



European Centre for the
Development of Vocational Training
Procurement Service

Thessaloniki, 02/04/2007
PRO/2007/146

OPEN INVITATION TO TENDER

AO/D/DAB/Editing/003/07

Editing Services

Dear Sir/Madam,

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 Tendering Specifications. You should note however the following important points concerning the submission of a tender and its implications.

1. Tenders should be submitted in one of the official languages of the European Union.
2. Tenders may be submitted:
(a) either by post or by courier service to be dispatched not later than **10/05/2007** in which case the evidence shall be constituted by the date of dispatch, the postmark or the date of the deposit slip, to the following address:

**European Centre for the Development of Vocational Training (Cedefop),
Procurement Service
For the 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 49 00 28)

- ✓ *that they have submitted an offer in time, and*
- ✓ *that they request Cedefop to confirm receipt of the e-mail or fax.*

- (b) delivered by hand not later than **17:00** on **10/05/2007** to the following address:

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

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the above mentioned service who took delivery. 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.

The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

OPEN INVITATION TO TENDER Cedefop No: AO/D/DAB/Editing/003/07 ‘Editing Services’ Name of tenderer: NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE
--

The outer envelope must contain three inner envelopes, namely, **Envelope A, B and C**. 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 so that there can be no doubt as to words and figures.
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 **22/05/2007, 11h00** (local time). 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 (+30 2310 49 00 28) 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 nature of the contract. Any request for additional information must be made in writing by fax (+30 2310 49 00 28) or by e-mail (c4t-services@cedefop.europa.eu).

Request for additional information received less than five working days before the closing date for submission of tenders will not be processed.

- 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 the site regularly for updates.

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.

8. 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.
9. All costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.
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. This decision must be substantiated and the tenderers notified.
11. All tenderers will be informed in writing of the results of this tender procedure.

Yours sincerely,

George Paraskevaïdis
Head of Finance & Procurement

Attached: Tendering Specifications

OPEN INVITATION TO TENDER

AO/D/DAB/Editing/003/07

‘Editing Services’

Tendering specifications

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Introduction to Cedefop

The European Centre for the Development of Vocational Training (Cedefop) is an agency of the European Union. Created in 1975 with a tripartite Governing Board, it provides services for the European Commission, the European Union Member States and the social partners as well as for the associated countries of Iceland and Norway. The candidate countries are also associated with its activities.

As the European Union's reference centre for vocational education and training, Cedefop provides policymakers, researchers and practitioners with information to promote a clearer understanding of developments and so enable them to take informed decisions on future action. Cedefop assists the European Commission in encouraging, at Community level, the promotion and development of vocational education and training.

The main tasks of Cedefop as defined in its founding Regulation are to:

- compile selected documentation and analysis of data;
- contribute to the development and coordination of research;
- exploit and disseminate useful information;
- encourage and support a concerted approach to vocational training development issues;
- provide a forum for a wide and diverse audience.

Cedefop's medium-term priorities for 2006-08 concentrate on the priorities set out in the Maastricht communiqué, which has been agreed by 32 countries, the European Commission and the European social partners:

- a) 'promoting the image and attractiveness of the vocational route for employers and individuals to increase participation in VET;
- b) achieving high levels of quality and innovation in VET systems to benefit all learners and make European VET globally competitive;
- c) linking VET with the knowledge economy's requirements for a highly skilled workforce and especially, because of the strong impact of demographic change, the upgrading and competence development of older workers;
- d) addressing the needs of the low-skilled (about 75 million people aged between 25 and 64 in the EU) and disadvantaged groups so as to achieve social cohesion and increase labour market participation.'

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

1 Overview of this tender

1.1 Description and type of the contract

a) Editing services

The support of experienced editors is required to improve the quality and the readability of Cedefop publications in print or on the web in English, French and German.

b) Type of contract

Framework contract(s) with one single operator.

1.2 Place of delivery or performance

For the most part tasks will be completed externally. Occasionally visits to Cedefop's premises in Thessaloniki may be necessary.

1.3 Division into lots

This invitation to tender is divided into the following three Lots.

- o Lot-1: Editing Services in English
- o Lot-2: Editing Services in French
- o Lot-3: Editing Services in German

Tenderers may submit tenders for one or more lots. Please note that in the case where you tender for more than one lot, a separate tender must be made for each lot. Each individual lot will be examined separately.

1.4 Variants

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

1.5 Value or quantity of purchase

Although the amount of work may vary substantially from the figures below, indicative amounts per year and per Lot are:

➤ Lot-1: Editing Services in English

- texts for hard copy publications (2 500 pages);
- texts for web (600 pages);
- articles (300 pages);
- flyers (100 pages);
- up to 6 working days either at Cedefop, or elsewhere, to attend meetings, training or other exchanges.

➤ Lot-2: Editing Services in French

- texts for hard copy publications (1 250 pages);
- texts for web (300 pages);
- articles (200 pages);
- flyers (50 pages);
- up to 6 working days either at Cedefop, or elsewhere, to attend meetings, training or other exchanges.

➤ **Lot-3: Editing Services in German**

- texts for hard copy publications (1 250 pages);
- texts for web (300 pages);
- articles (200 pages);
- flyers (50 pages);
- up to 6 working days either at Cedefop, or elsewhere, to attend meetings, training or other exchanges.

1.6 Validity of tenders

Tenderers must maintain the validity of their tender for at least six months following the final date of submission of offers.

1.7 Duration of the contract(s)

The contract(s) shall enter into force on the date of signature of the last contracting party, shall be valid for a period of 2 years and may be renewed two (2) times for an additional period of one (1) year, covering an acquisition period of total four (4) years. Any renewal will be subject to an amendment to the contract(s).

1.8 Main terms of financing and payment

Payments will be made 30 days after submission of invoices and according to the conditions set out in the draft framework contract.

2 Technical specifications for Lot 1, Lot 2 & Lot 3

2.1 Introduction

Cedefop provides information in various formats, such as articles, press releases and dossiers, for its own, and other, publications and websites. These include information on Cedefop's project work developments in vocational education and training at European level, in EU Member States and candidate countries.

2.2 General purpose

The purpose is to improve the quality and the readability of Cedefop publications in print or on the web in English (Lot 1), French (Lot 2) and German (Lot 3).

2.3 Description of the tasks

The tasks are:

- (a) attend a kick-off meeting in Thessaloniki as an introduction to Cedefop editing practice;
- (b) editing texts for publication in hard copy or on the web in English for Lot 1, in French for Lot 2 and in German for Lot 3, conforming to the rules of Cedefop's style manual for English (Annex G), for French (Annex I), and for German (Annex K). 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, abbreviations. It can involve cosmetic, textual or house-style corrections, to improve readability;
 - substantive editing requiring 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 when providing the contractor with the text.

- (c) working either in Cedefop, or elsewhere, to attend meetings, training or other exchanges.

Source material will be in English for Lot 1, in French for Lot 2 and in German for Lot 3 and include conference reports, speeches, publications, official documents, work programmes, press releases, brochures, leaflets and the Internet.

If it is necessary to replace editor(s) to implement the contract, replacement editor(s) must have equivalent qualifications and experience and are subject to Cedefop's prior approval.

2.4 Deliverables and timetable (outcome)

For task 2.3(b) the deliverables are texts produced to the required standard in conformity with the relevant Cedefop style manual. The time taken to edit texts depends of the quality of the original manuscript. The following are indicative timetables for texts ranging from 1 to 10 pages and subsequent multiples of 10. The time periods for each job will begin on a starting date agreed between Cedefop and the contractor(s). In circumstances where more time is required, particularly where the text is especially difficult, the timetable will be agreed with Cedefop on the basis of a written justification.

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

For task 2.3(c) the deliverable is a satisfactory contribution to the discussion, in particular advice on best practice in editing, including as appropriate written contributions.

2.5 Reports

Reports on the number of pages edited and the time taken will be required every six months.

2.6 Travel expenses

Travel expenses for the kick-off meeting will be reimbursed by Cedefop separately, according to its regulation and should not be included in the cost calculation for this contract (see the draft framework contract in Annex B). Other travel expenses that may occur in performing the tasks related to the contract have to be included in the financial offer.

3 Specific information concerning participation to this tender

Tenderers must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure.

3.1 Exclusion criteria

Participation to this tender is only open to tenderers who are not in one of the situations listed below:

- a) bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) have been convicted of an offence concerning their professional conduct by a definitive judgement;
- c) have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) have been the subject of a definitive judgement for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in a serious breach of contract for failure to comply with their contractual obligations.

In addition to the above, contracts may not be awarded to tenderers who, during the procurement procedure:

- are subject to a conflict of interest;
- are 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.

Means of proof required

The tenderer shall provide the self-declaration found in Annex C which states that none of the aforementioned grounds for exclusion applies to the tenderer.

In case of recommendation for contract the tenderer shall be requested to provide the following documentation:

- Cedefop will accept, as satisfactory evidence that the tenderer is not in one of the situations described in point a), b) or e) above, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- Cedefop will accept, as satisfactory evidence that the Tenderer is not in the situation described in point d) above a recent certificate issued by the competent authority of the State concerned. Where no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Cedefop reserves the right to check the situation described in points c) and f).

3.2 Selection criteria

The tenderer must submit evidence of their economic, financial, technical and professional capacity to perform the contract.

Economic and Financial capacity

Requirement

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

Proof of economic and financial capacity may, in particular, be furnished by **one or more** of the following documents:

- appropriate statements from the banks or evidence of professional risk indemnity insurance;
- balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed (where publication of the balance sheet is required under the company law of the country in which the economic operator is established);
- a statement of overall turnover and turnover concerning services covered by the contract during the last three financial years.

In case tenderers are unable to furnish such documents they are required to provide justification for non provision.

Technical and professional capacity

Requirement

The technical and professional requirements that the tenderer must possess are:

- ability to provide suitably qualified editors;
- three years sound experience in the provision of editing services for the Lot(s) for which the tenderer is applying;
- a university degree or equivalent qualification issued by a training body or professional organisation for those carrying out the work.

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

- CV(s) of the proposed editors;
- a portfolio of five sample extracts (each two to three pages in length) and/or references of edited work carried out in the past three years in providing the services mentioned above for the Lot(s) for which the tenderer is applying;
- a list of comparable contracts (in amount and quality) to the object of this call, provided in the past three years with the sums, dates and recipients for the Lot(s) for which the tenderer is applying.

3.3 Legal Position

Tenderers are requested to complete the Legal entity form found in Annex D and to provide the documents requested in the form. Tenderers must be sure to include the name and function of the individual(s) entitled to sign on behalf of the organisation in the case of contract award.

4 Additional information concerning participation in this tender

4.1 Participation of consortia

Groupings of suppliers (or consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition. Such grouping (or consortia) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a tender.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria 'technical and professional capacity', the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

If awarded, the contract will be signed by the company or the person heading the project who will be vis-à-vis Cedefop, the only contracting party responsible for the performance of this contract. Tenders from consortia of firms or group of service providers, contractors or suppliers, must specify the role, qualifications and experience of each member or group.

4.2 Subcontracting/Subcontractors

Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the tenderers tender, or, if proposed by the Contractor after contract signature, in writing by an exchange of letters. The subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition. If awarded, the contract will be signed by the Tenderer, who will be vis-à-vis Cedefop, the only contracting party responsible for the performance of this contract.

The tenderer must indicate clearly, which parts of the work will be sub-contracted, and the identity of all subcontractors undertaking more than 10% of the work by value.

All subcontractors must provide the required evidence for the exclusion and selection criteria.

Where no subcontractor is given, the work will be assumed to be carried out directly by the bidder.

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(s) shall be awarded to the tenderer(s) submitting the tender which offers the best value for money (best quality-price ratio) based on the scenario mentioned under points 5.3 and 5.4.

A quality-price ratio will be calculated for each tender by dividing the total points for quality by the price, thus indicating which tender represents the best value for money.

5.1 Technical evaluation

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

- (a) **understanding of the services requested** (45 points);
- (b) **methodology for the implementation of the requested services** (40 points);
- (c) **delivery time assurance** (15 points);

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

5.2 Technical proposal

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the contract(s) as described in the technical specifications. To this end, the tenderer(s) must provide the following documents and/or information to allow evaluation of their offer according to the technical criteria mentioned above:

- (a) **understanding of the services requested:** the ability to provide material suitable for publication will be judged on the results of a test submitted by the tenderer in Annex H for Lot 1 (English), in Annex J for Lot 2 (French), in Annex L for Lot 3 (German);
- (b) **methodology for the implementation of the requested services:** 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, persons allocated to provide the service and if there are any subcontracting arrangements;
- (c) **delivery time assurance:** quality of the measures to ensure deadlines are met and quality maintained. This includes timing of the various stages of production and contingency measures owing to absence of staff or other interruptions in the workflow.

In addition to the above the tenderer must provide the information concerning subcontracting as requested in point 0.

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 scenario mentioned below. The quantities of the scenario are for evaluation purposes only and are in no way binding on Cedefop. Where a maximum budget is mentioned in these tender specifications, any tenderer submitting a financial proposal exceeding this budget will be rejected.

Scenario for evaluation purposes only (see also specimen quotation under point 5.4):

Total price = 1000 pages x price for language editing + 500 pages x price for substantive editing + 3days x price for attending meetings

The ratio between the language editing and the substantive editing represents Cedefop's requirements over the past years.

5.4 Financial proposal

The financial proposal should indicate the total price in order to carry out all the activities indicated in the technical specifications. 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.

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.
- Travel expenses and accommodation for meetings specified under point 1.5 of the technical specifications should be included in the tender. The kick-off meeting and any other exceptional meetings Cedefop agrees to hold should not be included in the tender. They will be paid from a separate budget (see point 2.6).
- Under Article 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. The VAT amount must be indicated separately.

Table 1: Price schedule table

Services	Unit	unit price
Language editing: cosmetic, textual or house-style corrections to improve readability	A4 page (1 500 characters without spaces)	
Substantive editing: a substantial rewrite	A4 page (1 500 characters without spaces)	
Attending meetings, training or other exchanges (2.3.c)	working day	

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

Services	Quantity	Total Price (based on the unit price mentioned above)
Language editing: cosmetic, textual or house-style corrections to improve readability	1000 pages	
Substantive editing: a substantial rewrite	500 pages	
Attending meetings, training or other exchanges (2.3.c)	3 days	
Total price		

Please note that the unit price must be in both tables the same. Table 2 is a scenario based on table 1 for evaluation reasons only. In case of discrepancies between the 2 tables, the table that will be taken into consideration for the contract award will be table 1 (Price schedule table).

6 Information on presentation and content of tender

It is extremely important that tenderers present their tender in the correct format and provide all documents necessary to enable the evaluation committee to assess their tender. Tenderers should note the instructions indicated in the invitation letter of this tender.

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

6.1 Envelope A - Supporting documents

One original and one copy of:

- the checklist found in Annex F;
- the exclusion criteria declaration as requested in point 3.1 and standard template found in Annex C;
- the selection criteria documents as requested in point 3.2;
- the legal entity form found as requested in point 3.3 and found in Annex D;
- a statement containing the name and position of the individual(s) entitled to sign the contract;
- the financial identification form as found in Annex E.

6.2 Envelope B – Technical proposal

One original signed unbound copy and four 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 unbound copy and four bound copies of:

- the financial proposal containing all information requested in point 5.4.

ANNEX A

CONTRACT NOTICE

ANNEX B

DRAFT FRAMEWORK CONTRACT

ANNEX C

DECLARATION ON EXCLUSION CRITERIA

I hereby declare that neither I nor the company:

(*Company Name*).....

that I am representing are in any of the situations mentioned below:

- a) is bankrupt or being wound up, is having his/her affairs administered by the courts; has entered into an arrangement with creditors; has suspended business activities; is the subject of proceedings concerning those matters; or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning his/her professional conduct by a definitive judgement;
- c) has been guilty of grave professional misconduct proven by any means which Cedefop can justify;
- d) has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he/she is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) has been the subject of a definitive judgement for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, he/she has been declared to be in serious breach of contract for failure to comply with his/her contractual obligations.

I, the undersigned, understand that contracts may not be awarded if during the procurement procedure the individual/company/organisation mentioned above:

- is subject to a conflict of interest;
- is 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.

Signature:

Date:

ANNEX D

LEGAL ENTITY FORM

(to be downloaded, depending on the nationality and legal status of the tenderer, from the following website)

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

ANNEX E

FINANCIAL IDENTIFICATION FORM

(to be downloaded, depending on the nationality of the tenderer, from the following website)

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

ANNEX F

CHECKLIST 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

CHECKLIST 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 <u>Mandatory documents to be included as part of the tender</u>	Reference paragraph	Included		If the document is not included, please provide an explanation for the reason
<u>Envelope 'A' must contain</u> One original and one copy of: this checklist		Yes ☐	No ☐	
exclusion criteria declaration (if applicable, including those of consortia and subcontractors)	3.1, 0, 4.2 & Annex C	☐	☐	
selection criteria documents (if applicable, including those of consortia and subcontractors)	3.2, 0 & 4.2	☐	☐	
legal entity form	3.3 & Annex D	☐	☐	
name and position of the individual(s) entitled to sign contract	3.3	☐	☐	
financial identification form	6.1 & Annex E	☐	☐	
<u>Envelope 'B' must contain</u> one original and four copies of:				
the technical proposal.	5.2	☐	☐	
<u>Envelope 'C' must contain</u> one original and four copies of:				

The financial proposal	5.4 (Table 1 & Table 2)	☐	☐	
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You should also ensure that:

☐	Your offer is formulated in one of the official languages of the European Union.
☐	Both the technical and financial proposals of the offer are signed by you or your authorised agent.
☐	Your offer is perfectly legible in order to rule out any ambiguity.
☐	Your offer is submitted in accordance with the envelope system as detailed in the invitation to tender point 3
☐	The outer envelope bears the information mentioned in the invitation to tender point 3.

ANNEX G

CEDEFOP'S STYLE MANUAL (EN)

ANNEX H

EDITING TEST FOR LOT 1 (EN)

ANNEX I

CEDEFOP'S STYLE MANUAL (FR)

ANNEX J

EDITING TEST FOR LOT 2 (FR)

ANNEX K

CEDEFOP'S STYLE MANUAL (DE)

ANNEX L

EDITING TEST FOR LOT 3 (DE)