



CEDEFOP

European Centre for the Development
of Vocational Training

Thessaloniki, 28/05/2009
RS/PRO/2009/457

OPEN INVITATION TO TENDER

AO/CID/MWI/Books/008/09

‘SUPPLY OF BOOKS’

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 Tendering 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 **07/07/2009**, 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
Attention of Mr G. Paraskevaidis
PO Box 22 427
GR – 55102 Thessaloniki
Greece**

Important:

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

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

Do not attach your offer to the confirmation e-mail or fax.

or

(b1) by courier service to be dispatched not later than **07/07/2009**, in which case the evidence shall be constituted by the date of dispatch, or the date of the deposit slip,

or

(b2) delivered by hand not later than 17h00 on **07/07/2009**, 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:

**European Centre for the Development of Vocational Training (Cedefop),
Procurement Service
Attention of Mr G. Paraskevaidis
Europe 123,
GR-57001 Thessaloniki-Pylea
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/CID/MWI/Books/008/09 ‘SUPPLY OF BOOKS’ Name of tenderer: NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE
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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 tendering 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. It is a mandatory requirement for the tenderer 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 this signed cover letter will lead to rejection of the offer. The entitlement of the person(s) who sign(s) on behalf of the tenderer (company/consortium) should be proved by an official document (statutes, power of attorney, notary statement, etc).
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.

The non-submission with the offer of the obligatory documents required in the Tendering Specifications below in regards to the Exclusion and Selection Criteria, would lead to rejection of the respective tender.

6. The opening of tenders will take place at Cedefop on **21/07/2009, 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 (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 tendering 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 29/06/2009. 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.

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. Timetable:

	DATE	TIME
Deadline for request for any clarifications from the Contracting Authority	29/06/2009	< 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)	07/07/2009	17.00h
Deadline for submission of tenders by post / courier	07/07/2009	N/A
Tender opening session	21/07/2009	11.00h

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. 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.

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 candidates or tenderers notified.

12. Tenderers are informed that for the purposes of safeguarding the financial interests of the Communities, 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 required 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 Community 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 this tender procedure.

Yours sincerely,

G. Paraskevaidis
Head of Finance and Procurement

Attached: Tendering Specifications

OPEN INVITATION TO TENDER

AO/CID/MWI/Books/008/09

‘SUPPLY OF BOOKS’

Tendering specifications

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TECHNICAL ANNEXES:

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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:
 - informing European VET policies;
 - interpreting European trends in and challenges for skills, competences and learning;
 - assessing VET's benefits;
 - 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:
 - using its expertise, gathered through research, analysis and networking, to identify trends and challenges and propose ideas for VET policies;
 - 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;
 - encouraging European approaches, principles and tools to improve training and achieve common aims;
 - raising awareness and understanding of how vocational education and training is evolving, and how it contributes to lifelong learning and other policies;
 - 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.

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

(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*.

1 Overview of this tender

In submitting his tender, the tenderer accepts in full and without restriction the requirements of these Tendering 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 in the tender as regards the tender dossier; any reservation may result in the immediate rejection of the tender without further evaluation.

1.1 Description and type of the contract

- The title of this tender is “Supply of books”.
- Short description of content of this contract:

The objective of the present call is the acquisition of books and other printed monograph publications for Cedefop’s Library and Documentation collection. This collection is meant to be used by Cedefop staff in the development of their projects or for their professional and personal development, but also by external visitors.

- Purpose of the Framework Contract:

The main purpose of the framework contract will be the purchase of books and other monograph publications through a single supplier. This includes four categories of books:

- o scientific books in the field of VET;
- o reference books (dictionaries, encyclopedias, etc.);
- o staff books (in the field of IT, finance, human resources, management);
- o language training books (for Greek, English, French, Spanish, Italian, German languages).

A detailed list of subjects covered is included in Annex 1 – Subjects and Categories.

- Type of contract: Framework Supply Contract whereby the goods will be acquired through order forms within the context of the framework contract and according to Cedefop’s needs.
- Language: All exchange of information between Cedefop and the contractor concerning the execution of the contract shall be in English.

1.2 Place of delivery or performance

The call is referring to supply of products, so the address for delivery is Cedefop’s address in Thessaloniki.

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 estimated Annual value for this contract is 30 000 EUR (excluding VAT). The sum of the Order Forms to be issued during the period (see 1.1. above) may, however, not reach that amount; Cedefop will only be bound by the amounts effectively entered in the successive Order Forms.

The estimated total expenditure is 120 000 EUR (excluding VAT) over four (4) years.

The estimated quantity of purchase is approximately 400 titles per year, including scientific books, reference works, language training books, etc.

1.6 Validity of tenders

Tenderers must maintain the validity of their tender for at least 6 months following the tender submission date, i.e. until **07/01/2010**.

1.7 Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party, shall be valid for a period of one (1) year and may be automatically renewed up to three (3) times, each for an additional period of one (1) year, covering a total acquisition period of four (4) years (1+1+1+1). The Centre reserves the right to terminate the contract at any time by informing in writing the contractor 30 days in advance.

1.8 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 Technical specifications

2.1 Background

Cedefop's multilingual books collections contain research reports, legislation, statistics, comparative studies, language training books, dictionaries, encyclopaedias, books in IT, financial, human resources field. The topics covered are those included in the *Education and training 2010 agenda* such as: training systems, recognition of qualifications, professional occupations, vocational guidance, lifelong learning and the training of trainers.

The target groups are: EU and national policy-makers, social partners, training practitioners, training and research organisations, universities, students, citizens and staff members.

Currently, Cedefop purchases books in the field of vocational education and training (hereinafter VET) through a main supplier for books and with smaller local suppliers for specialized books such as training books.

2.2 Requirements

Orders

Orders for delivery may be made for books and publications in all 23 official languages of the European Union and mainly from publishers from all EU member states. The main part of the orders will be for books and publications in English, German and French languages.

The total value of the separate orders under the Framework contract will depend on the titles and quantities to be ordered on the actual needs of Cedefop. It is not possible for Cedefop to commit itself to ordering a specified volume of publications.

For information and guidance of the tenderers that will submit an offer a non-exclusive short sample list of books recently ordered by Cedefop is attached as Annex 2.

The Contractor should have an online catalogue for an easy search of publications and for technical management of the orders. However, official orders should be made by standard orders form so that this could follow the approval process.

A request for information sent by Cedefop to the selected Contractor concerning availability and price of a given item will not constitute an order or a commitment to order.

Orders are placed during the entire year by an authorised officer and most of them would be for standard supply.

Delivery

Orders for standard delivery (standard order) placed by Cedefop should be implemented within six (6) weeks. The ordered books shall be delivered by the Contractor within the said period. However, prompt shipment of available items is preferred. Deliveries shall be made to the address of Cedefop in Thessaloniki (Greece).

If there are difficulties in delivering one or more of the ordered books, within one month from the placement of the order the contractor should take the appropriate steps to propose a solution (e.g. suitable substitute, revise the dispatch date) in view of meeting the deadline set. This should include also items 'not yet published' and 'out of print'.

In case of urgency, Cedefop may require an express delivery service (through order for express delivery). Such delivery should be fulfilled by the selected contractor within max. ten (10) working days.

If the delivery of an "express" item is likely to miss its deadline, or this item is unavailable from the publisher/distributor, Cedefop must be notified within one working day of the Contractor being notified / made aware of the problem.

Publications delivered must be packed in such a way that they are protected against damage, e.g. during handling.

Bibliographic service

The selected Contactor should provide access to its online catalogue and any other means of keeping Cedefop informed with the latest publications. The online catalogue service is a useful tool for selection, ordering and also for downloading MARC records to our library system (Aleph). Records are created in MARC 21 format and according to AACR2.

Service level requirements

This part defines the services associated with the delivery of books and lays down the service level requirements. Therefore the tenderer is requested to provide information on the following specific aspects:

- Name of a prime contact responsible for the agreement. If appropriate, separate contact names should be given for overall contract management and for day-to-day business.
- Means and standards for communication with Cedefop, responding to orders, etc.
- Stock policy of the company and relation with the publisher/distributor for not-in-stock and out of print items;
- General price and discount policy of the company, minimum size/value of single order. Price policy with regard to materials that must be specially imported to the EU – items with no publishers/distributors list price in the EU. (If you do not wish to offer import services, state 'service not offered');
- Description of the delivery procedures, including express delivery and minimum shipment size/value;
- Incident management (loss of items, non-delivery, etc.);
- Back-up procedures (management of absences, etc.);
- Standard procedure for provision of books that are out of print;
- Availability of on-line or printed catalogue of items and organisation by subjects and other tools;

- If relevant, describe any service to provide catalogue data direct to the library system;
- Newsletter service and/or alert service.

Coverage of needs

- Tenderers should submit a list of titles as to one of the subjects listed under point 1 of Annex 1. The titles should not necessarily be in the tenderers' stock or catalogue but they should be able to provide them. The titles should not be the same as those in the Annex 2 – Sample list of books;
- Tenderers should provide a list with an estimated number of titles available in their stock (not items available to order from publishers). They are requested to specify what proportion would be broadly relevant to the subjects listed under point 1 of Annex 1;
- Tenderers are asked to provide the number of European countries that they broadly cover and describe the arrangements for supply from publishers in the countries that they cover.

3 Specific information concerning participation to this tender

Tenderers who are ineligible or fall into one of the situations described in point 3.1 will be eliminated.

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 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 consortium members (if any) and all subcontractors (if any) shall provide the self-declaration found in Annex C duly signed and dated – see also third sub-paragraph of point 4.2. 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 tenderer must submit evidence of their economic, financial, technical and professional capacity to perform the contract.

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 a single tenderer) or by the consortium as a whole (in case the tenderer is a consortium). Participation in tendering is open to all legal persons participating either individually or in a grouping (consortium) of tenderers.

In case of consortium (grouping) or subcontracting (in line with 4.1 or 4.2 of the tendering documents) each member of the consortium and all sub-contractors (identified as per the second sub-paragraph of point 4.2) must provide the required evidence for the economic and financial capacity. The consortium (if applicable) has to provide technical and professional capacity as a whole.

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 it 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.

Economic & Financial capacity

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 must be furnished by the following documents:

- a statement of overall company (or consortium, if applicable) turnover supported by Audited Financial Statements including the Profit and Loss Account or equivalent for each of the last three years demonstrating an average turnover of the tenderer for the last 3 years, for which the accounts have been closed, of at least **90,000 €**;
- statement of turnover concerning the type of supplies and services covered by this tender of at least **30,000 €** during each of the last three financial years, which will be verified with the information provided in Annex G.

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

Technical and professional capacity

Tenderers should prove that they have sufficient technical and professional capacity to perform the contract as required below. They must have the necessary experience in providing similar services.

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

- Document for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established;
- Detailed company profile, demonstrating the ability to provide services similar to those described in this call for tenders including ability to provide service in Thessaloniki and linguistic competences. The Contractor must guarantee that all the staff involved in commercial, technical and incident communications has the required linguistic knowledge as all the communications with Cedefop have to be made in English;
- List of at least three (3) contracts performed in the past three (3) years, similar in scope, size and nature as those required in this call for tenders describing the subjects, the amounts, the dates, the percentage performed by the tenderer, and the contracting authorities (Annex G).

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 ensure to include the name and function of the individual(s) entitled to sign on behalf of the organisation in the case of contract award.

The Legal Entity Form should be completed by the tenderer only, not by the Consortium member/s and /or sub-contractors (if any).

4 Additional information concerning participation to 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 groupings (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 (the Consortium leader) who will be vis-à-vis Cedefop, the only contracting party responsible for the performance of this contract. The Leader of the Consortium should be authorised by the other members with power of attorney, which has to be attached to the contract in case the Consortium is not registered as a legal entity. 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 bidder's 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 (if any), and additionally specify the identity of those subcontractors only undertaking more than 10% of the work by value, provided total sub-contracting is not above 40% of the work by value. If total sub-contracting is above that ceiling, each and every sub-contractor, independently of his contribution to the work by value, must be identified. The subcontractor(s) (if any) have to provide the documents for the parts that are relevant to them.

All subcontractors identified as per the second sub-paragraph must also provide the required evidence for the exclusion and selection criteria.

The evidence provided by each subcontractor will be checked to ensure that the tenderer and all subcontractors altogether fulfil the criteria.

5 Award of the contract

Only the tenders meeting all the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

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

The contract shall be awarded to the tenderer submitting the tender that offers the best-value-for-money (highest quality-discount ratio).

5.1 Technical evaluation

The offers will be evaluated as to what extent they cover the needs of Cedefop.

The technical evaluation will be made by establishing an overall technical score for each offer that takes into account the individual scores for the following criteria:

- 1) Quality of the Service Level requirements (40 points)
- 2) Coverage of needs (60 points)

Award criteria	Maximum number of points
A) Service level requirements (Maximum of 40 points)	40
<i>Means and standards of communication with Cedefop</i>	12
- Number of staff dealing with Cedefop's customer account	4
- Time for answering queries	4
- Back-up and replacement arrangements	4
<i>Orders</i>	12
- Catalogue of publications, selection options and online tracking of orders	8
- Stock policy of the company and relation with the publishers	4
<i>Delivery</i>	16
- Delivery speed	4
- Minimum size/value of single delivery	4
- Express delivery arrangements	4
- Incident management (loss of items, non-delivery, delays)	4
B) Coverage of needs (Maximum of 60 points)	60
- Number of relevant in stock titles	10
- Coverage of subjects of interest for Cedefop	20
- Number of countries and languages covered	10
- Non-EU publications order (import)	10
- Provision of not-in-stock and out-of-print publications	10
Overall Total Score (A+ B)	100

Total technical score

The total technical score for each offer will be calculated as the sum of the individual scores for each of the award (evaluation) criteria and sub-criteria.

Thresholds

Individual scores will be attributed to the award (evaluation) criteria according to the following scheme:

Award (Evaluation) Criteria	%	Max. points	Min. points to obtain
1) Quality of the service level requirements	40	40	20
2) Coverage of the needs	60	60	30
Total	100	100	65

In order to guarantee a minimum threshold of quality, offers that do not reach a minimum of 50% of the total possible score for each award (evaluation) criterion of the technical evaluation will be eliminated from further evaluation. In addition, offers that do not reach a minimum of 65% of the possible overall score for the technical evaluation will be eliminated from further evaluation.

5.2 Technical proposal

Details of the Technical Offer

The tenderer's technical proposal should consist of a clear and comprehensive response to the Technical Specifications (point 2 above). It is up to tenderers to prepare their own detailed organisation and methodology and technical proposals so that they address in details each and all of the requirements in the Technical Specifications.

The assessment of the technical quality will be based on the ability of the tenderer to meet the requirements in the technical specifications. To this end, the tenderer must provide a detailed Technical Proposal where he should outline all matters laid down in the Technical Specifications. The level of detail will be very important and it will be assessed during the evaluation of the tender according to the technical criteria mentioned above.

In order to evaluate the quality of the tenderer's order and delivery process and the additional services required, the technical offer should include all the relevant details (general price and discount policy of the company, delivery/access, administrative procedures, relationship with providers, incident management, back-up procedures, etc). The tenderer should also consider the coverage of needs and therefore its technical offer should include:

- a list of titles as to one of the subjects listed under point 1 of Annex 1;
- a list with estimated number of titles available in their stock;
- the number of European countries that tenderers broadly cover and description of the arrangements for supply from publishers in the countries that they cover.

5.3 Financial evaluation

Upon completion of the technical evaluation, only the financial offers of the tenders who were not eliminated during the technical evaluation (i.e., those which have achieved an average overall technical score of 65 points or more, and 50% or more for each of the criteria) will be evaluated.

The tenderer with the highest financial offer (i.e the lowest discount) will receive 100 "discount points" (a price indicator). The other tenderers (with lower financial offers, i.e with higher discounts) will receive lower "discount points" proportional with the highest offer (which obtains 100 "discount points").

5.4 Financial proposal

The tenderer should make a discount offer for supply by submitting a **single flat discount rate** (following Annex 3 - Financial Proposal) which is the maximum rate for all the print books and resources from all the publishers together without any conditions. Separate discount rates for different titles and publishers are not allowed. The offered percentage of flat discount rate, applied to the publishers' list price, must be final and must cover all service costs and all charges for handling, insurance, taxes, duties, clearance, transport and delivery to Cedefop. The rate of discount so quoted must be valid (fixed and not revisable) for all the orders placed for a period of one (1) year.

{For example, an offer at "100%" means that Cedefop shall simply pay the price in the publisher's catalogue or as printed on the book. An offer of "95%" means the Cedefop shall receive a 5% discount on the list price for all items. In all cases this percentage rate is for an "all inclusive price" - no extra charges for handling, delivery etc. will be accepted.

For illustration: taking into account tenderer's own costs of purchase, other costs including estimated delivery costs, and any discounts, the tenderer may conclude that an economic rate to charge Cedefop is 98% of publisher's list price. This means that for an item with the cover price of EUR 20, the tenderer would charge for delivery to Cedefop EUR 19.60.}

The tenderers are also asked to make a financial offer for the items in Annex 2 – Sample list of books. The tenderers are requested to fill in the price for each title, with all charges and discounts included.

NB This will not be subject of Financial Evaluation, but will be for information only.

Please note that the cost of associated services (processing, cataloguing, delivery) should be included in the offered flat discount rate for the supply. Packing, forwarding and freight charges will not be payable extra.

The reason for this approach is that it ensures fair comparison between offers, and simplifies the implementation of the contract.

Information concerning price

- The discount rate quoted must be fixed and not revisable for the first year of the contract.
- The 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 may not therefore be included in the calculation of the price quoted. The VAT amount must be indicated separately.

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 fully respect the instructions indicated under points 2 and 3 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
- an official document (statutes, power of attorney, notary statement, etc) for entitlement of the person(s) who sign(s) on behalf of the tenderer (company/consortium)
- 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 and filled-in Selection criteria form (found in Annex G)
- 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

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

ANNEX B

DRAFT CONTRACT

ANNEX C

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

The undersigned.....[name of the signatory of this form, to be completed]:

- in his/her own name..... (if the economic operator is a natural person or in case of own declaration of a director or person with powers of representation, decision making or control over the economic operator)
or
- representing..... (if the economic operator is a legal person)

official name in full (only for legal person):.....

official legal form (only for legal person):.....

official address in full:

VAT registration number:

declares that the company or organisation that he/she represents / he/she:

a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;

c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;

e) has not been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

f) is not the subject of administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply information, or being declared to be in serious breach of its obligation under contract covered by the budget.

In addition, the undersigned declares on their honour that:

g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;

h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
- k) that the information provided to Cedefop within the context of this invitation to tender is accurate, sincere and complete;
- l) that in case of award of contract of a value greater than 133,000 Euro, they shall provide the evidence that they are not in any of the situations described in points a), b), d) and e) above. Specifically:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required 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. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in the two paragraphs above is not 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.

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under Article 134b in conjunction with Article 133a of the Commission Regulation (EC, Euratom) No 2342/2002 of 23/12/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, which may be applied by analogy by Cedefop if any of the declarations or information provided prove to be false.

Full name

Date

Signature

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

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	
<u>Envelope 'A' must contain</u>				
one original and one copy of:		☐	☐	
- this checklist		☐	☐	
- exclusion criteria declaration (including those of consortia and subcontractors, if any)	3.1, 4.1 & 4.2	☐	☐	
- selection criteria documents (including those of consortia and subcontractors, if any)	3.2, 4.1 & 4.2	☐	☐	
- legal entity form	3.3	☐	☐	
- 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 Invitation to tender; Art 3.3 of the Tendering Specifications	☐	☐	
- financial identification form	6.1	☐	☐	
<u>Envelope 'B' must contain</u>				
one original and three copies of:		☐	☐	
- the technical proposal	5.2	☐	☐	
<u>Envelope 'C' must contain</u>				
one original and three copies of:		☐	☐	
- the financial proposal	5.4	☐	☐	

Please 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 duly 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

Selection criteria form

The tenderers are requested to complete the tables using the formats below:

Question	Answer		
How many similar projects/contracts in size and scope has your company realised? With what turnover for the years below?	Number of similar projects	Annual Turnover in Euro (with similar projects)	Percentage of overall company turnover
2006			
2007			
2008			

Question	Answer
Since when is your company a supplier of books and publications and provides the related services to private enterprises and public administration?	

(if space not sufficient please adapt the table)

Tenderers are requested to summarise at least the 3 major relevant contracts carried out in the course of the past 3 years by the tenderer (single legal entity or entities (consortium)).

Ref No.....	Contract title				
Name of legal entity	Country	Contract amount (EUR)	Proportion supplied by legal entity (%)	Name of client	Dates (start and end)
...	...	...	...	...	...
Related supplies provided			Related services provided		
.....					

(if space not sufficient please adapt the table)

ANNEX H

GLOSSARY OF TERMS

Consortium	A grouping of eligible natural and legal persons or public entities which submits a tender or an application, under a tender procedure or in response to a Call for Tenders. It may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the Contracting Authority (Cedefop).
Budget breakdown	The schedule which breaks down the contract value according to the different items or services, stating fee rate, unit prices and lump sums for each item provided (SERVICES, SUPPLIES, WORKS).
Evaluation committee	A committee made up of an odd number of members (at least three) with the necessary technical and administrative expertise to give an informed opinion on tenders.
Express orders	Cedefop should be able to request for express orders and express delivery for items that are urgent. This should be delivered in ten (10) working days.
Fee-based contract	A contract under which the services are provided on the basis of fixed fee rates for each day worked by experts (SERVICES).
Financial offer	The part of a tender which contains all the financial elements of the tender, including its summary budget and any detailed price breakdown or cash-flow forecast required by the tender dossier.
Framework contract	A framework contract is a contract concluded between Cedefop (the Contracting Authority) and an economic operator for the purpose of laying down the essential terms governing a series of specific contracts and/ or Order Forms to be awarded during a given period, in particular as regards the duration, subject, prices, conditions of performance and the quantities envisaged. Cedefop may also conclude multiple framework contracts, which are separate contracts with identical terms awarded to a number of suppliers or service providers.
General conditions	The general contractual provisions setting out the administrative, financial, legal and technical clauses governing the execution of all contracts of a particular type.
Lump Sum Contract	A contract under which the services are performed for an all-inclusive fixed price (SERVICES).
Open procedure	Calls for tender are open where all interested economic operators may submit a tender.

Project	The project in relation to which the services/works/supplies are to be provided under the contract.
Project manager	The person responsible for monitoring the implementation of a project on behalf of Cedefop.
Service contract	A contract between a service provider and Cedefop for the provision of services such as technical assistance or studies (SERVICES).
Services	Activities to be performed by the Contractor under the contract such as technical assistance, studies, training and designs (SERVICES).
Special Conditions	The special conditions laid down by Cedefop (the Contracting Authority) as an integral part of the tendering specification (tender dossier), including amendments to the General Conditions, clauses specific to the contract and the terms of reference (for a service contract) or technical specifications (for a supply or works contract).
Standard orders	Orders that are expected to be delivered to Cedefop in six weeks.
Successful Tenderer	The tenderer selected at the end of a tender procedure for the award of contract.
Supplier	Any natural or legal person or public entity or consortium of such persons and/or bodies offering to supply products (SUPPLIES).
Supplies	All items which the Contractor is required to supply to Cedefop (the Contracting Authority), including, where necessary, services such as installation, testing, commissioning, provision of expertise, supervision, warranty, maintenance, repair, training and other such obligations connected with the items to be provided under the contract (SUPPLIES).
Supply contract	Supply contracts cover the purchase of products. A contract for the supply of products and, incidentally, for siting and installation shall be considered a supply contract.
Tender	A written or formal offer to supply goods, perform services or execute works for an agreed price.
Tender dossier	The tendering specifications which contain all the documents needed to prepare and submit a tender.
Tender Price	The sum stated by the tenderer in its tender for carrying out the contract.
Tender procedure	The overall process of putting a contract out for tender, starting with the publication of a contract notice and ending with the award of the contract (contract award notice).

Tenderer	A natural or legal person or consortium thereof submitting a tender with a view to concluding a contract.
Technical specifications	The document drawn up by Cedefop (the Contracting Authority) setting out its requirements and/or objectives in respect of the provision of supplies (or works), specifying, where relevant, the methods and resources to be used and/or results to be achieved (SUPPLIES, WORKS).
Terms of reference	The document drawn up by Cedefop (the Contracting Authority) setting out its requirements and/or objectives in respect of the provision of services, specifying, where relevant, the methods and resources to be used and/or results to be achieved (SERVICES).
Warranty obligations	The warranty of the Contractor towards Cedefop that the supplies are new, unused, without defects, of the most recent models and incorporate all recent improvements in design and materials.

Where Services, Supplies or Works are not specified the definition applies to all types of contracts.

TECHNICAL ANNEXES:

ANNEX 1

Subjects and categories of books

1 SCIENTIFIC VET BOOKS

- Training systems
- Recognition of qualifications
- Professional occupations
- Vocational guidance
- Training and labour statistics
- Lifelong learning and the training of trainers
- Labor mobility and labor market
- Employability
- Skills needs
- Educational policies
- Guidance and counseling

2 REFERENCE BOOKS

- Dictionaries
- Encyclopedias
- Atlases
- Directories
- General reference books related to VET
- General reference books related to EU matters

3. STAFF BOOKS

- IT technical books
- Legal texts
- Finances and management manuals

4. TRAINING BOOKS

- Language courses (especially Greek, English, French, German, Spanish and Italian language).

ANNEX 2**Sample list of books**

<u>Vocational education and training books</u>				
Title	Author	ISBN	Copies	Price in €
Organising knowledge: taxonomies, knowledge and organization effectiveness	Patrick Lambe	1-84334-227-8	1	
Business as usual...?: the NIACE survey on adult participation in learning 2004	Fiona Aldridge	1-86201-201-6	1	
Europäisierung Beruflicher Bildung: eine Gestaltungsaufgabe	Philipp Grollmann, Georg Spöttl	3-8258-9482-7	1	
The education systems of Europe	W. Hörner [et al.].	978-1-4020-4868-5	1	
National Systems of Innovation in Comparison: Structure and Performance Indicators for Knowledge Societies	Schmoch, Ulrich; Rammer, Christian; Legler, Harald (Eds.)	978-1-4020-4917-0	1	
Les métiers de demain : trouver sa voie	Christine Afriat	2-89603-035-2	1	
Der europäische Berufsbildungsraum: Beiträge der Berufsbildungsforschung: 6. Forum der Arbeitsgeber		3-7639-1081-6	1	
Monitoring of regional labour markets in European states: concepts, experiences, perspectives	Manfred Eckert [et al.]	3-7639-1081-6	1	

Handbook on quality and standardisation in E-Learning	Ulf-Daniel Ehlers, Jan M. Pawlowski	978-3540327875	1	
Enhancing intercultural competence in police organizations	Wolf Rainer Leenen	3-8309-1203-X	1	
Where immigrant students succeed: a comparative review of performance and engagement in PISA 2003		9264023607	1	
Internationale Trends des Erwachsenenlernens: Monitoring zum Programm "Lernkultur Kompetenzentwicklung"		3-8309-1585-3	1	
Mesurer l'efficacité de la formation : évaluer le résultat et la rentabilité	Pascaline Mallasingne	978-2-212-53794-9	1	
La transition entre école et monde du travail: préparer les jeunes à l'entrée en formation professionnelle	Jonas Masdonati	978-3-03911-313-2	1	
Measuring globalisation: OECD economic globalisation indicators		92-64-10808-4	1	
Dia viou mathisi	Andrew Holmes, Sokodimos Andreas, (transl.)	960-512-474-2	1	
ILO thesaurus 2008: labour, employment and training terminology = Thesaurus BIT 2008: terminologie du travail, de l'emploi et de la formation = Tesauro OIT 2008: terminología del trabajo, el empleo y la formación.	International Labour Office	9789220204498	1	
Employers skill survey: case study - health and social	A.J. Brown, A.E. Green, J. Pitcher and C. Simm	National Skills Task Force Research Report 35. Nottingham: DfEE.	1	

<u>Staff and training books</u>				
Title	Author	ISBN	Copies	Price in €
Oxford English - Greek learner's dictionary	D. N. Stavropoulos	0-19-431242-9	1	
Advanced Language Practice: with key	Michael Vince, Peter Sunderland	1-405-00762-1	1	
Oriste!	Fani Valsamaki, Dimitra Manavi	960-231-105-3	1	
Simple websites: organizing content-rich web sites into simple structures	Stefan Mumaw	1-59253-130-X	1	
CSS, DHTML & AJAX: Visual quickstart guide	Jason Cranford Teague	0-321-44325-X	1	

<u>Reference books</u>				
Title	Author	ISBN	Copies	Price in €
Guide to European policies	Nicholas Moussis	2-930119-42-X	1	
Atlas of global development: a visual guide to the world's great challenges		978-0821368565	1	
Crossroads of European histories: multiple outlooks on five key moments in the history of Europe		978-92-871-6031-7	1	
The EU information handbook 2006/7		2-914685-49-1	1	
Dictionar Roman-Englez: 60.000 de cuvinte	Leon Levitchi	973-20-0582-3	1	

Total PRICE (in €) for Vocational education and training books, Staff and training books, Reference books			
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ANNEX 3**FINANCIAL PROPOSAL**

(Must be placed in a separate sealed envelope marked "Financial Proposal")

Name of bidder:**A note on pricing formula**

Tenderers are hereby requested to offer a price with a discount rate based on "publisher's list price". The tenderer should define a percentage of the list price they shall charge to Cedefop - for example, an offer at "100%" means Cedefop shall simply pay the price in the publisher's catalogue or as printed on the book. An offer of "95%" means Cedefop shall receive a 5% discount on the list price for all items. In all cases this percentage rate is for an **all-inclusive** price - no extra charges for handling, delivery etc. are to be accepted.

For illustration: taking into account your own costs of purchase, other costs including estimated delivery costs, and any discounts you wish to offer, you might conclude that an economic rate to charge Cedefop is 98% of publisher's list price. This means that for an item with the cover price of EUR 20, you would charge Cedefop EUR 19.60, delivered.

Type of Order	Financial Offer (discount) based on "publisher's price list" <u>(in %)</u>
Books orders	

Name, Date, Signature and Stamp