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**GR-Thessaloniki: Supporting continuing professional development of trainers in enterprises
2013/S 100-170262**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

Cedefop
Europe Street 123, PO Box 22427
Contact point(s): Ms Clotilde Assumel-Lurdin
For the attention of: Mr George Paraskevaïdis
551 02 Thessaloniki
GREECE
Telephone: +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 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:

Supporting continuing professional development of trainers in enterprises.

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

Services

Service category No 8: Research and development services

Main site or location of works, place of delivery or of performance: Contractor's premises.

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 study aims to improve the understanding of policies and practice that support the quality of training in enterprises through the development and updating of in-company trainers' competences. The study will bring evidence on how enterprises support training of their employees and more specifically, how they identify, nominate/recruit and support trainers in companies and how they develop and upgrade their competences. The study will also propose recommendations for policymakers, regional authorities and organisations, sectoral organisations, employers, and in-company trainers on how to create better opportunities for equipping in-company trainers with necessary competences.

II.1.6) Common procurement vocabulary (CPV)

73000000

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 budget for the required services described in this call for tenders is of the order of 220 000 EUR (without VAT).

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: 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 governing them:

Payments will be made within 60 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 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

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 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 ability

Information and formalities necessary for evaluating if the requirements are met: To prove the economic and financial capacity, the tenderer(s) must provide a signed statement of the turnover for the last 2 financial years concerning the type of services as mentioned under 'Requirements' below.

In case of a consortium (grouping) or subcontracting, each member of the consortium and all subcontractors must provide the required statement of the economic and financial capacity, but the assessment of whether the requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.

In the event of recommendation for contract award, the winning tenderer (a single tenderer or 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 respective national legislation. Should total subcontracting exceed 40 % of the work by value, Cedefop reserves the right to request audited financial statements from the subcontractors. For tenderers or subcontractors who are natural persons/freelancers, a tax declaration and tax clearance statement for the last 2 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, they will be required to justify the non-provision and may prove their 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.

Requirements:

— the tenderer should have an average annual turnover of at least 200 000 EUR for the last 2 financial years concerning services in research and comparative analysis on vocational education and training policies and provision in the Member States and at European level, on developing competences and skills for the labour

market, company/employer surveys, or impact assessment surveys of beneficiaries of education and training programmes.

III.2.3) **Technical capacity**

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

The tenderer must present the following documents or information to prove their technical and professional capacity to perform the proposed contract:

- a brief presentation of the tenderer(s), covering all consortium members and/or subcontractors, if any, summarising the required experience and its relevance to the tasks covered by this contract,
- a list of contracts performed in the past 3 years in the above required fields. The list should describe the contracting authorities, the subjects, the amounts (for informative purposes), the dates, the percentage and the specific tasks performed by the tenderer,
- a brief description of the composition of the team and roles of key experts: name, institution, role in the team, relevant expertise (briefly),
- detailed CVs of all the proposed team of key experts. The Europass CV format (<http://europass.cedefop.europa.eu>) or similar shall be used. The provided CVs should provide clear and sufficient information as regards the expertise and experience of the experts in the required fields and their linguistic capacity in English.

In case of a grouping (consortium) or subcontracting, the grouping (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:

The tenderers are required to have sufficient technical and professional capacity to perform the contract. They must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the terms of reference.

Requirements:

- the tenderer(s) must have performed at least 3 contracts in the last 3 years in the field of research and comparative analysis on vocational education and training policies and provision in the Member States and at European level, on developing competences and skills for the labour market, company/employer surveys, or impact assessment surveys of beneficiaries of education and training programmes,
- the tenderer's key experts, whose involvement will be instrumental for the implementation of the contract, must have the knowledge and experience relevant to the subject of the contract for its successful implementation. In particular, the team must comply with the following minimum requirements:

Team leader(s)/project manager:

- university degree,
- at least 8 years of experience in research and analysis on education and training policies and/or lifelong learning,
- at least 5 years of experience in international research project management,
- linguistic ability to communicate and draft to a high standard in English (C2 or equivalent).

Senior expert 1 (at least 1 member):

- university degree,
- at least 5 years of experience in research and comparative analysis on vocational education and training and lifelong learning,
- at least 3 years in one of the following:
 - competence assessment and/or development, qualifications,
 - continuing professional development of teaching/training professionals,
 - linguistic ability to communicate and draft to a high standard in English (C2 or equivalent).

Senior expert 2 (at least 1 member):

- university degree,
- at least 5 years of experience in designing, organising and conducting interviews and questionnaire surveys in the training or labour market context,
- linguistic ability to communicate and draft to a high standard in English (C2 or equivalent).

Junior expert(s) 1:

- university degree,
- at least 2 years of experience in research on labour market and/or education and training policies,
- linguistic ability to communicate and draft to a high standard in English (C1 or equivalent).

Junior expert(s) 2:

- university degree,
- at least 2 years of experience in empirical data collection in social science contexts, development, design and implementation of surveys,
- linguistic ability to communicate and draft to a high standard in English (C1 or equivalent).

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

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

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

Execution of the service is reserved to a particular profession: no

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

Legal persons 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) **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/ECVL/IJE/In-company trainers professional development/006/13'.

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

no

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

Payable documents: no

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

8.7.2013

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: 8.1.2014

IV.3.8) Conditions for opening of tenders

Date: 22.7.2013 - 11:00

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 (fax +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) 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 will be available on Cedefop's website: <http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>

Cedefop's website will be updated regularly, therefore tenderers must ensure that they visit the site regularly for updates up to the closing date for receipt of tenders.

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

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:

15.5.2013