

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:113937-2010:TEXT:EN:HTML>

GR-Thessaloniki: the use of validation by enterprises for human resource and career development purposes

2010/S 77-113937

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

The use of validation by enterprises for human resource and career development purposes.

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 study is to investigate in depth how and to which extent enterprises systematically identify and validate knowledge, skills and competences for recruiting, human resource management and/or certification purposes. The study focuses on validation arrangements in private enterprises for human resource and career

development purposes. The tasks will be carried out considering a selection of European countries. Based on the country survey, a limited number of case studies should be developed, illustrating in detail the strengths and weaknesses of enterprise-based validation approaches and arrangements. The study shall provide a description of existing practices as well as an analysis of the conceptual and practical basis on which the initiatives rest.

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

73100000

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

Yes

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**

Estimated budget available for this activity is 180 000 EUR.

II.2.2) **Options**

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

Duration in months: 18 (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.

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

For further details please refer to the draft contract (annex 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. Proof of economic and financial capacity must in particular be furnished by the following:

Minimum level(s) of standards possibly required — a statement of tenderer's turnover supported by audited financial statements including the profit and loss account or equivalent for each of the last 3 years.

In the case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors (in line with point 4.1 or 4.2 of the tender documents) must provide the required evidence for the economic and financial capacity.

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

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

Minimum level(s) of standards possibly required

- 5 years' individual experience for the study leader in international research project management and 3 years' individual experience for all researchers involved in the study in the field of comparative analysis at international level and validation mechanisms or comparative analysis at international level and competence measurement.

In addition the research team should show linguistic ability to communicate and draft to a high standard in English (the proposed research team should cover all above fields),

- 5 years tenderer's experience in the field of capacity to access data at national and European levels.

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

- description of the professional capacity of the leading project manager and the research team especially with regards to comparative analysis at international level and validation mechanisms or comparative analysis at international level and competence measurement including linguistic ability, attested by:

- the detailed CVs, showing individual experience of 5 years for the leader project manager and 3 years for all those involved in the implementation of the study,

- description of the professional capacity of the tenderer especially with regards to capacity to access data at national and European levels, attested by:

- a tenderer's profile,

- a list of contracts/projects/studies similar in terms of size, nature and duration carried out by the tenderer over the past 5 years,

- a description of measures employed to ensure the access to the required data.

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.

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/JB-ILEMO/Validation-in-Enterprises/005/10'.

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**

1.6.2010

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: 14.6.2010 - 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 (C4T-services@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

No

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

2925 Luxembourg

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

Same as point VI.4.1

VI.5) DATE OF DISPATCH OF THIS NOTICE:

9.4.2010