

Call for expressions of interest for proofreading services
Cedefop No. CEI/ProofRead/2004

1. Contracting Authority:

European Centre for the Development of Vocational Training (Cedefop), Europe 123, GR-57001 Thessaloniki (Pylea). Tel.: (30-2310) 49 01 11. Fax: (30-2310) 49 01 02.

2. Call for expressions of interest:

Natural or legal persons wishing to be included in the list of qualified potential contractors are invited to submit an application in accordance with the provisions of this notice.

The contracting authority will draw up a list of applicants who meet the criteria set out in section 8 below.

Where a contract is to be awarded related to the field(s) described in section 4, the contracting authority will forward the invitation to tender and the specifications to all candidates meeting the relevant criteria or to certain candidates selected on the basis of appropriate pre-selection criteria for the contract concerned.

3. Background

Cedefop is a decentralised EU agency based in Thessaloniki, Greece. It is the European Union's reference centre for vocational education and training. Cedefop provides information and analyses of vocational education and training systems, policies, research and practice.

It works to promote a European area of lifelong learning throughout an enlarged EU and its tasks are to:

- (a) compile selected documentation and analyses of data;
- (b) contribute to developing and coordinating research;
- (c) exploit and disseminate information;
- (d) encourage joint approaches to vocational education and training problems;
- (e) provide a forum for debate and exchanges of ideas.

4. Field(s) covered by this CEI:

Proofreaders will be required to check printers' first proofs against a manuscript and correct typography, spelling, punctuation and consistency, and, where necessary, second and subsequent proofs. Proofreading will be carried out on hard copy.

Proofreading services for all the official languages of the European Union (Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Slovak, Slovene, Spanish and Swedish) as well as Icelandic, Norwegian, Bulgarian, Romanian and Turkish.

5. Validity:

The compiled list will remain valid for three years from the date of dispatch of the notice for publication to the Office for Official Publications of the European Union i.e **07.05.2004**. Applications may be submitted at any time during this period with the exception of the last three months (as per postmark). Applications bearing a postmark after this date will not be considered.

6. Groups of service providers may apply. Any such group, should its application be accepted, will be included on the list as a group, and should they be invited to tender, will be invited to tender as a group. Groups must nominate a lead member, who will take full responsibility for the work of the group as a whole, should the group be awarded a contract.

7. Submission of applications

- a) Applications sent by registered mail or by hand delivery should be addressed to:
European Centre for the Development of Vocational Training (Cedefop), Legal and Contract Management Service,
Attention of Mr Pavlos Longinidis, Europe 123, GR- 57001 Thessaloniki (Pylea).
Applications sent by e-mail or fax will not be accepted.
- b) The envelope should be clearly marked: **Call for Expressions of Interest “CEDEFOP No CEI/ProofRead/2004”**.
- c) Applicants must apply using the official application form which can be found on Cedefop’s website <http://www.cedefop.eu.int>, also available upon request from the Legal and Contract Management Service, Attention of Mr Pavlos Longinidis, Europe 123, GR- 57001 Thessaloniki (Pylea).
Tel.: (30-2310) 49 00 64. Fax: (30-2310) 49 00 28.
- d) The applications must be presented in the following order and include:
 - i) administrative information sheet duly completed (as per sheet A);
 - ii) all requested certified documents (as per sheet B) and the declaration on exclusion criteria form (Annex I) duly signed;
 - iii) all documents requested relating to the selection criteria (as per sheet C) where Annex II is duly completed, to describe the applicant’s technical and professional capacity.

8. Exclusion and selection criteria

8.1 Applicants shall be excluded from participation from this CEI for the following reasons (please see sheet B for further details):

a) bankruptcy, b) conviction of an offence, c) serious professional misconduct, d) non-fulfilment of social security and tax obligations, e) fraud, corruption and f) serious breach of contract in other procurement or grant award procedure financed by the Communities.

Contracts may not be awarded to candidates or tenderers who during a procurement procedure are:

- subject to a conflict of interest (for further details please see Art.20 of Cedefop’s Decision dated 31.03.2003 “Implementing Rules”);
- guilty of misrepresentation in supplying the information required by the Contracting authority as a condition of participation in the contract procedure or fail to supply this information.

8.2 **Selection criteria** (see official application form for further details, sheet C). Applicants will be assessed according to the following selection criteria:

- technical and professional capacity;
- economic and financial capacity;
- proof of enrolment on a professional or trade register.

9. **Date notice sent: 07.05.2004.**

10. **Date notice received by the Office for Official Publications of the European Union: 07.05.2004.**