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**GR-Thessaloniki: guidance for active age management — supporting longer working lives of older workers
2011/S 142-235046**

CONTRACT NOTICE

Services

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: Ms Dimitra Eleftheroudi

Attn: Mr George Paraskevaidis

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 at: As in above-mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s)

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

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

European institution/agency or international organisation

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

Guidance for active age management — supporting longer working lives of older workers.

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

Services

Service category: No 8

Main place of performance contractor's premises.

II.1.3) The notice involves

A public contract

II.1.4) Information on framework agreement

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

The aim of this Europe-wide study is to investigate how lifelong guidance is embedded in the European Union and national policies and strategies on active ageing as well as in employer's age management strategies supporting older workers' (55+) lifelong learning and skills development, and within this context to what extent

various guidance services available to this target group in real terms address the issue of staying longer in employment (instead of making an early exit from working life).

II.1.6) **Common procurement vocabulary (CPV)**

73000000

II.1.7) **Contract covered by the Government Procurement Agreement (GPA)**

II.1.8) **Division into lots**

No

II.1.9) **Variants will be accepted**

No

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope**

The estimated budget for the required services described in this call for tenders is of the order of 180 000 EUR (excluding VAT).

II.2.2) **Options**

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION**

Duration in months: 15 (from the award of the contract)

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 regulating them**

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

— Prefinancing: 30 % after contract signature.

— Interim payment: 30 % after submission of interim report No 2.

— Payment of the balance: 40 % after submission of final report.

For further details please refer to the draft contract (Annex B to the tender documents).

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

Tenderers may choose between submitting a joint offer as a consortium/grouping or by introducing a bid as a single tenderer, in both cases with the possibility of having 1 or several subcontractors. Whichever type of bid is chosen, the tenderer must stipulate the legal status and role of each legal entity in the tender proposed.

For more information please refer to the tender documents.

III.1.4) **Other particular conditions to which the performance of the contract is subject**

Yes

Subcontracting is allowed and is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the selected tenderer (the contractor), who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s).

For more information please refer to the tender documents.

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

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 of the tender documents.

For more information please refer to the tender documents.

III.2.2) Economic and financial capacity

Information and formalities necessary for evaluating if 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 The average annual turnover of the tenderer for the last 3 financial years for which accounts have been closed concerning the type of services covered in this call for tenders should be at least 250 000 EUR.

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

— signed statement(s) of the tenderer's turnover concerning the type of services covered in this call for tenders during each of the last 3 financial years to prove that the tenderer's average turnover over that period meets the minimum required, which will be verified with the information provided in Annex G — Questionnaire 2 of the tender documents,

— for tenderers who are natural persons/freelancers — a tax declaration and tax clearance statement for the last 3 financial years is sufficient.

In case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors (in line with points 4.1 or 4.2 of the tender documents) must provide the required evidence for the economic and financial capacity, but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.

In case of contract award the winning tenderer will be requested to prove the above by submitting audited financial statements (audited profit and loss account/statement or equivalent) if this is foreseen by the respective national legislation.

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

III.2.3) Technical capacity

Information and formalities necessary for evaluating if requirements are met:

Tenderers must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the technical specifications.

Minimum level(s) of standards possibly required

In particular, the tenderer must comply with the following requirements:

a minimum of 5 years' experience in Europe-wide analyses on lifelong learning, national labour markets and related employment policies/strategies, as well as lifelong guidance.

The tenderer's team of researchers and experts including the team leader, who will be proposed to carry out the required tasks is expected to demonstrate academic expertise and professional experiences as follows:

the team leader must possess all the following requirements:

— a minimum of 5 years' professional experience in managing research projects at European/international level,

— a minimum of 5 years' professional experience in EU-wide comparative research in 2 of the following areas

(the total experience from the required fields should amount to 5 years):

VET and lifelong learning;
national labour market policies and/or employment strategies;
careers guidance,
— a minimum of 2 years' professional experience in research in 2 of the following themes (the total experience from the required fields should amount to 2 years):
policies/strategies that support longer working lives of older workers (55+);
age management strategies in organisations;
validation and recognition of non-formally/informally acquired skills (focus on older workers),
— linguistic ability to communicate and draft to a high standard in English (level C1 as determined in 'Language levels of the Common European Framework of Reference (CEF)').
The members of the research team jointly must be able to demonstrate at least 3 years' experience in each of the following fields (i.e. the set of proposed CVs of all the team members must cover all 3 fields and counting together the duration (in years/months) of each individual team member's research experience must amount to a total of 3 years in each field):
EU level experience in comparative analysis of thematic issues relevant to the present study;
evaluation, analysis and reporting of case studies (good practices) across Europe;
adult learning for improving the employability of an ageing workforce.
In addition all members of the proposed research team must possess the linguistic ability to communicate and draft in English and as a whole the team must demonstrate capability to communicate and draft to a high standard in English corresponding to level C1 as determined in 'Language levels of the Common European Framework of Reference (CEF)'.
Proof/evidence of technical and professional capacity:
The following documents or information must be presented by the tenderer to prove his technical and professional capacity to perform the proposed contract:
— brief tenderer's profile that should also provide information as to experience relevant to the field of the study,
— list of at least 5 contracts performed and finalised in the past 5 years similar to the scope, size and nature of 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 — Questionnaire 3 of the tender documents),
— detailed CVs of the proposed team leader and all members of the research team proposed to carry out the required tasks and subcontractors (if any), with a brief description of professional experience, in particular in relation to the above required criteria, and including language ability. (Cedefop recommends the use of Europass CVs but other CVs will also be accepted),
— list of research publications released and/or scientific articles published (during 2007–2011) which the research team has been involved in and that are linked to the present study topic.
In the case of a consortium or subcontracting, the consortium or the tenderer with all subcontractors together have to provide evidence of technical and professional capacity as a whole (please see also 4.1 and/or 4.2 of the tender documents).

III.2.4) **Reserved contracts**

No

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession**

No

III.3.2) **Legal entities 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 Open

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

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) An electronic auction will be used No

IV.3) ADMINISTRATIVE INFORMATION

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

AO/ECVL/MILA/Guidance-for-active-age-management/012/11.

IV.3.2) Previous publication(s) concerning the same contract No

IV.3.3) Conditions for obtaining specifications and additional documents Payable documents No

IV.3.4) Time-limit for receipt of tenders or requests to participate 26.9.2011

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 Spanish. Danish. German. Greek. English. French. Italian. Dutch. Portuguese. Finnish. Swedish. Czech. Estonian. Hungarian. Lithuanian. Latvian. Maltese. Polish. Slovak. Slovenian. Irish. Bulgarian. Romanian.

IV.3.7) Minimum time frame during which the tenderer must maintain the tender Duration in month(s): 06 (from the date stated for receipt of tender)

IV.3.8) Conditions for opening tenders

Date: 10.10.2011 - 11:00

Place

Cedefop's premises.

Persons authorised to be present at the opening of tenders Yes

Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax (fax No +30 2310490028) or by e-mail (c4tservices@cedefop.europa.eu) at least 2 working days prior to the opening session.

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT

No

VI.2) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS

VI.3) ADDITIONAL INFORMATION

The tender documents will be available on Cedefop's website: <http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>

VI.4) PROCEDURES FOR APPEAL

VI.4.1) Body responsible for appeal procedures

General Court
rue du Fort Niedergrünwald
LUXEMBOURG
E-mail: cfi.registry@curia.europa.eu
Tel. +352 4303-1
Internet: <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

As in point VI.4.1

VI.5) DATE OF DISPATCH OF THIS NOTICE:

15.7.2011