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**GR-Thessaloniki: Collection and review of skill mismatch policies and practices in the EU
2013/S 033-051019**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Cedefop
Europe Street 123, PO Box 22427
Contact point(s): Ms Clotilde Assumel-Lurdin
For the attention of: Mr George Paraskevaïdis
551 02 Thessaloniki
GREECE
Telephone: +30 2310490287
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028

Internet address(es):

General address of the contracting authority: <http://www.cedefop.europa.eu>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Education

I.4) Contract award on behalf of other contracting authorities

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:

Collection and review of skill mismatch policies and practices in the EU.

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

Services

Service category No 8: Research and development services

Main site or location of works, place of delivery or of performance: Contractor's premises.

NUTS code GR122

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

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 identify, review and analyse 2 types of policies aimed at mitigating skill mismatch in EU Member States and Croatia:

- (1) policies targeted at unemployed people aimed at matching their skills with the available jobs; and
- (2) policies and actions focused on dealing with current or anticipated skill shortages.

The project entails a thorough academic and policy review of policies and practices in all EU Member States and Croatia and an in-depth analysis of a limited number of initiatives in selected countries that can serve as examples. The evidence gathered in the course of the project will provide information on the effectiveness of skill mismatch policies and their transferability across EU Member States characterised by different institutional and policy contexts. It will complement Cedefop's recent analysis on the drivers and impacts of skill mismatch and groups particularly affected by it. The ultimate goal is to collect new insights on skill mismatch that can be brought to the attention of policymakers and decision makers.

II.1.6) Common procurement vocabulary (CPV)

73000000

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) Lots

This contract is divided into lots: no

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

The estimated total budget for the required services described in this call for tenders is of the order of 235 000 EUR, excluding VAT.

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

This contract is subject to renewal: no

II.3) Duration of the contract or time limit for completion

Duration in months: 15 (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 governing them:

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

— Prefinancing: 30 % after contract signature.

— Interim payment: 30 % after submission of interim report.

— Payment of the balance: 40 % after submission of final report.

For further details please refer to the draft contract (Annex B to the tender documents).

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

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

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: yes

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

For more information please refer to the tender documents.

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the 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 in Annex C of the tender documents.

For more information please refer to the tender documents.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: Proof of economic and financial capacity must be furnished by the following document:

— signed statement of the tenderer's turnover concerning the type of services covered in this call for tenders during each of the last 3 financial years.

In the case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors must provide the required statement 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 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 respective 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.

If, for some exceptional reason, the tenderer is unable to provide one or more 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.

Minimum level(s) of standards possibly required: The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Requirement:

— the average annual turnover of the tenderer for the last 3 financial years concerning the type of services covered in this call for tenders should be at least 200 000 EUR.

III.2.3) **Technical capacity**

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

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

- a brief company profile with short presentation of the tenderer (experience in the field of education and training and/or labour market policy, capacity to access data at national and European levels),
- a list of at least 3 contracts performed in the past 3 years similar to the scope, size and nature of this call for tenders (i.e. covering subjects of research and analysis on education and training and/or labour market policies), describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer,
- the detailed CVs of the experts who will be proposed to implement the contract (the team leader/senior and junior 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 must provide evidence of technical and professional capacity as a whole.

Minimum level(s) of standards possibly required:

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.

Requirements:

- the tenderer must have a minimum of 3 years' experience in the field of education and training and/or labour Market policy and a proven capacity to access data at national and European levels,
- the tenderer's proposed team of experts must have the profiles, knowledge and experience relevant to the subject of the study for the successful implementation of the contract. In particular, the following requirements are mandatory:

- For the proposed team leader:

- minimum of 5 years' individual professional experience in international research project management,
- minimum of 5 years' individual professional research experience in total, in one or more of the following fields:

- comparative research on policies aimed at tackling skill mismatch,
- comparative education and training policy analysis,
- comparative labour market and/or employment policy analysis,
- 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 senior researchers:

- minimum of 5 years' individual professional research experience in total, in one or more of the following fields:

- comparative research on policies aimed at tackling skill mismatch,
- comparative education and training policy analysis,
- comparative labour market and/or employment policy analysis,
- 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 junior researchers:

- minimum of 3 years' individual experience in total, in one or more of the following fields:
 - comparative research on policies aimed at tackling skill mismatch,
 - comparative education and training policy analysis,
 - comparative labour market and/or employment policy analysis,
- Linguistic ability to communicate and draft in English: for those to be involved in drafting documents to at least level C1 as determined in 'Language levels of the common European framework of reference (CEF)', for the other experts to at least level B1.

III.2.4) **Information about reserved contracts**

III.3) **Conditions specific to services contracts**

III.3.1) **Information about a particular profession**

Execution of the service is reserved to a particular profession: no

III.3.2) **Staff responsible for the execution of the service**

Legal persons 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) **Information about electronic auction**

An electronic auction will be used: no

IV.3) **Administrative information**

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

'AO/RPA/JVLOO-KPOUL/Skill Mismatch Policies/001/13'.

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

no

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

Payable documents: no

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

2.4.2013

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**

Any EU official language

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

until: 2.10.2013

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

Date: 15.4.2013 - 11:00

Place:

Cedefop's premises.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: 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 (c4tservices@cedefop.europa.eu) at least 2 working days prior to the opening session.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

The contract is related to a project and/or programme financed by European Union funds: no

VI.3) Additional information

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

Cedefop's website will be updated regularly, therefore tenderers must ensure that they visit the site regularly for updates up to the closing date for receipt of tenders.

Cedefop will be closed on 18.3.2013 and 25.3.2013.

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

Telephone: +352 4303-1

Internet address: <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:

5.2.2013