dates and clients – see also the requirement under 'Economic and financial capacity' above.

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 themselves, tenderers 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 relevant forms (tables) **in Annex G**.

The Legal Entity Form (Annex D) 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 in this tender

Participation in Cedefop 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 participation is also open to all natural and legal persons from non-EU countries that have a ratified agreement with the European Union in the field of public procurement on the conditions laid down in that agreement.

Cedefop can therefore accept offers from and sign contracts with tenderers from 34 countries, namely: the 27 EU member States, 3 EEA Countries (Lichtenstein, Norway and Iceland) and 4 SAA Countries (Croatia, FYROM, Albania and Montenegro). The procurement (tender) procedures of Cedefop are not open to tenderers from GPA countries.

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 they comply 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 relevant 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 to 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, the subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition.

Tenderers are free to choose their subcontractors from both eligible and non-eligible countries. Thus, in principle all economic operators can act as subcontractors of eligible tenderers. However, the subcontracting of persons/economic operators from non-eligible countries is limited to a maximum of 30% of the work by value.

The tenderer must clearly indicate the identity of each subcontractor and the percentage of work by value that he will perform for this contract (please fill in Annex G).

### Only in cases when:

- a subcontractor undertakes between 10% and 40% of the work by value,
- the total subcontracting is above 40% of the work by value, independently of the individual subcontractor's contribution to the work by value,

the tenderer should submit with the offer:

1. the Declaration on exclusion criteria and absence of conflict of interest (Annex C) filled-in and signed by the relevant subcontractor;
2. the required documents to prove the economic/financial and technical/professional capacity of the subcontractor as described in points 3.2.1 and 3.2.2;
3. the Form in Annex J (Model of Letter of Intent for Subcontractor(s)) duly filled-in and signed by each subcontractor, stating his or her unambiguous undertaking to collaborate with the tenderer if the latter wins the contract. The roles, activities and responsibilities of the subcontractor(s) should also be stated and the extent of the resources that the relevant 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) all together fulfil the criteria.

Where no subcontractor is given (meaning that possible individual subcontracting is below 10% by value and total subcontracting does not exceed 40%), 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 5.1;

**TFO = Total Financial Offer** of the tender as per point 5.4;

**X** is the weighting for quality score (TQV) and for this tender procedure it is **70**;

**Y** is the weighting for price (TFO) and for this tender procedure it is **30**.

**Cheapest TFO** is the Cheapest Tender Price of a technically compliant tender (i.e. among those having achieved a minimum of **65** out of 100 points (TQV) in the technical evaluation – see below).

### 5.1 Technical evaluation

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the tender specifications. The evaluation will be carried out on the basis of the following award criteria:

- **Award criterion 1 – Quality of editing, as demonstrated by the results of the editing the text in Annex L (50 points, broken down as indicated below)**
  - readability of edited text (20 points)
  - compliance with Cedefop's style manual (10 points)
  - appropriateness of level of editing (10 points)
  - consistency (10 points)
- **Award criterion 2 – Working methods for the implementation of the requested services (30 points, broken down as indicated below)**
  - for language editing (15 points)
  - for substantive editing (15 points)
- **Award criterion 3 – The quality assurance arrangements (10 points)**
- **Award criterion 4 – Delivery time assurance (10 points).**

In order to guarantee a minimum threshold of quality, offers that obtain an overall total score (Total Quality value) of less than **65** (of a maximum of 100) points against the award (technical) criteria, will not be considered acceptable and will be eliminated from further evaluation. Only the technically compliant (acceptable) tenders as per the above will be subject to Financial (Price) Evaluation (5.3).

### 5.2 Technical proposal

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.

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

To that effect, the tenderer's technical proposal should consist of a clear and comprehensive response to all requirements as per the Technical Specifications in point 2 above providing a practical, detailed description of the 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 with) all requirements outlined in the Technical Specifications.

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

1. demonstrate an understanding of the services requested: the ability to edit English texts for publication to the standard required by Cedefop will be judged on the results of a test submitted by the tenderer **in Annex L**;
2. provide a methodology for the implementation of the requested services (a) for language editing and (b) for substantive editing: a description of the production process and procedures, outlining the stages of the process, management of the workflow, quality control, ways in which Cedefop can monitor and trace the services provided;
3. describe the methods and tools to be used to assure the quality of the editing, giving particular emphasis to methods and tools to assure consistency and compliance with Cedefop's style requirements;
4. describe measures to ensure deadlines are met; this includes the timing of the various stages of production referred to in 2 above and backup measures to cope with unforeseen circumstances.

The tenderer shall identify a Project Manager within his organisation who will represent the single contact point for all administrative and operational communication in regards to the contract implementation. Cedefop will also designate the Contact Person in charge of handling the contact with the selected tenderer.

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

### **5.3 Financial evaluation**

Only tenders scoring **65** points or more (of a maximum of 100 points) against the technical award criteria will have their financial proposal evaluated. The financial evaluation will consider the price of the scenario mentioned below (Table 2, point 5.4).

The tenders are awarded points for the Total Price (Total Financial Offer – TFO) offered in Table 2 (Specimen quotation (scenario for evaluation purposes only)) by using the following formula:

$$\text{Financial score} = (\text{Cheapest Total Price} / \text{Total Price of the tender considered}) * 30$$

Where 30 = price weighting (see the complete formula under point 5 above).

#### **5.3.1 Evaluation of abnormally low prices**

If any tender's price appears to be abnormally low in relation to the services offered, and in order to check if the tender can be considered valid, the evaluation committee will, before it may reject this tender, send a request for clarifications on the components of the tender which it considers relevant to the presumed abnormally low price and it shall verify those constituent elements taking account of the explanations received. If, in this connection, the tenderer cannot explain his price on the basis of the economy of the services or supplies offered, or the method used, or the technical solution chosen, or the exceptionally favourable conditions available to the tenderer, the tender will be rejected.

A price will be considered abnormally low if the financial offer of any tenderer is lower, by more than the acceptable margin of deviation, than the average price of the other technically acceptable offers (please note that definition of which offers are technically acceptable/compliant is given in points **5** and **5.1**). The actual deviation will be calculated as % as follows:

The difference between the average price of the other technically acceptable offers and the value of the potentially abnormally low financial offer will be divided by the average price of the other technically acceptable offers. The acceptable margin of deviation is defined as 40%.

To identify and eliminate abnormally low tenders, the Evaluation Committee will:

- a) apply the acceptable margin of deviation from the average price of the other technically acceptable offers and set aside the offers that go beyond it;
- b) check if specific notes or specific items included in the offer justify to some extent the deviation; if not, or if inadequate, send relevant request for explanation(s) to the tenderer concerned;
- c) decide on the acceptability of the offer on the basis of the notes in the tender and/or the clarification received.

### 5.3.2 Financially unacceptable tenders

When conducting the financial evaluation, the Evaluation Committee could find that a tender is unacceptable because the price is abnormally low (see point 5.3.1). In that case, the Evaluation Committee must reject the tender, regardless of its quality score as determined in the preceding (technical) evaluation stage.

## 5.4 Financial proposal / Financial Scenario

The financial offer must be clear and in compliance with the tender specifications.

The financial proposal should indicate the total price for carrying out all the activities indicated in Table 2 below (Financial Scenario). The tenderers must fill in the Tables 1 and 2 (price schedule and specimen quotation) below and present a detailed breakdown of the price offered.

**Table 1: Price schedule table**

Services	Unit	Unit Price
Language editing: cosmetic, textual or house-style corrections to improve readability	Standard page (1500 characters without spaces)	
Substantive editing: a substantial rewrite	Standard page (1500 characters without spaces)	

**Table 2: Specimen quotation (scenario for evaluation purposes only)**

Services	Quantity	Total Price (based on the unit price given above)
Language editing: cosmetic, textual or house-style corrections to improve readability	700 pages	
Substantive editing: a substantial rewrite	300 pages	
<b>Total Price (Total Financial Offer-TFO ) without VAT</b>		

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

Please note that the unit price must be the same in both tables. Table 2 is a scenario based on the unit prices quoted in Table 1 whereby the quantities of the scenario and its total price are for evaluation purposes only.

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 in Table 1 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 for the first two years of the contract. From the third year of the framework contract(s) prices may be revised as specified in the framework contract(s).
- Prices must be quoted in euro and include all expenses (without VAT).
- 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 may not therefore be included in the calculation of the price quoted.

## 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 or persons (name and position) 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, 4.1, 4.2;
- 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) 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 5.2, **including the editing test in Annex L** and information relevant to subcontracting (if any) 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 5.4.

## **ANNEX A**

### **CONTRACT NOTICE**

**(Given as separate file in \*.pdf format)**

## **ANNEX B**

### **DRAFT CONTRACT**

**(Given as a separate file in \*.pdf format)**

## **ANNEX C**

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

**(Given as a separate file in \*.doc format)**



## **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](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 (group leader in case of consortium, with indication of entity, 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](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 (group leader in case of consortium, with indication of entity, 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**

### **CHECKLIST OF MANDATORY DOCUMENTS**

**(Given as a separate file in \*.doc format)**

## **ANNEX G**

**(Given as a separate file in \*.doc format)**

## **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 file in \*.doc format)**

## **ANNEX J**

### **Model of Letter of Intent for Subcontractor(s)**

**(Given as a separate file in \*.doc format)**

## ANNEX K

### GLOSSARY OF TERMS

<b>Budget breakdown</b>	The schedule which breaks down the contract value according to the different items or services, stating out fee rate, unit prices and lump sums for each item provided (Services, Supplies, Works).
<b>Consortium</b>	A grouping of eligible natural and legal persons or public entities which submits a tender or an application, under a tender procedure or in response to a Call for Tenders. It may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e. the leader and all other partners) are jointly and severally liable to the Contracting Authority (Cedefop).
<b>Contract</b>	<ul style="list-style-type: none"> <li>• Direct Contract: contract containing all the details necessary to implement it (as opposed to FWC)</li> <li>• Framework Contract (FWC): contract establishing only the general outline of the services or goods to be delivered and requiring an additional step to make the actual purchase</li> <li>• Specific Contract or order form: contract specifying details of a particular task based on the previously signed framework contract</li> <li>• Purchase Order: request for services, supplies or works used generally for procurement of a value below €25 000 as an equivalent to a contract</li> </ul>
<b>Contracting Authority</b>	Cedefop
<b>Evaluation committee</b>	A committee made up of an odd number of members (at least three) with the necessary technical and administrative expertise to give an informed opinion on tenders.
<b>Fee-based contract</b>	A contract under which the services are provided on the basis of fixed fee rates for each day worked by experts (SERVICES).
<b>Financial offer</b>	The part of a tender which contains all the financial elements of the tender, including its summary budget and any detailed price breakdown or cash-flow forecast required by the tender dossier.
<b>Framework contract (FWC)</b>	<p>A framework contract is a contract concluded between Cedefop (the Contracting Authority) and an economic operator for the purpose of laying down the essential terms governing a series of specific contracts and/or Order Forms to be awarded during a given period, in particular as regards the duration, subject, prices, conditions of performance and the quantities envisaged.</p> <p>Cedefop may also conclude multiple framework contracts, which are separate contracts with identical terms awarded to a number of suppliers or service providers.</p>



<b>General conditions</b>	The general contractual provisions setting out the administrative, financial, legal and technical clauses governing the execution of all contracts of a particular type.
<b>Open procedure</b>	Calls for tenders are open where all interested economic operators may submit a tender.
<b>Project</b>	The project in relation to which the services/works/supplies are to be provided under the contract.
<b>Project manager</b>	The person responsible for monitoring the implementation of a project/contract on behalf of Cedefop.
<b>Services</b>	Activities to be performed by the Contractor under the contract such as technical assistance, studies, training and designs (SERVICES).
<b>Special Conditions</b>	The special conditions laid down by Cedefop (the Contracting Authority) as an integral part of the tender specifications (tender dossier), including amendments to the General Conditions, clauses specific to the contract and the terms of reference (for a service contract) or technical specifications (for a supply or works contract).
<b>Successful tenderer</b>	The tenderer selected at the end of a tender procedure for the award of contract.
<b>Tender</b>	A written or formal offer to supply goods, perform services or execute works for an agreed price and under agreed conditions.
<b>Tender dossier</b>	The set of tender specifications which contains all the documents needed to prepare and submit a tender.
<b>Tender specifications</b>	Document or set of documents giving full details of the conditions, organisation and subject of the procurement procedure (includes technical specifications).
<b>Tender Price</b>	The sum stated by the tenderer in his tender for carrying out the contract.
<b>Tender procedure</b>	The overall process of putting a contract out for tender, starting with the publication of a contract notice and ending with the award of the contract (contract award notice).
<b>tenderer</b>	A natural or legal person or consortium thereof submitting a tender with a view to concluding a contract.
<b>Terms of Reference (ToR)</b>	The document drawn up by Cedefop (the Contracting Authority) setting out its requirements and/or objectives in respect of the provision of services, specifying, where relevant, the methods and resources to be used and/or results to be achieved (SERVICES).

## **Annex L**

### **ENGLISH EDITING TEST**

**(Given as a separate file in \*.doc format)**