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**Greece-Thessaloniki: Provision of data analysis and intelligence on skills and labour markets
2014/S 152-272354**

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:

Provision of data analysis and intelligence on skills and labour markets.

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: Most tasks will be completed in the contractor's premises and when necessary in Cedefop's premises in Thessaloniki (e.g. face to face meetings).

NUTS code

II.1.3) Information about a public contract, a framework agreement or a dynamic purchasing system (DPS)

The notice involves the establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 4

Estimated total value of purchases for the entire duration of the framework agreement

Estimated value excluding VAT: 1 000 000 EUR

II.1.5) Short description of the contract or purchase(s)

The purpose of this contract is to support Cedefop in providing data analysis and intelligence on skills and labour markets, primarily for the EU Skills Panorama, through:

- (a) profiling the analytical needs and characteristics of target groups;
- (b) maintaining an inventory of relevant sources, data, and indicators;
- (c) engaging in data handling and analysis;
- (d) transforming skills and labour market data and qualitative information into customised intelligence;
- (e) providing regular updates on recent developments in the area of skills and labour markets at the European level and in all Member States; and
- (f) organising and facilitating content-related workshops and focus groups.

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 1 000 000 EUR (without VAT) over a 4-year period.

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:
in months: 12 (from the award of the contract)

II.3) Duration of the contract or time limit for completion

Duration in months: 12 (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. Invoices shall be issued only after explicit acceptance by Cedefop project managers of the deliverables stated in the respective order forms.

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 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 below) 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 300 000 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:

- a brief company profile with short presentation of the tenderer highlighting relevant experience in comparative European data and policy analysis, previous professional experience working with Eurostat micro-data, capacity to analyse socio-economic data at national and European levels,
- copy of an existing contract signed with Eurostat for access to Eurostat micro-data, or statement of eligibility to be checked against the legal entity form attached as filled in by the tenderer, in line with Eurostat restrictions on access to micro-data,
- a list of at least 3 contracts performed in the past 5 years (concluded by the deadline of submission of offers) describing the contracting authorities, the subjects, the dates, the percentage and the specific tasks performed by the tenderer,
- the detailed CVs of the team members (in Europass format or similar) who will be proposed to implement the contract. The tenderer must provide at least the number of distinct CVs required for each profile. CVs of the proposed team members should clearly indicate and describe which work experiences are relevant for the fulfilment of the contract, and clearly present the linguistic abilities, in particular in English,
- list of country experts with affiliations to be mobilised for collecting, analysing and reporting on skills and labour market developments in their country.

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:

- the tenderer must have a minimum of 5 years' experience in the field of comparative European labour market and skill-related data, research and policy analysis and the capacity to analyse socio-economic data at national and European levels,
- previous professional experience working with Eurostat micro-data and/or institutional eligibility to access Eurostat micro-data,
- (access to) a network of country experts with the capacity to collect, analyse and report on skills and labour market developments in their country,
- the tenderer's proposed team must have the profiles, knowledge and experience relevant to the subject of the contract for its successful implementation. In particular, the following profiles and requirements are mandatory:

Team leader (1 CV):

- minimum 5 years of individual experience in European research project management,
- minimum 5 years of individual professional research experience in total, in 2 or more of the following fields:
 - comparative research on skills, labour market and/or employment issues,
 - construction of labour market/education indicators,
 - secondary data analysis using qualitative techniques,
 - use of labour market/education data to create labour market intelligence,
- minimum 5 years of individual professional research experience in handling, processing and engaging in data analysis of international, European or national socioeconomic data sources,
- 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)).

Senior researcher (at least 4 CVs):

- minimum 4 years of individual professional research experience in total, in 1 or more of the following fields (however, all fields should be covered by the set of proposed CVs):
 - comparative research on skills, labour market and/or employment issues,
 - construction of labour market/education indicators,
 - secondary data analysis using qualitative techniques,
 - use of labour market/education data to create labour market intelligence,
- minimum 4 years of individual professional research experience in handling, processing and engaging in data analysis of international, European or national socioeconomic data sources,
- 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)).

Researcher (at least 4 CVs):

- minimum 2 years of individual professional experience in total, in 1 or more of the following fields (however all fields should be preferably covered by the set of proposed CVs):
 - comparative research on skills, labour market and/or employment issues,
 - construction of labour market/education indicators,
 - secondary data analysis using qualitative techniques,
 - use of labour market/education data to create labour market intelligence,
- 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)).

Data handling expert (at least 2 CVs):

- minimum 3 years of individual professional experience in total in handling and processing (cleaning and harmonisation) of international, European or national socioeconomic data sources (preferably on skills, labour market and/or employment),
- linguistic ability to communicate and draft to a high standard in English (level B2 as determined in 'Language levels of the Common European Framework of Reference' (CEF)).

Copy editor (at least 1 CV):

- minimum 3 years of individual professional experience in gathering information and writing for various target groups, including policy makers, using Web/new media communication,
- linguistic ability to communicate and draft to a high standard in English (level C2 as determined in 'Language levels of the Common European Framework of Reference' (CEF)).

Designer (at least 1 CV):

- minimum 2 years of individual professional experience in design and data visualisation (e.g. infographics),
- linguistic ability to communicate and draft to a high standard in English (level B2 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/AZU-ILIVAN/skills-intelligence/012/14.

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**

10.10.2014

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: 10.4.2015

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

Date: 23.10.2014 - 11:00

Place:

Cedefop's premises.

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 (+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) 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 15.8.2014.

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

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

VI.5) Date of dispatch of this notice:

30.7.2014