

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:155761-2010:TEXT:EN:HTML>

GR-Thessaloniki: provision of language courses for Cedefop staff

2010/S 103-155761

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

Provision of language courses for Cedefop staff.

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

Services

Service category: No 27

Main place of performance Cedefop's premises.

NUTS code GR122

II.1.3) The notice involves

The establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with a single operator

Duration of the framework agreement: Duration in month(s): 48

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

Cedefop intends to conclude framework contracts for the organisation and implementation of language courses for its staff. The general objective is to develop the language skills of staff to enable them to better perform their duties and to communicate more effectively. The target group is the staff of Cedefop who come from various countries and different linguistic backgrounds.

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

80580000

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

Yes

II.1.8) **Division into lots**

Yes

tenders should be submitted for one or more lots

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

No

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

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

II.2.2) **Options**

Yes

description of these options: initial contract duration of 12 months with 3 possible extensions of 12 months each.

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

TITLE Provision of English language courses

1) **SHORT DESCRIPTION**

2) **COMMON PROCUREMENT VOCABULARY (CPV)**

80580000

3) **QUANTITY OR SCOPE**

The estimated volume (in hours) for lot 1 is: 400 h/year.

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**

5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 2

TITLE Provision of French language courses

1) **SHORT DESCRIPTION**

The estimated volume (in hours) for lot 2 is: 300 h/year.

2) **COMMON PROCUREMENT VOCABULARY (CPV)**

80580000

3) **QUANTITY OR SCOPE**

4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**

5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 3

TITLE Provision of German language courses

- 1) **SHORT DESCRIPTION**
The estimated volume (in hours) for lot 3 is: 250 h/year.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**
80580000
- 3) **QUANTITY OR SCOPE**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 4

TITLE Provision of Greek language courses

- 1) **SHORT DESCRIPTION**
The estimated volume (in hours) for lot 4 is: 550 h/year.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**
80580000
- 3) **QUANTITY OR SCOPE**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 5

TITLE Provision of Italian language courses

- 1) **SHORT DESCRIPTION**
The estimated volume (in hours) for lot 5 is: 200 h/year.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**
80580000
- 3) **QUANTITY OR SCOPE**
- 4) **INDICATION ABOUT DIFFERENT DATE FOR DURATION OF CONTRACT OR STARTING/COMPLETION**
- 5) **ADDITIONAL INFORMATION ABOUT LOTS**

LOT NO: 6

TITLE Provision of Spanish language courses

- 1) **SHORT DESCRIPTION**
The estimated volume (in hours) for lot 6 is: 200 h/year.
- 2) **COMMON PROCUREMENT VOCABULARY (CPV)**
80580000
- 3) **QUANTITY OR SCOPE**
- 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 regulating them**

Payments will be made every 2 months upon completion of tasks and within 30 days of submission of invoices at the conditions set out in the draft framework contract.

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 tender 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: 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.2.2) **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 may in particular be furnished by 1 or more of the following documents:

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 the last 3 financial years for which accounts have been closed, or

— published balance sheets or extracts from balance sheets for the last 3 financial years for which accounts have been closed (where publication of the balance sheet is required under the company law of the country in which the economic operator is established), or

— a tax declaration for the last 3 financial years (for natural persons/freelancers).

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 are required to prove that they have sufficient technical capacity to perform the contract.

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

- ability to deliver language courses similar to those described in this invitation to tender,
- ability to propose instructors possessing an outstanding knowledge of the language to be taught.

To that effect, the proposed language instructors must have:

a university-level language qualification in the language to be taught; or

a university-level qualification in any field taken in the language to be taught, plus a language teaching diploma; been resident for study or work purposes for at least 6 months in a State where the language to be taught is considered a native language;

at least 3 years' experience of language teaching to adults;

a good knowledge of English to facilitate the training of lots 2–6 (Level B2 or above: see self assessment grid of European language levels of the common European framework of reference for languages: <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>)

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

- a detailed profile, demonstrating the ability to provide services similar to those described in this invitation to tender plus a list of courses performed in the last 3 years similar in scope, size and nature to those required in this call for tender, indicating the amounts, dates and target groups.

For the proposed language instructors:

- copies of educational and professional qualifications,
- curriculum vitae (CV) with detailed information on language teaching experience and on periods of residence in States where the language to be taught is spoken,
- evidence of good knowledge of English.

Tenderers must specify at least 1 reserve instructor whose CV must be included in the tender.

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 (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/RES/AMC/LanguageCourses/007/10'.

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**

27.7.2010

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**

Until 27.1.2011

IV.3.8) **Conditions for opening tenders**

Date: 10.8.2010 - 10:30

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**

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 in point VI.4.1

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

18.5.2010