

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:125415-2011:TEXT:EN:HTML>

**GR-Thessaloniki: return to work — work-based learning and
the reintegration of unemployed adults into the labour market**

2011/S 77-125415

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

Return to work — work-based learning and the reintegration of unemployed adults into the labour market.

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 purpose of this study is to investigate how work-based learning that focuses on the acquisition of key competences can contribute to getting low-skilled unemployed adults back into the labour market. The main objectives are:

- to analyse the existence and effectiveness of such work-based learning programmes, and the extent to which they are used in national unemployment policies,
- to analyse the actual and potential design of such programmes, taking particularly into account the key competences (to be) addressed, the specific target group and the concepts of work-based learning (to be) used,
- to identify future research needs and to provide some key messages for policy- and decision-makers and for those who design and implement such programmes.

The study shall consist of a profound desk-research, a comparative overview of policies and practices in 15 EU Member States and 10 in-depth case studies.

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**

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 expenditure for the required services described in this call for tenders is of the order of 180 000 EUR.

II.2.2) **Options**

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

Duration in months: 14 (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 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 Requirement:

— the average annual turnover of the tenderer (of a single company, or of a consortium as a whole, if any) for the last 3 financial years concerning the type of services covered in this call for tenders should be at least 180 000 EUR.

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

— statement(s) of overall turnover of the tenderer (single company, or statements for each consortium member, in the case of a consortium) 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 of the tender documents,

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

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 these are 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

— 5 years of tenderer's experience in Europe-wide analyses on VET, similar to the scope, size and nature of the services provided as those required in this call for tenders,

— the tenderer's team of experts, who will be proposed to carry out the required tasks, must have relevant qualifications, professional profiles, knowledge, expertise and experience for the successful implementation of the tasks described in Section 2 of the technical specifications.

In particular:

The team leader must possess all the following requirements:

- a minimum of 5 years of professional experience in research project management,
- a minimum of 5 years of professional experience in the field of vocational education and training (VET),
- a minimum of 3 years of professional experience in comparative analysis in thematic issues that are relevant to the present study, in particular through transversal and comparative analysis across EU countries,
- a minimum of 2 years of professional experience in research on case studies,
- a minimum of 1 year of professional experience in research in one of the following fields:
policies that support the reintegration of unemployed into the world of work;
teaching and learning of adults;
key competences,
- 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 must possess 3 years of individual experience in one of the following fields:

- comparative analysis at European level in thematic issues that are relevant to the present study,
- vocational education and training,
- research on case studies.

However, the set of proposed CVs must cover all 3 fields.

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)'.

Proofs/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 3 contracts performed in the past 5 years similar to the scope, size and nature as 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 of the tender documents),
- detailed CVs of the proposed team leader and of 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 encourages the use of Europass CVs but other CVs will also be accepted),
- list of own research publications of the research team related to the present study subject.

In the case of 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/ADEHM/ReturnToWork/004/11'.

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
1.6.2011

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
Until 1.12.2011

IV.3.8) Conditions for opening tenders

Date: 15.6.2011 - 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 (+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

VI.3) ADDITIONAL INFORMATION

The tender documents will be available on Cedefop's website: <http://www.cedefop.europa.eu/EN/working-with-us/public-procurement.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:**

8.4.2011