

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:199941-2012:TEXT:EN:HTML>

**GR-Thessaloniki: translation services
2012/S 121-199941**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

Cedefop — European Centre for the Development of Vocational Training
Europe Street 123, PO Box 22427
Contact point(s): Ms Dimitra Eleftheroudi
For the attention of: Mr George Paraskevaïdis
551 02 Thessaloniki
GREECE
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028

Internet address(es):

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

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

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

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

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Education

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

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Translation services.

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

Services

Service category No 27: Other services

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

NUTS code

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

The notice involves the establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with several operators

maximum number of participants to the framework agreement envisaged: 6

Duration of the framework agreement

Duration in years: 4

II.1.5) Short description of the contract or purchase(s)

Cedefop (the European Centre for the Development of Vocational Training), founded in 1975 and based in Greece since 1995, is the European Union's reference centre for vocational education and training. It provides the European Commission, Member States (also Iceland and Norway) and social partners with insights into trends concerning VET and offers advice on how European VET policy should meet the challenges Europe and its citizens face.

Cedefop is planning to conclude multiple framework contracts for translation services. Services include translation, revision of translated texts, post-editing of machine translation, and editing of source language texts. The subject matter of the texts will be mainly vocational education and training and related areas. See 'Information about lots' below for nature of translation services and language combinations requested.

II.1.6) Common procurement vocabulary (CPV)

79530000

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

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

II.1.8) Lots

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

Estimated volume per lot for the whole duration of 4 years:

for lot 1 (English into French): 6 500 standard pages;

for lot 2 (English into German): 6 500 standard pages;

for lot 3 (English into Spanish): 1 700 standard pages;

for lot 4 (English into Greek): 1 000 standard pages;

for lot 5 (English into Italian): 750 standard pages;

for lot 6 (English into Portuguese): 750 standard pages;

for lot 7 (Greek into English): 1 000 standard pages;

for lot 8 (French and German into English): 500 standard pages.

II.2.2) Information about options

Options: yes

Description of these options: Initial contract duration of 12 months with 3 possible extensions of 12 months each.

II.2.3) Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

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

Duration in months: 12 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Translation services from English into French

- 1) **Short description**
- 2) **Common procurement vocabulary (CPV)**
79530000
- 3) **Quantity or scope**
Estimated volume for the 4-year duration of the framework contract: 6 500 standard pages.
- 4) **Indication about different date for duration of contract or starting/completion**
- 5) **Additional information about lots**

Lot No: 2

Lot title: Translation services from English into German

- 1) **Short description**
- 2) **Common procurement vocabulary (CPV)**
79530000
- 3) **Quantity or scope**
Estimated volume for the 4-year duration of the framework contract: 6 500 standard pages.
- 4) **Indication about different date for duration of contract or starting/completion**
- 5) **Additional information about lots**

Lot No: 3

Lot title: Translation services from English into Spanish

- 1) **Short description**
- 2) **Common procurement vocabulary (CPV)**
79530000
- 3) **Quantity or scope**
Estimated volume for the 4-year duration of the framework contract: 1 700 standard pages.
- 4) **Indication about different date for duration of contract or starting/completion**
- 5) **Additional information about lots**

Lot No: 4

Lot title: Translation services from English into Greek

- 1) **Short description**
- 2) **Common procurement vocabulary (CPV)**
79530000
- 3) **Quantity or scope**
Estimated volume for the 4-year duration of the framework contract: 1 000 standard pages.
- 4) **Indication about different date for duration of contract or starting/completion**
- 5) **Additional information about lots**

Lot No: 5

Lot title: Translation services from English into Italian

- 1) **Short description**

2) **Common procurement vocabulary (CPV)**

79530000

3) **Quantity or scope**

Estimated volume for the 4-year duration of the framework contract: 750 standard pages.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Lot No: 6

Lot title: Translation services from English into Portuguese

1) **Short description**

2) **Common procurement vocabulary (CPV)**

79530000

3) **Quantity or scope**

Estimated volume for the 4-year duration of the framework contract: 750 standard pages.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Lot No: 7

Lot title: Translation services from Greek into English

1) **Short description**

2) **Common procurement vocabulary (CPV)**

79530000

3) **Quantity or scope**

Estimated volume for the 4-year duration of the framework contract: 1 000 standard pages.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Lot No: 8

Lot title: Translation services from French and German into English

1) **Short description**

2) **Common procurement vocabulary (CPV)**

79530000

3) **Quantity or scope**

Estimated volume for the 4-year duration of the framework contract: 500 standard pages.

4) **Indication about different date for duration of contract or starting/completion**

5) **Additional information about lots**

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

III.1.1) **Deposits and guarantees required:**

Not applicable.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

Will be stated in the tender dossier to be sent to shortlisted candidates approximately by the end of 2012 (see IV.1.2).

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

Groupings (consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition. A consortium may be a legally-established permanent grouping, or an informally constituted group of tenderers submitting an offer (joint offer) for a specific tender procedure. Each member of the grouping (consortium) must provide the required evidence for the exclusion and selection criteria (see points III.2.1, III.2.2 and III.2.3) as well as the letter of intent (Annex B) as published on Cedefop's website (<http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>). Concerning the selection criteria, the evidence provided by each member of the grouping (consortium) will be checked to ensure that the consortium fulfils the criteria as a whole. Cedefop does not require consortia to have a given legal form in order to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the contract is signed (if this change is necessary for proper performance of the contract). This will take place in the second phase of the procedure, where the shortlisted tenderers will receive a model of a power of attorney for completion and signature.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: yes
Description of particular conditions: Subcontracting is defined as the situation where a contract has been or is to be concluded between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for the performance of part of the service. If awarded, the contract will be signed by the selected tenderer (the contractor), who will be the only contracting party responsible for the performance of this contract vis-à-vis Cedefop. Cedefop has no direct legal commitment to the subcontractor(s).
Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the bidder's tender, or, if proposed by the contractor after contract signature, in writing by an exchange of letters. In the latter case, subcontracting/the subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition.
The tenderer must clearly indicate which parts of the work will be subcontracted and the identity of each subcontractor undertaking more than 10 % of the work by value.
All subcontractors must provide required evidence for the exclusion and selection criteria (see points III.2.1, III. 2.2 and III.2.3) as well as the letter of intent (Annex C) as published on Cedefop's website (<http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>).
The evidence provided will be checked to ensure that the tenderer with the subcontractor(s) altogether fulfil the criteria.

III.2) Conditions for participation

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

Information and formalities necessary for evaluating if the requirements are met: Tenderers must meet the exclusion and selection criteria and have the legal capacity to allow them to participate in this tendering procedure.
Participation in this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest as published in Annex A on Cedefop's website (<http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>).
Therefore all tenderers, all group (consortium) members (if any) and any subcontractor/s as identified in point III.1.4 must provide the self-declaration found in Annex A duly signed and dated. The exclusion criteria will be assessed in relation to each legal or natural person individually.
Cedefop reserves the right to check the situations described in points (c) and (f) of the declaration.

In the event of recommendation for contract award, point (I) will apply (applicable in the second phase of the procedure).

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Minimum level(s) of standards possibly required: Proof of economic and financial capacity must be furnished by the following document:

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

In the case of a consortium (grouping) or in the case where individual subcontracting is above 10 %, each member of the consortium and all subcontractors must provide the required statement/self-declaration for the economic and financial capacity, but the assessment of whether the minimum requirement is met will relate to the consortium as a whole or the tenderer together with his subcontractors.

III.2.3) Technical capacity

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

Tenderers are required to prove that they have sufficient technical and professional capacity to perform the contract. The tenderer must demonstrate qualifications, knowledge, skills and the ability to perform the services requested.

Minimum level(s) of standards possibly required:

Requirements for technical and professional capacity:

— tenderers (legal or natural persons) must have at least 5 years' experience in the provision of translations, during which they must have produced at least 1 500 standard pages (1 standard page = 1 500 characters excluding spaces) of translation in the field of vocational education and training (VET) and/or related areas (education, labour market, employment, etc.),

— all translators and revisers involved in the translation process must have experience of translation in the field of vocational education and training (VET) and/or related areas (education, labour market, employment, etc.) equivalent to at least 1 500 standard pages (1 standard page = 1 500 characters excluding spaces),

— all translators and revisers involved in the translation process must possess a university level qualification and/or professional translation qualification,

— tenderers must demonstrate that they have the technical infrastructure to provide documents which are 100 % compatible with Cedefop's software. Cedefop works with MS Windows 7, MS Office 2010 and Internet Explorer.

Evidence of technical and professional capacity:

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

— for the tenderer — evidence of experience of provision of translations including translations in the field of vocational education and training (VET) and related areas (proof of translation work, e.g. attestations),

— for all translators and revisers involved in the translation process — evidence of professional translation experience in the field of vocational education and training (VET) and related areas (curriculum vitae with detailed information on translation experience, attestations) for each language combination applied for,

— for all translators and revisers involved in the translation process — copies of educational and professional qualifications,

— list of software to be used for translation services.

III.2.4) Information about reserved contracts

III.3) Conditions specific to services contracts

III.3.1) Information about a particular profession

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

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

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure

Restricted

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate

Envisaged minimum number 40

Objective criteria for choosing the limited number of candidates: All candidates meeting the requirements of the exclusion and selection stage (see III.2.1, III.2.2 and III.2.3) will be included in a shortlist of candidates. These candidates will, in a second stage (approximately by the end of 2012) be invited to submit a tender.

IV.1.3) Reduction of the number of operators during the negotiation or dialogue

IV.2) Award criteria

IV.2.1) Award criteria

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) Information about electronic auction

An electronic auction will be used: no

IV.3) Administrative information

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

'RPP/CID/AMC/TranslationServices/002/12'.

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

no

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

Payable documents: no

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

30.7.2012

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up

Any EU official language

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

IV.3.8) Conditions for opening tenders

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

VI.3) Additional information

Requests to participate may be submitted exclusively in one of the following ways:

(a) by post to be dispatched not later than 30.7.2012, in which case the evidence shall be constituted by the date of dispatch on the postmark or the date of the deposit slip, to the following postal address of Cedefop:
European Centre for the Development of Vocational Training (Cedefop)

Procurement Service

attention: Mr G. Paraskevaïdis

PO Box 22 427

551 02 Thessaloniki, GREECE; or

(b1) by courier service to be dispatched not later than 30.7.2012, in which case the evidence shall be constituted by the date of dispatch to the address below or the date of the deposit slip; or

(b2) delivered by hand not later than 30.7.2012 (until 17:00, local time), in which case a receipt must be obtained as proof of submission, signed and dated by the official in the abovementioned service who took delivery;

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

European Centre for the Development of Vocational Training (Cedefop)

Procurement Service

attention: Mr G. Paraskevaïdis

Europe Str. 123

570 01 Thessaloniki-Pylea, GREECE.

Tel. +30 2310490111 / 2310490064.

Please note that Cedefop is open from 9:00 to 17:00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

Requests for additional information/clarification should be received by 19.7.2012. No such requests will be processed after that date. Any clarification or additional information will be published on Cedefop's website (<http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>). Please visit the site regularly for updates.

Data protection:

Evaluating your applications will involve the recording and processing of personal data (such as your name, address and CV). Unless indicated otherwise, such personal data will be processed by Cedefop's Finance and Procurement Service solely for that purpose and pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of data by the Union institutions and bodies and on the free movement of such data. Details concerning the processing of your personal data are available on the privacy statement at: http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

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.

Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early warning system (EWS) only or both in the EWS and central exclusion database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

the Commission Decision 2008/969 of 16.12.2008 on the early warning system (for more information see the privacy statement on http://ec.europa.eu/budget/info_contract/legal_entities_en.htm),

or

the Commission Regulation 1302/2008 of 17.12.2008 on the central exclusion database (for more information see the privacy statement on http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf).

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

General Court
rue du Fort Niedergrünwald
2925 Luxembourg
LUXEMBOURG
E-mail: cfi.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100

VI.4.2) Lodging of appeals

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

VI.4.3) Service from which information about the lodging of appeals may be obtained

Same as in point VI.4.1

VI.5) Date of dispatch of this notice:

15.6.2012