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**GR-Thessaloniki: audiovisual and conference infrastructure  
systems' delivery, installation, and supporting services  
2012/S 106-175985**

**Contract notice**

**Supplies**

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  
For the attention of: Mr George Paraskevaïdis  
551 02 Thessaloniki  
GREECE  
Telephone: +30 2310490064  
E-mail: [c4t-services@cedefop.europa.eu](mailto: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:**

Audiovisual and conference infrastructure systems' delivery, installation, and supporting services.

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

Supplies

Main site or location of works, place of delivery or of performance: Cedefop, Europe Str. 123, Pylea, Thessaloniki, GREECE.  
NUTS code GR122

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

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 purpose of this contract is the upgrade of the audio, video and lighting installations of Cedefop's conference rooms and other meeting rooms.

The contract will also cover the necessary preventive and corrective maintenance and on-demand technical assistance for all of the installed equipment and systems.

The contract shall enter into force on the date of signature of the last contracting party (i.e. Cedefop), and shall have a duration of 4 years (1 year for delivery and installation, 1 year min. for warranty maintenance after the completion and the acceptance of the audio, video and lighting systems and their installation + 2 years max. for the provision of preventive and corrective maintenance). If the tenderer offers more than 1 year warranty, then the remaining 2 years for the provision of preventive and corrective maintenance will be deducted accordingly.

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

32300000, 32320000, 32330000, 32340000, 31500000

**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: no

**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:**

The estimated maximum budget for the required upgrade of the audio, video and lighting systems of Cedefop conference rooms (supply and installation of equipment) and the provision of the ancillary services described in this call for tenders is 320 000 EUR (without VAT).

Estimated value excluding VAT: 320 000 EUR

**II.2.2) Information about options**

Options: no

**II.2.3) Information about renewals**

This contract is subject to renewal: no

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

Duration in months: 48 (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 governing them:**

Payments will be made within 30 days of submission of invoices and at the conditions set out in the draft contract. The completed deliveries and associated services/tasks should be invoiced to Cedefop after prior acceptance by the facilities service of Cedefop.

Cedefop shall make payments to the contractor as follows:

— for Europa — after 100 % completion and partial acceptance of supply, provision and installation of hardware, software, data network, equipment enclosures, cable containment, signal cabling and additions to existing mains power distribution installation of the systems, training and documentation,  
— for Montessori and Rousseau — upon 100 % completion and acceptance of supply, installation of hardware, software, data network, equipment enclosures, cable containment, signal cabling and additions to existing mains power distribution installation of the systems, training, documentation,  
— for library on 1st floor (A' Isogeio — O.A.15), meeting room on 1st floor (A' Isogeio — O.A.40), personnel room on 2nd floor (B' Isogeio — 1.B.24) upon 100 % completion and acceptance of supply, installation of hardware, software, data network, equipment enclosures, cable containment, signal cabling and additions to existing mains power distribution installation of the systems, training, documentation,  
— for preventive and corrective maintenance — at the end of each year upon completion of the preventive and corrective maintenance (incl. spare parts, if any).

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

Participation in tendering procedures is open on equal terms to all natural and legal persons or groupings of such persons (consortia) falling within the scope of the Treaties.

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.

Groupings (consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition.

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.

**III.1.4) Other particular conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: 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 the requirements are met: Tenderers must meet the exclusion and selection criteria.

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. Each and all requirements for economic, financial and technical capacity should be fulfilled by the tenderer — alone (in the case of single tenderers) or by the consortium (grouping) as a whole (in case the tenderer is a consortium).

**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: Requirements:

— the average annual turnover of the tenderer (of a single company, or of the consortium as a whole, if any) for the last 3 financial years concerning similar type of projects (similar supplies and services) to those covered in this call for tenders should be at least 300 000 EUR.

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

— signed statement (statement in questionnaire 2 of Annex G of the tender documents) of the tenderer's turnover for the last 3 financial years concerning the type of supplies and services similar in nature to those making the subject of this call for tenders.

In the event of recommendation for contract award, the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) will be requested to prove the above by submitting audited financial statements (audited profit and loss account/statement or equivalent) if these are foreseen by the applicable national legislation. Should total subcontracting exceed 40 % of the work by value, Cedefop reserves the right to request audited financial statements also from the subcontractors. For tenderers or subcontractors (identified as per any of the 2 bullet points in paragraph 4 of Article 4.2 of the tender specifications) who are natural persons/freelancers, a tax declaration and tax clearance statement for the last 3 financial years will be requested.

If, for some exceptional reason, the winning tenderer (or any consortium member or subcontractor) is unable to provide one or other of the above documents, he or she will be required to justify the non-provision and may prove 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 winning tenderer's economic and financial capacity.

### III.2.3) **Technical capacity**

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

The tenderer is required to have sufficient technical and professional capacity to perform the contract.

Minimum level(s) of standards possibly required:

To that effect, the tenderer must:

- be enrolled in the relevant professional register,
- have adequate structure and resources (trained and certified technical staff) to deliver the supplies and perform the services as specified in the technical specifications,
- in the past 3 years have performed and completed (by the date of submission of offers) at least 3 contracts similar to the scope, size (i.e. invoiced financial value) and nature of the supplies and services provided as those required in this call for tenders,
- have in place and operate under, relevant to the subject of the contract, a functional quality management system (this requirement applies also to possible subcontracting),
- the tenderer's team of experts, who will be proposed to implement the contract (minimum 2 experts — a project manager and a specialist, proposed by the tenderer, whose involvement will be crucial for performing the contract), must have, relevant to the subject, the profiles, knowledge and experience for the successful implementation of the contract, namely:
  - for each of the 2 experts (the project manager and the specialist) — university degree, in audio-video and/or conference infrastructure systems
  - for the proposed project manager — minimum 10 years' experience in similar projects (audio-video and conference infrastructure systems)

for the proposed specialist — minimum 5 years' experience in similar projects (audio-video and conference infrastructure systems)

for each of the 2 experts (the project manager and the specialist) — very good communication skills (spoken and written) in English.

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

— copy of an official 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 implement projects/contracts similar to those described in this call for tenders (Annex G of the tender specifications, questionnaire 4),

— list of at least 3 contracts performed in the past 3 years similar to the scope, size and nature as those required in this call for tenders, describing the contracting authorities, the subjects, the amounts (i.e. the invoiced financial value), the dates, and the percentage performed by the tenderer (Annex G of the tender specifications — questionnaire 3),

— copy of the relevant valid certification (ISO 9001:2000 or equivalent) of the quality management system of the tenderer and of the subcontractor/s (if any),

— the detailed CVs of the experts (minimum 2 — a project manager and a specialist) who will be proposed to implement the contract, in particular of the persons whose involvement will be crucial for performing the contract. The CVs must clearly indicate the education, experience and the level of linguistic ability for the required language(s).

In the case of a consortium or subcontracting, the consortium or the tenderer with all subcontractors together has to provide evidence of technical and professional capacity as a whole (please see also 4.1 and/or 4.2 of the tender specifications) — with the exception of the quality management system, which must be operated by all involved.

**III.2.4) Information about reserved contracts**

**III.3) Conditions specific to services contracts**

**III.3.1) Information about a particular profession**

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

**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 below

1. Methodology and project plan for the installation of the systems. Weighting 30

2. Adequacy of training. Weighting 10

3. Tenders offering solutions above the minimum requirements listed in Annex L of tender specification will receive higher scores. Weighting 40

4. Function and role of designated project team. Weighting 10

5. Adequate consideration of possible hindrances. Weighting 10

6. The above 5 criteria are with weighting 60 %, i.e. the maximum total scores that could be obtained are 100\*60 % = 60. Weighting 60

7. Price. Weighting 40

**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:**

'AO/RES/ASAIN/Recover-Phase 2/009/2012'.

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

no

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

Time limit for receipt of requests for documents or for accessing documents: 4.7.2012

Payable documents: no

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

17.7.2012

**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**

until: 17.1.2013

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

Date: 31.7.2012

Place:

Cedefop's premises.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: 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 (+30 2310490028) or by e-mail ([c4t-services@cedefop.europa.eu](mailto:c4t-services@cedefop.europa.eu)) at least 2 working days prior to the opening session.

**Section VI: Complementary information**

**VI.1) Information about recurrence**

This is a recurrent procurement: no

**VI.2) Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: no

**VI.3) Additional information**

The tender documents are available for downloading on Cedefop's website:

<http://cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>

Cedefop's website will be updated regularly and it is the tenderer's responsibility to check for any updates and modifications during the period for submission.

**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](mailto: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:**

25.5.2012