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**GR-Thessaloniki: unitisation and modularisation for flexibility and mobility in VET
2011/S 142-235047**

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

Unitisation and modularisation for flexibility and mobility in VET.

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

Services

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 purpose of the contract is to understand and analyse unitisation and modularisation in VET and the interrelations between unitisation/modularisation and the implementation of credit arrangements for lifelong learning in Europe (including learners' mobility).

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 200 000 EUR (excluding VAT).

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 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 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 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 130 000 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 consortium members or subcontractors who are natural persons/freelancers — a tax declaration and tax clearance statement for the last 3 financial years is sufficient.

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

Minimum level(s) of standards possibly required

— the tenderer must have at least 3 years' experience in the fields of a) European education policy analysis and b) research on qualifications/VET systems in Europe and have the capacity to access data at national and European levels,

— the tenderer must demonstrate capacity to analyse official documents linked to education and training in the languages of the countries included in the survey corresponding to level B2 of the Common European Framework of Reference for languages (CEF).

For the research team:

the proposed team leader must possess all the following requirements:

minimum 5 years' individual professional experience in managing research projects at European level;

minimum 5 years' individual professional experience in European comparative qualifications research or European vocational education and training systems research;

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)').

For each researcher involved in the study:

minimum 3 years' individual professional experience in the field of European education policy analysis or qualifications/VET systems research in Europe;

each member 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:

For the tenderer:

- brief tenderer's profile that should also provide information as to experience relevant to the required fields with a description of measures employed by the tenderer to ensure access to the required data,
- list of at least 3 contracts performed in the past 3 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),
- description/declaration of the tenderer's capacity to analyse official documents linked to education and training in the languages of the countries included in the survey corresponding to level B2 of the Common European Framework of Reference for languages (CEF) including short profiles of the persons concerned.

For the research team:

- the detailed CVs of all members of the research team involved in the implementation of the contract (team leader and researchers) with a brief description of professional experience, in particular in relation to the above required criteria including reference to linguistic abilities. Cedefop encourages the use of Europass CVs but other CVs will also be accepted.

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/ILEMO/Unitisation&Modularisation/011/11.

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**

27.9.2011 - 11:00

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: 11.10.2011 - 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

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