



CEDEFOP

**European Centre for the Development
of Vocational Training**

Area Resources

Finance and Procurement, Procurement Service

Thessaloniki, 27/08/2010

RS/PRO/CALU/2010/561

OPEN INVITATION TO TENDER

AO/RPA/PSZO/Green skills in VET/013/10

‘Green skills and environmental awareness in vocational education and training’

Ref.: Contract notice - 2010/S 164-251529 of 25/08/2010

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. Paraskevaïdis
PO Box 22 427
GR – 55102 Thessaloniki, Greece**

Important:

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

- ✓ *that they have submitted an offer in time, and*
 - ✓ *that they request Cedefop to confirm receipt of the e-mail or fax.*
- Do not attach your offer to any of the above information e-mail or fax.*

or

(b1) **by courier service** to be dispatched not later than **the date and time specified in the timetable in point 8 below**, in which case the evidence shall be constituted by the date of dispatch to the address below or the date of the deposit slip,

or

(b2) **delivered by hand** not later than **the date and time specified in the timetable in point 8 below**, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the above mentioned Service who took delivery,

to the following address (for points (b1) and (b2)):

**European Centre for the Development of Vocational Training (Cedefop),
Procurement Service
Attention of Mr G. Paraskevaïdis
123, Europe Str, GR-57001 Thessaloniki-Pylea,**

PO Box 22 427 - Greece
Tel: +30 2310 490111 / 490 064

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

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

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

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

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

OPEN INVITATION TO TENDER

CEDEFOP No: AO/RPA/PSZO/Green skills in VET/013/10

‘Green skills and environmental awareness in vocational education and training’

Name of tenderer:

NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE

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

4. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible. It is mandatory to include in the offer a cover letter, signed by the person/s that is/are authorised to sign the contract in case of contract award. The absence of a signed cover letter may lead to rejection of the offer.
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer’s own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. The opening of tenders will take place at Cedefop on **the date and time specified in the timetable in point 8 below**. Each tenderer may be represented at the opening of tenders by one person. The name of the person attending the opening must be notified in writing by fax (Fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least two working days prior to the opening session.
7. Contacts between the contracting authority (Cedefop) and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

- At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the tender documents. Any request for additional information must be made in writing by fax (fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu).

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

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

Any additional information, including that referred to above, will be published on Cedefop's website. Please ensure that you visit regularly the site for updates up to the closing date for receipt of tenders.

After the opening of tenders:

- If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.
- Tenderers should not contact the contracting authority (i.e. Cedefop) on their own initiative after the tenders have been opened.
- The non-submission with the offer of the mandatory documents required in the Tender Specifications below in regards to the Exclusion and Selection Criteria, will lead to rejection of the respective tender without requesting any clarification. Clarifications during the first phase (exclusion and selection criteria) may be asked only for presented documents.
- If the supporting documents for the assessment of an award criterion are missing, these may not be requested as clarification either, because this would alter the proposal. Any requests for clarification in that regard should not lead to amendment of the terms of the tender. The tenderers' replies must serve solely the purpose to provide the Evaluation Committee with a clarification regarding the offer in relation to the technical proposal or concerning obvious clerical errors in the financial offer. Neither the technical content of the tender nor the financial offer may be changed.
- In case the tenderer alters the total financial offer during a clarification (beyond the correction of any obvious clerical/calculation errors), this offer will be automatically rejected.

8. Timetable:

	DATE	TIME
Deadline for request for any clarifications from the Contracting Authority	29/09/2010	< N/A >
Last date on which clarifications are issued by the Contracting Authority	as soon as possible	< N/A >
Deadline for submission of tenders (hand delivered)	07/10/2010	< 17.00h >
Deadline for submission of tenders by post / courier	same as above	< N/A >
Tender opening session	21/10/2010	11.00h

9. All costs incurred in preparing and submitting tenders are borne by the tenderers.
10. 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.
11. This invitation to tender is in no way binding on Cedefop. Cedefop's contractual obligation commences only upon signature of the contract with the successful tenderer.
12. Tenderers are informed that for the purposes of safeguarding the financial interests of the European Union, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, upon request to Cedefop's Head of Finance and Procurement.

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). 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. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the Head of Finance and Procurement. 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. 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/RPA/PSZO/Green skills in VET/013/10

**‘Green skills and environmental awareness
in vocational education and training’**

Tender Specifications

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

- 1) Founded in 1975 ⁽¹⁾ and based in Greece since 1995, the European Centre for the Development of Vocational Training (Cedefop) is an agency of the European Union (EU) supporting European vocational education and training (VET) policy development. Its strategic objective for 2009-11 ⁽²⁾ is to ‘contribute to excellence in VET and strengthen European cooperation in developing, implementing and evaluating European VET policy’.
- 2) This strategic objective is supported by four priorities, namely:
 - (a) informing European VET policies;
 - (b) interpreting European trends in and challenges for skills, competences and learning;
 - (c) assessing VET’s benefits;
 - (d) raising the profile of VET.
- 3) Cedefop supports the European Commission, Member States (as well as the associated countries of Iceland and Norway) and social partners by:
 - (a) using its expertise, gathered through research, analysis and networking, to identify trends and challenges and propose ideas for VET policies;
 - (b) bringing together policy-makers, social partners, researchers and practitioners to share ideas and debate proposals on the best ways to tackle the challenges we face;
 - (c) encouraging European approaches, principles and tools to improve training and achieve common aims;
 - (d) raising awareness and understanding of how vocational education and training is evolving, and how it contributes to lifelong learning and other policies;
 - (e) disseminating information through websites, publications, networks, study visits, conferences and seminars.

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

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

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

Informing European training policies

- 4) Cedefop analyses and reports on the policies Member States are putting in place to provide the skills we need.
- 5) Cedefop is helping to design, develop and implement joint European approaches. For example, Cedefop is supporting work on tools such as Europass, the European qualifications framework and European credit system for vocational education and training to make it easier to study and work in another Member State. Cedefop is also helping develop common European principles for validating non-formal learning, improving vocational guidance, and assuring the quality of training.
- 6) All of these aim to help people to keep learning throughout their careers, and make use of all their learning, regardless of how it has been acquired.

Interpreting European trends in skills and learning

- 7) Cedefop is working on a common approach to forecasting demand and supply of skills in Europe. We need to understand more about how the demand for skills will change and how this affects what we need to learn. The better we can anticipate skill needs, the better our policies will be.
- 8) Cedefop is also examining how people acquire knowledge and skills and how this learning is measured. Valuable and relevant learning takes place in different settings, including work, during leisure time and abroad, as well as at schools, colleges and universities. Cedefop is looking at what this means for institutions, curricula, teaching and training and for assessing knowledge and skills.

Assessing the benefits of training

- 9) Investment by firms to develop skills can lead to greater productivity, profitability and even stock market performance. Individuals also benefit from training, as it helps workers improve their career and employment prospects, and protects those who are marginalised or otherwise at risk. Yet public and private investment in skills is relatively low in Europe.
- 10) Demonstrating the positive returns to vocational education and training may encourage both enterprises and individuals to invest in it. Cedefop is also looking at the best ways to measure investment in training to calculate its benefits, and at ways of using statistics and developing new benchmarks and indicators.

Raising the profile of vocational education and training

- 11) Training is more fragmented than general education and so is not always heard. To raise the profile of training and increase awareness of its role in lifelong learning, Cedefop disseminates clear, reliable, timely, and - where possible - comparable information to its target groups, namely policy-makers, researchers and practitioners, through electronic and printed media.
- 12) One of the best ways to disseminate information about training is still through personal contact. Through its study visits and conferences, Cedefop brings together people with very different backgrounds and experience to learn from each other and generate new ideas.

Cedefop's information

13) Cedefop's web portal www.cedefop.europa.eu includes news on training developments, information on vocational education and training systems in Europe, statistics and indicators, collaborative workspaces and a bibliographical database as well as information about Cedefop.

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

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

- (a) ReferNet (European network of reference and expertise in VET) is Cedefop's primary source of information on VET developments in Member States. ReferNet comprises national consortia consisting of representatives of VET organisations in each Member State led by a national coordinator;
- (b) Skillsnet (network on early identification of skill needs) brings together researchers, policy-makers, social partners and practitioners to exchange information about activities on skill needs analysis and anticipation at European and international levels;
- (c) the Training of trainers network (TTnet) supports professional development for VET teachers and trainers, who are essential to the quality and modernisation of VET. TTnet provides policy recommendations, guidance and tools for them.

Management, resources and internal controls

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

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

1 Overview of this tender

In submitting his tender, the tenderer accepts in full and without restriction the requirements of these Tender Specifications, and the Special and General conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation may lead to the rejection of the tender. No account can be taken of any reservation expressed in the tender as regards the tender dossier (if necessary, clarification may be requested by the potential tenderer concerned while the tender submission phase is open – see point 7, 2nd bullet, of the Invitation to tender); any reservation may result in the immediate rejection of the tender without further evaluation.

1.1 Description and type of the contract

a) Title of the contract: ‘Green skills and environmental awareness in vocational education and training’

b) Short description of content of this contract:

The objective of the study is to identify challenges and priorities for green skills so as to ensure that education and training systems can respond to demand expressed by businesses and benefit from the transition to sustainable, smart and inclusive growth in selected occupations while taking into account EU policies. The study will highlight skill needs in a number of green occupations and provide policy and practice recommendations.

c) Type of contract: Service Contract

1.2 Place of delivery or performance

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

1.3 Division into lots

This tender procedure is not divided into lots.

1.4 Variants

Tenderers **may not** offer variant solutions to what is requested in the technical specifications.

1.5 Value or quantity of purchase

The total estimated value of the required services described in this call for tenders is not expected to exceed 120,000 Euro.

1.7 Validity of tenders

Tenderers must maintain the validity of their tender for at least 6 months following the deadline of submission of tenders, i.e. until **07/04/2011**.

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.

1.8 Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party, and shall have a duration of **14 months**.

1.9 Main terms of financing and payment

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

2 Terms of Reference

2.1 Introduction

Europe is facing a time of challenge and transition to a greener, low-carbon future. Sustainable growth means building a resource-efficient, sustainable and competitive economy, exploiting Europe's leadership in the race to develop new processes and technologies, including green technologies, accelerating the roll-out of smart grids using ICTs, exploiting EU-scale networks, and reinforcing the competitive advantages of our businesses, particularly in manufacturing and within our SMEs, and assisting consumers to value resource efficiency. Such an approach will help the EU to prosper in a low-carbon, resource-constrained world while preventing environmental degradation, biodiversity loss and unsustainable use of resources.³

This study could contribute to three of the seven flagship initiatives of the Europe 2020 strategy. 'An agenda for new skills and jobs' seeks to modernise labour markets and empower people by developing their skills throughout their life with a view to increasing labour participation and providing a better match between labour supply and demand, including through labour mobility. 'Resource efficient Europe' supports the shift towards a resource efficient and low-carbon economy. 'Youth on the move' seeks to enhance the performance of education systems and to facilitate the entry of young people into the labour market, including vocational education and training (VET).

VET is chosen by an average of around 50% of all students in upper secondary education and has a vital role. However, the sector needs to be modernised to make it a more attractive and high-quality option, so that it provides young people with the right skills to find a suitable job and adults with an opportunity to update skills throughout their working life. Greening our economy offers new jobs, and requires new skills from people. VET systems should be adapted to ensure that the workforce can adjust their skills to the labour-market needs of an environmentally sustainable economy founded on competence-based training concepts.⁴ The Bordeaux Communiqué also recognises that rapid technological progress, new information technologies, the challenges posed by climate change and the need for sustainable development make it necessary to anticipate skills needs and permanently to adapt workers' skills through VET.⁵

Future skills and jobs are also influenced by climate and energy legislation. In 2008, the European Commission proposed binding legislation to implement the 20-20-20 targets⁶. This 'climate and energy package' was agreed by the European Parliament and Council and became law in 2009. The EU key targets are as follows:

- cutting greenhouse gases by at least 20% of 1990 levels (30% if other developed countries commit to comparable cuts);
- cutting energy consumption by 20% of projected 2020 levels as estimated by the Commission in its Green Paper on Energy Efficiency – by improving energy efficiency; and
- increasing the use of renewable energy sources (including wind, solar, biomass, etc.) so that 20% of energy needs are met by renewable sources and the share of biofuels represents at least 10% of overall EU transport petrol and diesel consumption.

³ Europe 2020: A strategy for smart, sustainable and inclusive growth, available at: http://ec.europa.eu/eu2020/index_en.htm

⁴ A new impetus for European cooperation in Vocational Education and Training to support the Europe 2020 strategy, available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0296:FIN:EN:PDF>

⁵ Bordeaux Communiqué on Enhanced European Cooperation in Vocational Education and Training, available at: http://ec.europa.eu/education/lifelong-learning-policy/doc/vocational/bordeaux_en.pdf

⁶ Climate and energy package, available at: <http://www.europarl.europa.eu/sides/getDoc.do?type=TA&reference=20081217&secondRef=TOC&language=EN>

A comprehensive strategic approach and coordinated action by policy makers involved in several fields – the environment, energy, industry, R&D, transport, education and employment – are needed to alleviate and adapt to environmental challenges.

Against this policy background, Cedefop, in cooperation with the International Labour Organisation (ILO), conducted applied policy research into skill needs for greener economies with respect to new and changing occupational profiles, the greening of existing occupations and the identification of skills and occupations that are becoming obsolete. The research was based on a number of country studies with the primary focus on examples of good practice in supplementing national policies designed to green economies through the identification of skill needs and efficient skills-response strategies. Cedefop conducted country studies in six EU Member States: Denmark, Estonia, France, Germany, Spain and the UK; the ILO conducted a further 15 country studies. All studies were conducted on the basis of the same research methodology and criteria for the selection of case studies. This research builds on existing work on skills for green jobs carried out by Cedefop, the ILO, the OECD and the European Commission Directorate-General for the Environment and analyses changes in occupational choice.

2.2 Overall aim

The objective of the study is to identify challenges and priorities for green skills⁷ so as to ensure that education and training systems can respond to demand expressed by businesses and benefit from the transition to sustainable, smart and inclusive growth in selected occupations while taking into account EU policies. The study will highlight skill needs in a number of green occupations and provide policy and practice recommendations.

The main objectives are to:

- identify policy and regulatory trends in the transition to a green economy⁸ and their impact on skills for insulation workers, electricians, energy auditors, environmental engineers, refuse and recyclable material collectors, sheet metal workers, nanotechnology engineering technologists, solar photovoltaic installers and transport vehicle, equipment and systems inspectors;
- understand the existing and potential interrelationship between skills, energy, employment, innovation and industry policies for these occupations;
- understand where opportunities lie for skills policy to make a difference.

2.3 Description of tasks

The Contractor will be required to conduct an in-depth analysis of the demand for and supply of skills (with a particular focus on green skills) for the occupations and the sectors given in Table A below in eight selected countries. He shall consider the situation in Finland, the Netherlands, Slovakia and the UK together with the situation from four other countries that he will have proposed and duly justified as successful Tenderer in his technical proposal.

Following a review of the main green economic sectors, a total of five sectors covering nine occupations were selected to be part of the study in each country. These occupations represent the concept of the ‘greening’ of occupations.⁹ The selection of occupations covers the three main skill levels.¹⁰ These

⁷ Green skills refer to knowledge, abilities, values and attitudes needed to live in, develop and support a society which reduces the impact of human activity on the environment:

– generic green skills help improve resource efficiency or raise awareness of eco-activities, eco-citizenship, etc.;

– technical green skills are required to implement standards, processes to protect ecosystems and biodiversity, reduce energy, materials and water consumption; highly-specialised green skills are required to develop and implement green technologies (e.g. renewable energies, sewage treatment or recycling).

⁸ The green economy encompasses the economic activity related to reducing the use of fossil fuels, decreasing pollution and greenhouse gas emissions, increasing the efficiency of energy usage, recycling materials, and developing and adopting renewable sources of energy.

⁹ The ‘greening’ of occupations refers to the extent to which green economy activities and technologies increase the demand for existing occupations, shape the work and worker requirements needed for occupational performance, or generate unique work and worker requirements.

¹⁰ Low = ISCED 0-2, plus 3c short; Medium = ISCED 3-4 and High = ISCED 5-6

occupations are organised according to occupational categories as defined by the US National Center for O*NET Development.¹¹ The Center, as part of its efforts to keep up with the changing world of work, investigated the impact of green economy activities and technologies on occupational requirements and the development of new and emerging occupations. The research results led to the identification of green economic sectors, green increased demand occupations, green enhanced skills occupations, and green new and emerging occupations.

Green Increased Demand Occupations (GIDO)

The impact of green economy activities and technologies leads to an increase in the employment demand for an existing occupation. However, this impact does not entail significant changes in the work and worker requirements of the occupation. The work context may change, but the tasks themselves do not.

Green Enhanced Skills Occupations (GESO)

The impact of green economy activities and technologies results in a significant change to the work and worker requirements of an existing occupation. This impact may or may not result in an increase in employment demand for the occupation. The essential purposes of the occupation remain the same, but tasks, skills, knowledge, and external elements, such as credentials, are changed.

Green New and Emerging Occupations (GNEO)

The impact of green economy activities and technologies is sufficient to create the need for unique work and worker requirements, which results in the generation of a new occupation relative to the taxonomy used. This new occupation could be entirely novel or 'born' from an existing occupation.

Table A – Occupations to be studied

Sector	Occupation	Brief description	Skills level	Occupational category
Construction	Insulation worker	Line and cover structures with insulating materials.	medium	GIDO
Construction	Electrician	Install, maintain, and repair electrical wiring, equipment, and fixtures.	medium	GIDO
Construction	Energy auditor	Conduct energy audits of buildings, building systems and process systems.	medium	GNEO
Environment	Environmental engineer	Design, plan, or perform engineering duties in the prevention, control, and remediation of environmental health hazards.	high	GESO
Environment	Refuse and recyclable material collector	Collect and dump refuse or recyclable materials from containers into truck.	low	GESO
Manufacturing	Sheet metal	Fabricate, assemble,	medium	GESO

¹¹ <http://www.onetcenter.org/green.html?p=2>

	worker	install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings.		
Manufacturing	Nanotechnology engineering technologist	Implement production processes for nanoscale designs to produce and modify materials, devices, and systems of unique molecular or macromolecular composition.	high	GNEO
Renewable energy generation	Solar photovoltaic installer	Assemble, install or maintain solar photovoltaic systems on roofs.	medium	GNEO
Transport	Transport vehicle, equipment and systems inspector	Inspect and monitor transport equipment, vehicles or systems to ensure compliance with regulations and safety standards.	medium	GESO

Tasks are to be structured as follows for each selected occupation and country:

A. Carry out a survey of businesses engaged in the selected sectors and occupations in relation to current and future demand and conduct interviews.

The Contractor should conduct a survey of private and public employers on current and future skill needs. The questions asked should cover generic and specific green skills, as well as any expected increase or decrease in the number of workers in the selected occupations in the medium term (up to 2020). Any measures taken by the companies to promote green skills should be identified. Emphasis should be placed on changes in technologies and work organisation. The nature of the work, employment data, job prospects, earnings and impact of EU and national policies should be provided for each occupation.

B. Carry out a survey of initial and continuing training providers in relation to their concerns for the current and future provision of green skills and conduct interviews.

The aim of this task is to map education and training provision for initial and continuing training. This mapping of the landscape of education and training provision should:

- highlight learner demographics over the past five years based on available statistics;
- reveal trends in the institutional provision of greening curricula;
- identify the key challenges involved in delivering training;
- predict the future shape and structure of environmental science disciplines;
- discuss changes in initial and continuing education and training (assessment, validation, recognition of learning outcomes, certification, guidance, curricula, etc.);
- assess the willingness and readiness of teachers and trainers to support the green transition.

Additionally, discussions at country level in the form of workshops, focus groups and panel discussions are encouraged and should be actively promoted by the Contractor within the framework of the project.

C. Draw up a comparative analysis of indications of imbalances (skill gaps and shortages) in the labour market and their possible solutions.

On the basis of the research and findings from the previous analytical studies, a comparative analysis of the selected occupations in the countries studied should be carried out, focusing on imbalances between the labour market and the world of education.

D. Summarise research findings, draw conclusions and make recommendations:

- draw conclusions (how the greening of occupations occurs);
- identify examples of good practice;
- consider how education and training policies should respond to the greening of occupations;
- assess what measures public authorities and other organisations could take in order to raise environmental awareness in the selected occupations and improve the provision of education and training at national and European levels so as to reduce pollution and greenhouse gas emissions, increase the efficiency of energy usage, promote the recycling of materials and develop and adopt renewable sources of energy.

2.4 Methodology

The study should combine quantitative and qualitative analysis, depending on the availability of data. The issues and thematic areas in point 2.3 are expected to be covered on the basis of two surveys drawn up by the Contractor, available statistics, research and analytical and policy documents. The surveys should be conducted on a significant number of respondents per occupation and the method should be proposed by the Contractor. When information is not available, additional interviews (at least one per occupation in each country studied) should be held with experts to fill in the information gaps. Interviews should include relevant and representative trade unions and employers' associations, policy-makers at different levels, HRD (human resource development) and VET, decision-making bodies, sectoral organisations, public-private initiatives, representatives of companies in the forefront of sustainable development and those actively involved in the implementation of the greening policy agenda. The remaining information gaps should be clearly identified and examined and conclusions drawn and recommendations made on further research and data collection. Each country should be covered by local experts on the side of the Contractor.

Quantitative analysis should be based on, and limited to, available national statistics on current and expected employment trends for each occupation, broken down where possible by educational attainment, gender and age group. The quantitative analysis should be based on harmonised EU data (e.g. Eurostat national accounts, Labour Force Survey statistics and LABREF¹²) supplemented with other relevant publicly available national and international sources (OECD, IMF, ILO, etc.).

¹² http://ec.europa.eu/economy_finance/db_indicators/labref/index_en.htm

2.5 Deliverables and timetable

The Contractor is required to submit:

- **An inception report**

An **inception report** outlining the methodology and process of the research is due **one month** after the date on which the contract is signed by the last contracting party. The inception report shall provide a proposal on the selection and justification of the countries outlined in point 2.3.

- **An interim report**

An **interim report**, supported by **eight draft country reports**, is due **five months** after the date on which the contract is signed by the last contracting party. It will present the **draft country reports** and will follow the structure of the **final report**: methodology, interim findings, indicative conclusions (if possible), problems encountered, impact on future work and detailed timetable for the completion of case studies.

- **A draft final report**

The **draft final report** (synthesis – around 100 pages) and the **eight draft country reports** (each approximately 50 pages long) based on the interim deliverables mentioned above must be delivered within **eight months** of the date on which the contract was signed by the last contracting party. The following elements should be included: executive summary; description of methodology; presentation of findings; conclusions and recommendations and, in an annex, a list of the literature reviewed and statistical sources used as well as a full set of data and other relevant information.

Cedefop will provide comments on the inception, interim and draft final reports. The Contractor should address those comments, liaising closely with Cedefop's project manager.

- **A final report**

A **final report and the eight final country reports**, based on the comments mentioned above, must be delivered within **ten months** of the date on which the contract was signed by the last contracting party. Payment of the balance is conditional on Cedefop's acceptance of a revised final deliverable. The reports must be written in English.

The Contractor must submit all reports and deliverables in hard copy and on CD-ROM or by e-mail as an MS Word document. Figures and tables should also be delivered separately as MS Excel or Word documents, as appropriate. Excel charts must contain the data used for the charts so that they can be reproduced. Electronic files must correspond exactly to the hard-copy version.

The layout and format of the text, in particular rules for citation, bibliography, tables and figures, should comply with Cedefop's *Style Manual* which will form part of the contract (See Annex H of these Tendering Specifications). Cedefop will be given access to all data used in the study.

The Contractor shall ensure that the final report as submitted to Cedefop has been subject to professional proof-reading and editing in English, the cost for which should be included in the Financial Proposal (point. 5.4, item a) III) of table 1).

2.6 Meeting and travel expenses

The contractor will be requested to attend **three one-day** meetings at Cedefop premises (two meetings in Thessaloniki and one meeting in Brussels) with the team responsible for issues related to Green skills in VET:

- a kick-off meeting 4 to 6 weeks after the signature of the contract to fine-tune the research methodology to be applied, the data sources to be used and the final planning, as well as to discuss the inception report;
- a meeting to discuss the draft interim report, monitor progress and discuss the interim findings and preliminary key messages of the study;

- and a meeting to discuss the final outcomes and key policy messages included in the interim final reports, and agree the final version of the study.

For quality assurance purposes, Cedefop may hold an international validation workshop/conference to discuss the results and to draw general conclusions and make recommendations for the synthesis report. The Contractor may be asked to participate in that event to present and discuss the results of the country studies.

All costs incurred (travel, accommodation etc) related to Cedefop's meetings have to be included in the financial offer, (point 5.4, c) - sub-total (3) of Table 1).

Any other travel, accommodation etc. expenses that may occur in performing the tasks as described in points 2.3, 2.4 and 2.5 have also to be included in the financial offer, (point 5.4, b) – sub total (2) of Table 1).

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

3 Specific information concerning participation to this tender

3.1 Exclusion criteria

Participation to this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest in Annex C. Therefore all tenderers, all group (consortium) members (if any) and the subcontractor/s (if any), identified as per the two bullet-points in the fourth paragraph of point 4.2 below) shall provide the self-declaration found in Annex C duly signed and dated. Failure to provide the declaration(s) on exclusion criteria will lead to the exclusion of the tenderer from further evaluation.

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. **The eventual non-submission with the tender of the below required documents / statements will lead to the exclusion of the tenderer from further evaluation.**

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

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

3.2.1 Economic and Financial capacity

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

Requirement

- The average annual turnover of the tenderer (of a single company, or of a consortium as a whole, if any) for the last three (3) financial years concerning the type of services covered in this call for tenders, should be at least **120.000 €**

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

- 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 the type of services similar in nature to those making the subject of this call for tenders.

In case of contract award the winning tenderer will be requested to prove the above by Audited Financial Statements, if this is foreseen by the respective national legislation, and to submit Profit and Loss Account or equivalent for each of the last three financial years.

Tenderers are also requested to fill in also **Questionnaire 2 in Annex G**.

If, for some exceptional reason the tenderer is unable to provide one or other of the above documents he is required to provide justification for the non provision and may prove his economic and financial capacity by any other document which Cedefop considers appropriate. Cedefop reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

3.2.2 Technical and professional capacity

Requirements

Tenderers must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the technical specifications. In particular, the tenderer must comply with the following requirements:

- At least five (5) years of professional experience in Labour Market analysis and comparative studies at international level (for the team leader and senior experts);
- At least three (3) years of professional experience in Labour Market analysis and comparative studies at international level (for the research team members);
- Linguistic ability to communicate and draft to a high standard in English (Level C1 – Europass)¹³.

The following documents or information **must be presented** as evidence of compliance with the above criteria:

- Brief presentation of the tenderer (See **Annex G – Questionnaire 3**).
- Detailed CV of the proposed team leader and members of the research team proposed to carry out the required tasks and subcontractors (if any), with a description of professional experience and including language ability. The tenderer may use the Europass CV as per the link below¹⁴.
- A list and brief description of research publications related to the present study subject, including evidence of experience in comparative studies at international level and policy analyses.
- List of major contracts/studies performed in the past three years similar to those described in this invitation to tender, including subjects of the studies, dates and names of recipients (See **Annex G – Questionnaire 4**).

3.3 Legal Position

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

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

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

¹³ <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

¹⁴ <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

4 Additional information concerning participation to this tender

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

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

4.1 Joint Offers/ Groupings (Consortia)

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

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

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

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

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

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

The offer has to be signed by all members of the group (consortium). However, if the members of the group so desire they may grant an authorisation to one of the members of the grouping (consortium). In this case they should attach to the offer a power of attorney (see model in Annex I) authorising this company or person to submit a tender on behalf of the grouping (consortium). For groupings not having formed a common legal entity, Annex I, model 1 should be used and separate legal entity forms (see point 3.3 and Annex D) should be completed and signed by all members. For groupings with a legal entity in place, Annex I, model 2 and one legal entity form (see point 3.3 and Annex D) should be completed and signed only by the single representative of the consortium.

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

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

4.2 Subcontracting/Subcontractors

Subcontracting is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the selected Tenderer (the Contractor), who will be vis-à-vis Cedefop the only contracting

party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s).

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

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

The tenderer must clearly indicate:

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

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

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

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

Where no subcontractor is given (meaning that possible individual subcontracting is below 10% by value and the total 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.

A quality-price score will be calculated for each tender by using the following formula to obtain the Total Score (out of 100):

$$\text{Score for Tender A} = \frac{\text{Total Quality Score (out of 100) for award criteria of Tender A}}{100} \times (\mathbf{X}) + \frac{\text{Cheapest Tender Price}}{\text{Price of Tender A}} \times (\mathbf{Y})$$

The quality criteria weighting is (X), and for this tender procedure it is fixed to (65).

The price weighting is (Y), and for this tender procedure it is fixed to (35).

The contract shall be awarded to the tenderer submitting the tender that offers the best value for money, i.e. that obtains the highest total number of points (score).

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 technical specifications.

The following technical award criteria will be applied to this tendering procedure:

- **Award criterion 1** – Level of understanding of the concepts and research issues at stake, of the purpose and the scope of the work and activities to be carried out in the context of the contract **(25 points)**;
- **Award criterion 2** – Adequacy and relevance of the methodological approach proposed to carry out the work in accordance with the requirements outlined in the technical specifications **(40 points)**:
 - envisaged steps, research methods, tools and data sources to be used **(30 points)**;
 - rationale of the selection of four additional countries **(10 points)**;
- **Award criterion 3** – Appropriateness of organisation and management of the work to be carried out **(35 points)**:
 - the expertise proposed and allocation of human resources/experts in relation to the type of activities to be carried out **(15 points)**;
 - the organisation of work, including work plan and timetable demonstrating the capacity to perform the tasks as defined in the technical specifications within the deadline given (clarity, coherence and feasibility of the work plan and timetable) **(15 points)**;
 - the preliminary assessment of likely difficulties in carrying out the work and proposed actions **(5 points)**.

Tenders scoring as a total less than **65** (of a maximum of 100) points against the award technical criteria, will not be considered acceptable and will therefore not have their financial proposal evaluated.

Only the technically compliant (acceptable) tenders as per the above will be subject to Financial (Price) Evaluation (5.4).

5.2 Technical proposal

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

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

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

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

For award criterion 1:

- concise discussion of the subject demonstrating the in-depth understanding of skill needs identification for green jobs, and purpose of this contract, including concepts, methodologies and research issues (5 to 10 pages).

For award criterion 2:

- detailed description of the methodological approach to be followed, envisaged steps and tools, including a description and preliminary analysis of data sources that could be used during the course of the work as outlined in the technical specifications and rationale of the selection of four additional countries.

For award criterion 3:

- detailed description of the organisation and management of the work, including:
 - the roles and degree of involvement of the team members to be assigned to the study,
 - a description of work organisation, including a detailed work plan, time-table and milestones expected outputs and deliverables;
 - preliminary assessment of likely difficulties in carrying out the work with clear indication of how the tenderer intends to address these difficulties.

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.

In addition to the above the Tenderer must clearly specify which parts of the work will be subcontracted (if any) and the identity of all subcontractors undertaking more than 10% of the work by value as requested in point 4.2.

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 evaluation will be made on the basis of the **Total Price** offered in the Price schedule table (see point 5.4).

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

- where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.

5.4 Financial proposal

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

The Financial Proposal should indicate the total price in order to carry out all the activities indicated in the Terms of Reference. The tenderers must fill in the following Price schedule table I and present a detailed breakdown of the price offered.

The Financial Proposal should clearly match the Terms of Reference and the estimate of value (see point 1.5). All services that shall be procured should be included.

Table I

	Services	Price in EUR excl. VAT
a)	Price to carry out all the activities described in the technical proposal	(I) Number of person-days: (II) Price per person-day: (III) Professional editing costs: Sub Total (1) = ((I x (II)) + (III)):
b)	All estimated expenses, travel, accommodation, etc. related to performance of the tasks (indication of total amount)	Sub Total (2) =
c)	Attending 3 meetings at Cedefop premises (two in Thessaloniki and one in Brussels). (indication of total amount for all 3 meetings)	Sub Total (3) =
	Total price: sum of sub totals (1+2+3):	

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

Information concerning price

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

6 Information on presentation and content of tender

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

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

6.1 Envelope A - Supporting documents

One original and one copy of:

- cover letter, signed by the person/s (name and position) that is/are authorised to sign the contract in case of contract award
- the exclusion criteria declaration requested in point 3.1 and standard template found in Annex C;
- the 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
- 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.

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 unbound version and three bound copies of:

- the technical proposal providing all information requested in point 5.2, including information relevant to subcontracting 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)

ANNEX B

DRAFT CONTRACT

(Given as separate file in *.pdf)

ANNEX C

DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

(Given as separate file in *.Word)

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://europa.eu/comm/budget/execution/legal_entities_en.htm

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

ANNEX E

FINANCIAL IDENTIFICATION FORM

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

http://ec.europa.eu/comm/budget/execution/ftiers_en.htm

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

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PLEASE NOTE:

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

ANNEX F

CHECK LIST OF MANDATORY DOCUMENTS

The checklist must be used to ensure that you have provided all the documentation for this tender and in the correct way. This checklist should be included as part of your offer.

Please Tick ✓ the boxes provided

Mandatory documents to be included as part of the tender	Reference paragraph	Included		If the document is not included, please provide an explanation for the reason
		Yes	No	
Envelope 'A' must contain				
one original and one copy of:	6.1	<input type="checkbox"/>	<input type="checkbox"/>	
- Cover letter, signed by the person/s that is/are authorised to sign the contract in case of contract award (name and position of the individual(s) entitled to sign contract)	Art. 4 of Invitation to tender; 6.1	<input type="checkbox"/>	<input type="checkbox"/>	
- this Checklist	6.1 & Annex F	<input type="checkbox"/>	<input type="checkbox"/>	
- Exclusion Criteria Declaration (including those of consortium members and subcontractors, if applicable)	3.1, 6.1 & Annex C	<input type="checkbox"/>	<input type="checkbox"/>	
- Legal Entity Form	3.3, 6.1 & Annex D	<input type="checkbox"/>	<input type="checkbox"/>	
- Financial Identification Form	6.1, Annex E	<input type="checkbox"/>	<input type="checkbox"/>	
- selection criteria documents (If applicable, including those of consortia and subcontractors)	3.2, 4.1, 4.2, 6.1	<input type="checkbox"/>	<input type="checkbox"/>	
- Annex G (Questionnaires 1-4)	3.2, 3.2.1, 3.2.2, 4.1, 6.1 & Annex G	<input type="checkbox"/>	<input type="checkbox"/>	
- Power of attorney of partners in joint bid / Consortium (if applicable)	4.1, 6.1 & Annex I (models 1 or 2)	<input type="checkbox"/>	<input type="checkbox"/>	
- Letter of intent of subcontractor (if applicable)	4.2, 6.1 & Annex J	<input type="checkbox"/>	<input type="checkbox"/>	
Envelope 'B' must contain				
one original and three copies of:	6.2	<input type="checkbox"/>	<input type="checkbox"/>	
- the technical proposal	2, 5.2 & 6.2	<input type="checkbox"/>	<input type="checkbox"/>	
Envelope 'C' must contain				
one original and three copies of:	6.3	<input type="checkbox"/>	<input type="checkbox"/>	
- the financial proposal	5.4, 6.3	<input type="checkbox"/>	<input type="checkbox"/>	

The tenderers should also ensure that:

<input type="checkbox"/>	the offer is formulated in one of the official languages of the European Union.
<input type="checkbox"/>	both the technical and financial proposals of the offer are signed by duly authorised agent.
<input type="checkbox"/>	the offer is perfectly legible in order to rule out any ambiguity.
<input type="checkbox"/>	the offer is submitted in accordance with the envelope system as detailed in the invitation to tender point 3.
<input type="checkbox"/>	the outer envelope bears the information mentioned in the invitation to tender point 3.

ANNEX G

QUESTIONNAIRES

(Given as separate file in *.Word)

ANNEX H
CEDEFOP STYLE MANUAL
(Given as separate file in *.pdf)

ANNEX I

MODEL 1 - POWER OF ATTORNEY

(Given as separate file in *.Word)

ANNEX I

MODEL 2 - POWER OF ATTORNEY

(Given as separate file in *.Word)

ANNEX J

MODEL – LETTER OF INTENT FOR SUBCONTRACTOR/S

(Given as separate file in *.Word)