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**Greece-Thessaloniki: Governance and financing of apprenticeship  
2013/S 136-235115**

**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](mailto: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:**

Governance and financing of apprenticeship.

**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 purpose of this research project is to study VET governance structures and financing arrangements in 5 selected countries — Spain, Italy, Latvia, Portugal and Sweden — in the view of establishing or expanding apprenticeship.

**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 325 000 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: 20 (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:**

Non applicable.

**III.1.2) Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

Payments will be made within 30/60 days of submission of invoices and at the conditions set out in the draft contract.

— prefinancing: 30 % after contract signature,

— first Interim payment: 20 % after submission of first interim report,

— second interim payment: 20 % after submission of second interim report,

— payment of the balance: 30 % 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: Proof of economic and financial capacity must be furnished by the following document:

— signed statement of the tenderer's turnover for the last 3 financial years concerning the type of services similar in nature to those making the subject of this call for tenders.

In case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors must provide the required statement 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 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 respective 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.

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 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.

Requirements:

— the average annual turnover of the tenderer for the last 3 financial years concerning the type of services covered in this call for tenders should be at least 200 000 EUR.

**III.2.3) Technical capacity**

Information and formalities necessary for evaluating if the 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 profile including the evidence of having adequate human resources and capacity to identify and bring together relevant national stakeholders;
- list of at least 3 contracts performed in the past 5 years covering the above noted criteria, describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer,
- the detailed CVs of the key experts (preferably in Europass format) ( ) who will be proposed to implement the contract (the research team leader, senior experts and and the junior experts), i.e. of the persons whose involvement will be crucial for performing the contract, including reference to linguistic abilities, list of publications and projects.

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:

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 for technical and professional capacity:

- adequate human resources and capacity to identify and bring together relevant national stakeholders to assess country's governance structures and financing arrangements (in the form of workshops) as outlined in these terms of reference,
- at least 3 contracts performed in the past 5 years in the field of governance and financing of apprenticeship/vocational education and training,
- the tenderer's key experts, whose involvement will be crucial for the implementation of the contract, must have the relevant to the subject of the contract profiles, knowledge and experience for the successful implementation of the contract.

Key expert 1: research team leader must have:

- university/higher education degree (PhD)
- a minimum of 5 years of experience in comparative analysis on education and training at international, incl. European level,
- a minimum of 5 years of experience in evaluating education and training systems,
- a minimum of 5 years of experience in researching apprenticeship,
- a minimum of 3 years of experience in carrying out action research,
- a minimum of 3 years of experience in one of the following fields of research: governance of education and training, financing of education and training.

Key expert 2: senior expert (at least 3 members, excluding team leader) must have:

- university/higher education degree (for each senior expert),
- a minimum of 2 years of experience in comparative analysis on education and training at international, incl. European level (for each senior expert),
- a minimum of 3 years of experience in evaluating education and training systems (for each senior expert),
- a minimum of 3 years of experience in one of the following fields of research: apprenticeship, governance of education and training, financing of education and training (each expert must have experience in at least one of the above specified fields and the team of senior experts as a whole should cover all specified fields of research),
- a minimum of 5 years of experience in primary data collection, including developing research tools, and qualitative/quantitative analysis of the collected data (at least 2 senior experts).

Key expert 3: junior expert (at least 3 members) must have:

— university/higher education degree,  
— a minimum of 3 years of experience in researching VET (for each junior expert),  
— a minimum of 2 years of experience in one of the following fields of research: governance of education and training, financing of education and training (each expert must have experience in at least one of the above specified fields and the team of junior experts as a whole should cover both specified fields of research).  
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).

**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/RPA/PLI-ABARA/Apprenticeship/012/13.

**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**

9.9.2013

**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: 9.3.2014

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

Date: 19.9.2013 - 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](mailto: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.

Cedefop will be closed on 15.8.2013.

**VI.4) Procedures for appeal**

**VI.4.1) Body responsible for appeal procedures**

General Court

rue du Fort Niedergrünwald

2925 Luxemburg

LUXEMBOURG

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:**

4.7.2013