

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:192325-2011:TEXT:EN:HTML>

**GR-Thessaloniki: VET statistical overview — statistics and indicators to monitor VET and LLL in European countries
2011/S 117-192325**

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S)

Cedefop
Europe Street 123, PO Box 22427
Contact: Clotilde Assumel-Lurdin
Attn: Mr George Paraskevaidis
551 02 Thessaloniki
GREECE
Tel. +30 2310490287
E-mail: c4t-services@cedefop.europa.eu
Fax +30 2310490028

Internet address(es)

General address of the contracting authority <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
Education

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

VET statistical overview — statistics and indicators to monitor VET and LLL in European countries.

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.
NUTS code GR122

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 objectives of the contract are the following:

- (a) contributing to the definition of a set of key statistics and indicators to monitor VET and lifelong learning in European countries, according to the policy objectives defined in the context of the Copenhagen process and in particular in the latest 'Bruges Communiqué';
- (b) developing, producing and updating new products and formats for data presentation/dissemination;
- (c) contributing to the identification of limitations and gaps in the current European and international statistical infrastructure to support further developments and improvements.

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

79330000

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 170 000 EUR (without VAT).

II.2.2) **Options**

No

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

Duration in months: 40 (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 according to the conditions set out in the draft contract.

First interim payment: 30 % after submission of the methodological report.

Second interim payment: 30 % after submission of a statistical publication based on concise statistical reports by indicator.

Third interim payment: 20 % after submission of the 1st update of VET country overviews.

Final payment: 20 % after submission of the 1st update of essential data for VET.

For further details, please refer to the draft contract annexed 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: Proof of economic and financial capacity must be furnished by the following documents:

- signed statement(s) of the tenderer's turnover (for a single tenderer, or statements for each consortium member, in case of a grouping/consortium) for the last 3 financial years concerning services in the fields covered by the subject of this call for tender, which will be verified with the information provided in Annex G — questionnaire 2 of the tender documents,
- profit and loss account or equivalent of the tenderer (covering all fields of activity) for each of the last 3 financial years, which will be verified with the information provided in Annex G — questionnaire 2 of the tender documents.

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,

- for tenderers or consortium members who are natural persons/freelancers — a tax declaration and tax clearance statement for the last 3 financial years.

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.

Minimum level(s) of standards possibly required The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

- 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 services similar to those required in this call for tender should be at least 100 000 EUR.

III.2.3) **Technical capacity**

Information and formalities necessary for evaluating if requirements are met:

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

- brief company/institution profile proving experience relevant to the services required in this call for tenders and including an indication of the person in charge of the project management as well as a short description of

the licensed software to be used for online data retrieving (e.g. Internet browsers) and for data manipulation and presentation,

— a list of at least 3 major contracts, studies, projects, research and data sources exploitation performed in the last 5 years similar to the scope, size and nature as those foreseen in this invitation to tender including subjects, services, dates, commissioning authorities, and budget,

— for all member(s) of the study team, detailed CV(s), preferably in Europass format, underlining relevant professional experience, educational qualifications and English language competence, and including a list (with a brief description) of relevant output/publications.

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.

Minimum level(s) of standards possibly required

Tenderers must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the terms of reference. In particular, they must comply with the following requirements:

- 3 years of tenderer's experience in management of research projects carried out during the last 5 years and concerning services similar to those required in this call for tenders,

- the tenderer's team of experts who will be proposed to implement the contract must have the relevant knowledge and experience for its successful implementation. In particular, the team must comply with the following requirements:

- the research team leader must have a total of 5 years of professional experience in European or international research project management related to the tasks such as those described in the tender specifications, such as identifying information needs and selecting core indicators, evaluating quality and relevance of indicators, conducting and presenting comparative statistical analysis in the field of (vocational) education and training, lifelong learning or related fields, identifying critical data issues as well as effective measures to minimise their impact in data presentation/dissemination,

- each researcher involved in the study must have a total of 3 years of professional experience in European or international projects related to tasks such as those described in the tender specifications, such as identifying information needs and selecting core indicators, evaluating quality and relevance of indicators, conducting and presenting comparative statistical analysis in the field of (vocational) education and training, lifelong learning or related fields, identifying critical data issues as well as effective measures to minimise their impact in data presentation/dissemination,

- all members of the proposed team must have a total of 3 years of professional experience in managing data and metadata from secondary data sources (retrieving, storing, organising, manipulating, processing and presenting by means of charts, tables, notes and footnotes),

- members of the proposed team in charge of textual drafting and/or in charge of managing relations with Cedefop must possess the linguistic ability to communicate and draft to a standard at least equivalent to level C1 in English. The rest of the team members must have a knowledge of English at least equivalent to level B2.

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/RPA/MSERA-ALSTI/VET Statistical overview/009/2011'.

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 31.8.2011

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 2.3.2012

IV.3.8) Conditions for opening tenders

Date: 14.9.2011 - 11:00

Place

Cedefop 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

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-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:**

9.6.2011