

FINANCE AND PROCUREMENT

DRS/PRO/CALU/RB(2016)01711
Thessaloniki, 10 August 2016

OPEN INVITATION TO TENDER

Apprenticeships for adults

AO/DLE/RCDRCR/Apprenticeships_for_Adults/014/16

REFERENCE: *Contract notice 2016/S 153-276539 of 10/08/2016*

Dear Sir/Madam,

We thank you for the interest you have shown in this tender procedure.

The purpose of this call for tenders and additional information necessary to present a tender can be found in the attached Tender Specifications. You should note however the following important points concerning the submission of a tender and its implications.

1. Tenders (and documents included in them) should be submitted preferably in English, but in any case in one (or in any) of the official languages of the European Union.
2. Tenders may be submitted exclusively in one of the following ways:

(a) by post to be dispatched **not later than the date and time specified in the timetable in point 8 below**, in which case the evidence shall be constituted by the date of dispatch on the postmark or the date of the deposit slip, to the following post address of Cedefop :

**European Centre for the Development of Vocational Training (Cedefop),
Attention of Procurement Service
PO Box 22 427
GR – 55102 Thessaloniki, Greece**

Important:

If using a postal service, tenderers must use a registered, reliable one. If no postmark has been stamped or if the postmark is not legible, Cedefop will accept deposit slip issued by the postal service, provided that this clearly indicates the date as filled in by the post office and not by the tenderer.

Tenderers shall inform Cedefop by e-mail (c4t-services@cedefop.europa.eu) or fax (+30 2310 490028)

- ✓ *that they have submitted an offer in time, and*
- ✓ *that they request Cedefop to confirm receipt of the e-mail or fax.*

Tenderers should not attach *their offer to any of the above informative e-mail or fax.*

or

(b1) by courier service to be dispatched not later than **the date and time specified in the timetable in point 8 below**, in which case the evidence shall be constituted by the date of dispatch to the address below or the date of the deposit slip,

or

(b2) delivered by hand not later than **the date and time specified in the timetable in point 8 below**, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the above mentioned Service who took delivery,

to the following address (for points **(b1)** and **(b2)** above):

**European Centre for the Development of Vocational Training (Cedefop),
Attention of Procurement Service
123, Europe Str,
GR-57001 Thessaloniki-Pylea, Greece
Tel: +30 2310 490111 / 490 064**

Please note that Cedefop is open from 09h00 to 17h00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

3. Tenders must be submitted strictly adhering to the following.

Tenders must be submitted in a sealed envelope itself enclosed within a second sealed envelope. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The **outer envelope**, addressed simply to Cedefop (address depending on the means of submission, see point 2 above), should only bear additionally **the name and address** of the sender.

The **inner envelope**, addressed to the Procurement Service as indicated under point 2 above, must bear a self-adhesive label with the indication **“Open Invitation to tender – Not to be opened by the internal mail service”** and all the necessary information, as shown below:

OPEN INVITATION TO TENDER CEDEFOP No: AO/DLE/RCDRCR/Apprenticeships_for_Adults/014/16 <i>‘Apprenticeships for adults’</i> Name of tenderer: NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE

The inner envelope must also contain three sealed envelopes, namely, Envelope A – “Supporting Documents”, Envelope B – “Technical Proposal” and Envelope C – “Financial Proposal”. The content of each of these three envelopes is described in section 6 of the attached Tender Specifications.

Tenderers should not disclose their financial offer in any part of their tender other than the sealed envelope C, not even disclose the total amount of their financial offer on the cover letter.

4. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible so that there can be no doubt as to words and figures.
5. **Submission of a tender implies acceptance of all the terms and conditions set out in this Invitation to Tender, in the specifications and in the draft contract and**, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract. Therefore, It is mandatory to include in the offer a **Cover Letter, signed by the person/s that is/are authorised to sign the contract in case of contract award, stating that the tenderer accepts in full and without restriction the requirements of these Tender Specifications, and the Special and General conditions governing this contract as the sole basis of this tendering procedure** (see also point 1 of the Tender Specifications).
6. The opening of tenders will take place at Cedefop on the date and time specified in the timetable in point 8 below. Each tenderer may be represented at the opening of tenders by maximum two representatives. The names of the persons attending the opening must be notified in writing by fax (Fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least three working days prior to the opening session. Failing that, Cedefop reserves the right to refuse access to its premises.
7. Contacts between the contracting authority (Cedefop) and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

7.1 Contacts before the final date for submission of tenders:

- At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the tender documents. Any request for additional information must be made in writing by e-mail (C4T-services@cedefop.europa.eu) or by fax (fax No +30 2310 490 028).

Requests for additional information/clarification (if any) from potential tenderers should preferably be written in English and should be received by the date and time as specified in the timetable in point 8 below. No such requests will be processed after that date.

Before requesting any additional information, the tenderers are kindly requested to visit the FAQ page on Cedefop website:

<http://www.cedefop.europa.eu/en/about-cedefop/faqs/procurement-procedures>.

- Cedefop may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

The Answers/Clarifications of Cedefop to the requests for additional information/clarification of the tenderers, including that referred to above, will be published on Cedefop's website under the same link where this Open Tender Procedure is announced (<http://www.cedefop.europa.eu/en/about-cedefop/public-procurement>.) **Tenderers must ensure that they visit regularly the site for updates up to the closing date for receipt of tenders.**

7.2 Contacts after the final date for submission of tenders and before opening:

- Tenderers should not contact the Contracting Authority (i.e. Cedefop) on their own initiative.
- Tenderers are not allowed to amend their offers, e.g. by completing the documents they sent, replacing them with amended ones or sending new documents initially not included in the tender, as this may lead to rejection of the tender at a later stage. Any such need for additional information/document identified by the Evaluation Committee during the evaluation process will be notified to the tenderer concerned at Cedefop's initiative, providing for a reasonable deadline for response (see also the provisions under the heading below).

7.3 Contacts after the opening of tenders:

- Tenderers should not contact Cedefop on their own initiative at that stage.
- If clarification on the compliance with the Eligibility and/or Selection Criteria is required or if obvious clerical errors in the tender need to be corrected Cedefop may contact tenderer/s in writing to obtain further clarification or documents on specific points of the tender or to correct obvious clerical errors.
- If the necessary information and/or supporting documents for the assessment of an award criterion are missing, these may not be requested as clarification if this might alter the proposal. Any requests for clarification in that regard should not lead to amendment of the terms of the tender. Tenderers must not modify their tender or add any new elements to it. The reply must therefore make clear reference to the relevant information already present in the file. This will serve solely the purpose to provide the Evaluation Committee with a clarification regarding the technical proposal provided the terms of the tender are not modified as a result.
- In regards to possible clarifications on obvious clerical errors in the Financial Offer, tenderers must not add any new prices, but only explain the quotation on the basis of elements and prices already present in the offer. In case a tenderer alters his financial offer during a clarification (beyond the correction of any obvious clerical/calculation errors), this offer will be automatically rejected.
- Tenderers should be prepared to reply to such requests for clarification within a short reasonable deadline as it will be stated in the request for clarification.

8. Timetable:

	DATE	TIME
Deadline for request for any clarifications from the Contracting Authority (Cedefop)	13 September 2016	N/A
Last date on which clarifications are issued by Cedefop	15 September 2016	N/A
Deadline for submission of tenders (hand delivered)	22 September 2016	17h00
Deadline for submission of tenders by post / courier	22 September 2016	N/A
Validity of the tenders	21 March 2017	N/A
Tender opening session	6 October 2016	11h00
Estimated contract signature date	December 2016	

9. Tenderers must maintain the validity of their tender for at least 6 months following the deadline of submission of tenders.

In exceptional cases, before the period of validity expires, Cedefop may ask the tenderers to extend the period for a specific number of days, which may not exceed 40.

The selected tenderer must maintain his tender for a further period of 60 days from the date of notification that his tender has been recommended for the award of the contract. The further period of 60 days is added to the initial period of 6 months irrespective of the date of notification.

10. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
11. Up to the point of signature, the contracting authority (i.e. Cedefop) may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. If such decision is taken, the tenderers will be notified accordingly.
12. This invitation to tender is in no way binding on Cedefop. Cedefop's contractual obligation commences only upon:
- the signature of the Contract with the successful tenderer.
13. Evaluating your tender and your possible subsequent replies to questions in accordance with the specifications of the invitation to tender, will involve the recording and processing of personal data (such as your name, address and CV). Unless indicated otherwise, such personal data will be processed by Cedefop's Finance and Procurement Service solely for that purpose and pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of data by the Union institutions and bodies and on the free movement of such data. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

14. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE).
15. Once Cedefop has opened the tender, it becomes its property and it shall be treated confidentially.
16. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.

Yours sincerely,

signed Isabelle Thomas-Kollias
Acting Head of Procurement

Attached: Tender Specifications

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.

OPEN INVITATION TO TENDER

AO/DLE/RCDCR/Apprenticeships_for_Adults/014/16

‘Apprenticeships for adults’

Tender Specifications

Table of contents

Introduction to Cedefop: Europe's agency for training policy	9
1. Overview of this tender procedure.....	11
1.1. Description and type of the contract	11
1.2. Place of delivery or performance	11
1.3. Division into lots	11
1.4. Variants.....	11
1.5. Value or quantity of purchase	12
1.6. Duration of the contract	12
1.7. Main terms of financing and payment.....	12
2. Terms of Reference.....	13
2.1. Background information	13
2.2. Description of the tender	14
2.3. Requested services and tasks.....	16
2.4. Reports	19
2.5. Meeting and Travel Expenses	21
3. Specific information concerning participation to this tender procedure	22
3.1. Exclusion Criteria	22
3.2. Selection criteria.....	22
3.3. Legal Position.....	25
4. Additional information concerning participation to this tender procedure	26
4.1. Joint Offers/ Groupings (Consortia)	26
4.2. Subcontracting/Subcontractors	27
5. Award of the contract	29
5.1. Technical evaluation.....	29
5.2. Technical proposal	31
5.3. Financial evaluation.....	32
5.4. Financial Proposal.....	33
6. Information on presentation and content of tender.....	35
6.1. Envelope A - Supporting documents	35
6.2. Envelope B – Technical proposal	35
6.3. Envelope C – Financial proposal.....	35

ANNEXES:

Annex A:	Contract Notice
Annex B:	Draft contract
Annex C:	Declaration on honour on exclusion criteria and selection criteria
Annex D:	Legal Entity Form
Annex E:	Financial Identification Form
Annex F:	Check list of mandatory documents
Annex G:	Questionnaires 1 - 6
Annex H:	Cedefop Style Manual
Annex I:	Power of Attorney (Models 1 and 2)
Annex J:	Model of Letter of Intent for Subcontractor/s

Introduction to Cedefop: Europe's agency for training policy

Source: <http://www.cedefop.europa.eu/EN/about-cedefop.aspx>

To provide people with the skills they need, vocational education and training systems (VET) need to adapt quickly to changing demands. European VET policy's central aim is to promote excellence through VET. To make it both an attractive learning option for the brightest and best young people and adults and an effective way of helping those with low levels of qualification to develop their skills.

Cedefop (the European Centre for the Development of Vocational Training), founded in 1975 and based in Greece since 1995, is a European Union (EU) agency. It supports the European Commission, Member States ⁽²⁾ and social partners by helping design VET policies that promote excellence and social inclusion and strengthen European cooperation in VET.

Cedefop's objective and priorities for 2012-16

Cedefop's activities are guided by its strategic objective and medium-term priorities 2012-16. Cedefop's strategic objective is to contribute to designing and implementing policies for an attractive VET that promotes excellence and social inclusion and to strengthening European cooperation in developing, implementing and analysing European VET policy. This objective is supported by three priorities:

- **Supporting modernisation of VET systems**

Modern VET systems must be relevant to individual and labour market needs. They should take into account learning acquired in different ways (for example through work experience) and at different times and allow people to move between countries and sectors.

Member States decide national VET policies and Cedefop monitors and reports on the reforms and changes they make to their systems. Cedefop also works to improve international VET statistics.

European cooperation in VET, led by the European Commission working with Member States and social partners, has agreed shared objectives. As part of this cooperation, Cedefop has helped develop, and is now working to implement, common European tools and principles, which aim to make it both easier to work and study abroad and move between different parts of a national education and training system (for example between general and vocational education).

- **Careers and transitions – Continuing VET, adult and work-based learning**

Today, people are likely to change jobs more often. Cedefop is looking at how continuing training and work-based learning for adults can help people to manage their careers better and improve their job prospects. Cedefop is also examining how work-based learning for adults can help enterprises to deal with technological change, generate innovation and increase competitiveness. New demands are also being made of VET teachers and trainers and Cedefop is looking at their changing roles and their skill and learning needs.

⁽²⁾ Cedefop also works with Iceland and Norway.

- **Analysing skills needs to inform VET provision**

Europe's growth and competitiveness will be held back if people's skills do not meet job requirements. Unemployment currently coexists with skill shortages. Understanding and anticipating the skills required helps ensuring that training meets labour market needs. It helps to promote a better match between individuals' potential and job requirements.

Cedefop's skill needs analysis provides insights into the trends that influence skill supply and demand and the imbalances that may arise both in the EU and individual Member States. Cedefop is also finding out more about sectoral and occupational developments, such as the demand for 'green' skills for sustainable growth and, as the population ages, the potential for jobs creation and impact of skill needs of the 'silver' economy.

Cedefop's information

Cedefop shares its expertise through its publications, networks, conferences, seminars and web portal www.cedefop.europa.eu. The web portal provides news on Cedefop's major themes "Identifying skills needs", "Understanding qualifications", "Analysing policy" and "Developing lifelong learning". All Cedefop publications are available for download. Cedefop hosts and organises conferences and events throughout the year.

In addition to its web portal www.cedefop.europa.eu, Cedefop's work can be followed on Facebook at www.facebook.com/cedefop and Twitter at www.twitter.com/cedefop.

1. OVERVIEW OF THIS TENDER PROCEDURE

In submitting his tender in response to this tender procedure, the tenderer accepts in full and without restriction the requirements of these Tender Specifications, and the Special and General conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale and terms of business may be, which he hereby waives. No account can be taken of any reservation or disclaimer expressed in the tender as regards the tender dossier's Tender Conditions and Specifications and the Contract's Special and General Conditions. If necessary, clarification may be requested by the potential tenderer concerned while the tender submission phase is open – see point 7 of the Invitation to tender. Any reservation or disclaimer may result in the rejection of the tender without further evaluation on the grounds that it does not comply with the conditions of the Tender Dossier.

Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a Technical and a Financial Proposal containing all the required information and documentation may lead to the rejection of the tender.

1.1. Description and type of the contract

- *Title of the contract:* **'Apprenticeships for adults'**
- Short description of content of this contract:

The overall purpose of this study is to improve knowledge and understanding of apprenticeships for adults as a distinctive form of adult learning. It aims at getting a systematic overview of current concepts, policies and practices of adult apprenticeships in the EU and at international level, to assess their potential for EU Member States and to increase the evidence base which can support policy- and decision-makers in designing and implementing measures for setting up and/or improving apprenticeships for adults.

- Type of contract: **Service Contract.**

1.2. Place of delivery or performance

The tasks must be completed outside Cedefop in the Contractor's premises.

1.3. Division into lots

This tender procedure is not divided into lots.

1.4. Variants

Tenderers **may not** offer variant solutions to what is requested in the tender specifications. Cedefop will disregard any variants described in a tender, and reserves the right to reject such tenders without further evaluation on the grounds that they do not comply with the tender specifications.

1.5. Value or quantity of purchase

The estimated budget for the required services described in this call for tenders is of the order of **365,000 Euro** (without VAT).

1.6. Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party, and shall have duration of **20 months**.

1.7. Main terms of financing and payment

Payments will be made as follows:

- **First payment:** 20% after submission of the 1st interim report and within 60 days of submission of invoices and at the conditions set out in the draft contract.
- **Second payment:** 30% after submission of the 2nd interim report and within 60 days of submission of invoices and at the conditions set out in the draft contract.
- **Payment of the balance:** 50% after submission of final report and within 60 days of submission of invoices and at the conditions set out in the draft contract.

For further details please refer to the draft contract (Annex B).

2. TERMS OF REFERENCE

2.1. Background information

2.1.1. *Rationale and relevance of the project*

While much attention has been devoted to apprenticeships over the past years due to high youth unemployment rates in many EU member states, apprenticeships for adults are still a little explored field. Systematic and comprehensive knowledge on apprenticeships for adults at the European level is lacking. Even in countries where adult apprenticeships are in place, e.g. in the UK since 2005, experts highlight that “there has been a surprising lack of public or scholarly debate about what they are for and how they should be organised”, and come to the conclusion that there is a “visible lack of consistency in the quality and subsistence of apprenticeships” (Fuller et al. 2015: 4),³ with the term ‘apprenticeships’ sometimes being misused. The available knowledge to date is fragmented and sparse, while a consistent and complete set of information is necessary for well-founded decision- and policy-making in the field. Thus, it is necessary to carry out in-depth research to review information and evidence available, to analyse current concepts, policies and practices, to identify main issues and challenges, to investigate their potential and to explore how the most can be made of apprenticeships for adults.

To date, the potentials of apprenticeships for adults are still rather unexplored. Apprenticeships for adults might address a diverse range of individuals, ranging from the low-skilled to the high-skilled, and serve various purposes. They may offer an effective way of increasing adult participation in lifelong learning, improving access to education and training and re-training and up-skilling adults.

Improving access to and raising adult participation in education and training lies at the heart of current European policies. In the frame of the recently launched Skills Agenda for Europe, the Skills Guarantee proposal aims to help low-skilled adults acquire a minimum level of literacy, numeracy and digital skills and/or progress towards an upper secondary qualification or equivalent (EQF level 4). The Renewed European agenda for adult learning identifies the provision of learning opportunities for all as a main priority,⁴ and the Bruges Communiqué as well as the Riga conclusions place great importance on developing flexible and high-quality provision.⁵

The EU policy framework consistently highlights the potential of work-based learning and calls for supporting and using it. Accordingly, one of the five Riga medium-term priorities for 2015-2020 is to “Promote work-based learning in all its forms, with special attention to apprenticeships” – for young people as well as for adults. So far, only limited new initiatives seem to be explicitly aimed at adults.

³ Fuller, A. et al. (2015) Does apprenticeship work for adults? The experiences of adult apprentices in England. Executive summary. University of Southampton. UCL Institute of Education.

⁴ [Council of the European Union \(2011\) Renewed European agenda for adult learning.](#)

⁵ [European Ministers for VET \(2010\) The Bruges Communiqué on enhanced European Cooperation in Vocational Education and Training for the period 2011-2020.](#)

2.1.2. Links to other Cedefop work

Building on previous Cedefop analyses of adult learning policies and measures and work-based learning for adults, the study will look at apprenticeships as a specific form of adult learning. It will complement knowledge on the use and potential of work-based learning for adults, and on measures to increase adult's access to and participation in lifelong learning, to raise skills levels and match labour market needs, and to improve employability and social integration.

The study will also build on previous and current Cedefop work on apprenticeships,⁶ including amongst others the thematic country reviews on apprenticeships, the cross-national overview of apprenticeships, the ReferNet-Cedefop articles on apprenticeships and the research on governance and financing of apprenticeship. Over the past years, Cedefop has played an important role in supporting the European Alliance for Apprenticeships (EAfA), and gathered extensive expertise and experience in the field of apprenticeships, which will be used for the study on 'Apprenticeships for adults'. Cedefop's work on apprenticeships focused until now rather on apprenticeships for the young than on apprenticeships for adults. This new study allows Cedefop to combine its strengths in adult learning, work-based learning, including apprenticeships, and to broaden its work.

2.2. Description of the tender

2.2.1. Overall objectives

The overall purpose of this study is to improve knowledge and understanding of apprenticeships for adults as a distinctive form of adult learning, and to identify the characteristic features of adult apprenticeships. It aims at getting a systematic overview of current concepts, policies and practices of adult apprenticeships in Europe and at international level, with the ultimate objective to assess their potential and to increase the evidence base which can support policy- and decision-makers in designing and implementing measures for developing and/or improving apprenticeships for adults.

The study aims particularly at providing:

- a systematic review of the current state of research in the field of apprenticeships for adults;
- a mapping of existence and scope of adult apprenticeship practices and policies in the EU-28 and 4 relevant non-EU countries;
- an analysis of current concepts, policies and practices, incl. in-depth data collection in 10 EU countries (the countries will be identified following the completion of tasks 1 and 2 described under 2.3.1 below) and 6 in-depth case studies;
- a theoretical framework for analysing adult apprenticeships and a classification product (e.g. classification scheme, typology, taxonomy) of apprenticeships for adults;
- future-oriented conceptual work on how to use and develop adult apprenticeships in Europe as a distinctive form of adult learning.

⁶ <http://www.cedefop.europa.eu/en/events-and-projects/projects/apprenticeships-work-based-learning>

2.2.2. *Subject and scope of the work*

Adult apprenticeships are a rather unexplored field. This poses several challenges for the study and makes it necessary to conceive it as explorative piece of work. One of the challenges is that there is no commonly agreed definition of what falls under adult apprenticeships. By reviewing research, policies and practice, the study aims at coming to a comprehensive understanding of adult apprenticeships, including a definition and a classification product (e.g. classification scheme, typology, taxonomy). Thus, the scope of the work has to be rather broad. It shall include apprenticeships as initial vocational education and training (IVET) that are dedicated to low-skilled and/or low-qualified adults (from the age of 25 upwards), but also as continuing vocational education and training (CVET)⁷ benefitting adults (from the age of 25 upwards) with an initial qualification.

The focus of the study is therefore apprenticeships that are designed for adults (from the age of 25 upwards) – both in IVET and CVET – taking into account the peculiarities of this target group. The study – in particular through the case studies – shall investigate this in more detail. Existing experiences show that apprenticeships for adults need to be geared towards the specifics of adult learners and adult learning. They may for example require a shift in paradigm from apprenticeship typically associated with a young person being guided in his/her learning by an experienced worker (e.g. tradesperson) to apprenticeship “as learning in highly interdependent ways with the physical and social environment in which they work and learn” (...) where the learning process is more mediated by individuals, than more experienced partners.”⁸

The study builds on five interrelated tasks that serve the above-mentioned overall purpose:

1. Reviewing existing research on apprenticeships for adults and overviewing existing concepts, practices and policies on apprenticeships for adults in the EU countries and 4 relevant non-EU countries,
2. Identifying features, trends, benefits, challenges, etc. as regards adult apprenticeships and developing a theoretical framework for analysis and a classification product (e.g. classification scheme, typology, taxonomy) of adult apprenticeships;
3. Applying and testing the theoretical framework and the classification product (e.g. classification scheme, typology, taxonomy) to describe and analyse characteristics, design and performance of adult apprenticeship programmes in 10 EU countries;
4. Carrying out 6 in-depth case studies of practices covering three different target groups (i.e. low-qualified adults, migrants, and high qualified) to analyse in depth how apprenticeship for adults works (two case studies per each target group);
5. Refining the theoretical framework and the classification product (e.g. classification scheme, typology, taxonomy), exploring new, innovative approaches for designing and using adult apprenticeships, recommendations.

The five tasks with their particular objectives are described in detail below.

⁷ IVET refers to “General or vocational education and training carried out in the initial education system, usually before entering working life” (Cedefop 2008: Terminology of European education and training policy, p. 99). CVET is defined as “education or training after initial education and training – or after entry into working life aimed at helping individuals to: improve or update their knowledge and/or skills; acquire new skills for a career move or retraining; continue their personal or professional development.” (ibid., p. 50)

⁸ Billett S. in *Architecture for apprenticeship*, Smith E. and Foley A. (eds), Federation University 2015, Australian Scholarly Publishing, p. 17.

2.3. Requested services and tasks

2.3.1. Tasks and expected deliverables

Throughout the execution of the study, the contractor will be working in close collaboration with Cedefop project managers responsible for this project. The study will be organised in 5 interrelated work tasks:

1. Task 1:

- a) Reviewing existing research on apprenticeships for adults (the reviewed literature should be also in languages other than English and cover different disciplines), amongst others on:
 - Definitions, understandings and concepts of adult apprenticeships;
 - Distinctive features from apprenticeships for young people;
 - Rationales for adult apprenticeships;
 - Existing typologies for classification of different types of adult apprenticeships or frameworks for analysis / description of key features of adult apprenticeships;
 - Forms, types and mode of delivery of adult apprenticeships;
 - Characteristics of adult apprenticeships as distinctive model of learning (e.g. concept of work-based learning; specifics of adult learning);
 - Benefits and challenges of adult apprenticeships;
 - Recent developments and trends, etc.
- b) Overviewing of existing concepts, practices and policies on apprenticeships for adults in the EU countries, and 4 relevant non-EU countries with relevant experience, including:
 - Mapping of the existence and scope of adult apprenticeship practices and policies that promote adult apprenticeships;
 - Underlying definitions and concepts of adult apprenticeships used in the different countries;
 - Information on what do countries offer under the label of 'adult apprenticeships' and/or what other training schemes for adults could fall into this category (i.e. meet characteristics of adult apprenticeships as identified in the literature review), etc.

2. **Task 2:** Identifying features, trends, benefits, challenges, etc. as regards adult apprenticeships and developing a theoretical framework for analysis and a classification product (e.g. classification scheme, typology, taxonomy) of adult apprenticeships

Based on a thorough analysis of the information collected in task 1, the contractor shall identify concepts, features, trends, benefits, challenges, etc. as regards adult apprenticeships. Further, a theoretical framework that can be used to identify and analyse key features of adult apprenticeships and a classification product (e.g. classification scheme, typology, taxonomy) of different types of adult apprenticeships shall be developed.

On the basis of the identified concepts and features, as well as in view of applying the theoretical framework, and of the classification product, the Contractor shall propose a selection of countries where adult apprenticeship programmes shall be described and analysed in depth under Task 3. The proposal for the country selection shall be well justified by the Contractor. It will be discussed with Cedefop on the occasion of the first interim meeting (please see 2.5.1 below). The final selection needs to be approved by Cedefop.

An expert workshop shall be organised to discuss the findings, the framework and the typology. The workshop will be organised by Cedefop in Thessaloniki with the support of the Contractor.

3. **Task 3:** Applying and testing the theoretical framework and the classification product (e.g. classification scheme, typology, taxonomy) to describe and analyse characteristics, design and performance of adult apprenticeship programmes in 10 EU countries

Using the theoretical framework, and the classification product (e.g. classification scheme, typology, taxonomy) existing adult apprenticeship programmes in the 10 EU countries shall be analysed, described and classified. The design and underlying concepts of adult apprenticeship programmes (also as compared to the apprenticeship programmes for young people) shall be described in detail, including an analysis of their performance (what works and under what conditions, what does not work and why). For each type, the following shall be described: key features, relevant context parameters and success factors.

4. **Task 4:** Carrying out 6 case studies covering three different target groups (i.e. low-qualified adults, migrants, and high qualified) to analyse in depth how apprenticeship for adults works (two case studies per each target group).

In-depth analyses of practices have the potential to bring about a considerable wealth of experience from which important insights can be gained. Therefore, an in-depth analysis of six practice examples shall be conducted in the form of case studies, covering 3 different target groups, i.e. two case studies for each of the following target groups: low-qualified adults, migrants, and high qualified.

The case studies are expected to go beyond a general characterization and shall consist of rich analysis and thorough description to provide in-depth insights on various aspects, amongst others motivation and strategies, target groups and participants, pedagogical approach and underlying philosophy, integration of theory and practice / use of WBL, governance aspects (responsibilities, cooperation, labour market responsiveness etc.), challenges, perceived success factors and benefits. The focus of the case studies should be on the specifics of this form of learning for adult learners. As apprenticeship is a “highly contextualised model of learning,”⁹ the case studies need to take due account of the respective contexts, and shall unveil context influences.

The work on the case studies shall be based on thorough secondary data collection (through desk research, review of literature, websites, available material on programmes, e.g. evaluation reports, etc.) and on primary data collection (qualitative and – if reasonable – quantitative research methods; e.g. visits, interviews; observations, surveys). Relevant context information with regards to the single case studies needs to be provided in order to get not an isolated, but an encompassing picture.

The perspectives of all key stakeholders – including the learners and those who are responsible for managing and running the programmes, both at the VET institutions and the enterprises, if applicable – have to be taken into account. This shall be complemented by the perspectives of other persons or institutions, if relevant.

⁹ Fuller, A. et al. Does apprenticeship work for adults? The experiences of adult apprentices in England. Project report. University of Southampton. UCL Institute of Education. March 2015: 76.
<https://ec.europa.eu/epale/en/resource-centre/content/does-apprenticeship-work-adults>.

The case studies should be identified, selected, analysed and presented based on a well-developed systematic approach. The contractor has to explain and justify this approach including stakeholders' involvement/consultation. The selection of the case studies and the overall approach needs to be agreed by Cedefop.

5. **Task 5:** Refining the theoretical framework and the classification product (e.g. classification scheme, typology, taxonomy), exploration of new, innovative approaches for designing and using adult apprenticeships, recommendations.

On the basis of the findings from the previous tasks, the theoretical framework and the and the classification product (e.g. classification scheme, typology, taxonomy) will be refined.

The contractor will explore the most effective and new/innovative approaches for designing and using adult apprenticeships, using future-oriented methods. How could adult apprenticeships be further developed and used as a distinctive form of adult learning? Different forms of apprenticeships for adults shall be considered (e.g. apprenticeships for different target groups and purposes) – taking into account and specifying context parameters, key features and success factors. This conceptual work should build on existing adult apprenticeship practices, but together with selected experts/stakeholders, new, innovative approaches for designing and using adult apprenticeships shall also be explored (e.g. using design thinking approaches or scenario techniques).

The contractor will develop conclusions and recommendations on how apprenticeships for adults could be further developed and will identify future research needs. The recommendations shall be targeted at different stakeholders (policy and decision makers at national and European level, enterprises, VET providers and other relevant stakeholders, e.g. social partners).

2.3.2. Methods

Research methods in the project shall include a systematic combination of

- desk research of secondary data (e.g. analysis of statistics, existing surveys or ad hoc studies, literature analysis, including relevant scientific literature, policy documentation etc.),
- field research (e.g. interviews, surveys), including in-depth case studies,
- innovative future-oriented approaches (e.g. design thinking approaches or qualitative scenario techniques) to develop potential adult apprenticeship models.

Responsible Department: Learning and Employability, Cedefop.

2.3.3. Facilities to be provided by the Contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular he shall ensure that there is sufficient administrative, secretarial and interpreting support to enable experts to concentrate on their primary responsibilities.

2.4. Reports

2.4.1. Reporting requirements

The following reports, all in English, will be required:

(a) Inception report

A draft of the inception report is due 6 weeks after the entry into force of the service contract and it should include:

- The fine-tuned methodology;
- A revised work plan and timing.

The draft will be discussed with Cedefop during the inception meeting.

Cedefop will provide comments on the draft inception report. The Contractor should address those comments, liaising closely with Cedefop's project managers and provide the final inception report.

(b) Summary of findings

A summary of findings will be submitted 5 months after the entry into force of the service contract and it will include the main findings from Task 1.

(c) First interim report

A draft first interim report will be submitted 6 months after the entry into force of the service contract, will be based on the findings from Tasks 1 and 2, and it will include:

- Analysis of findings, including the identification of concepts, features, trends, benefits, challenges, etc. as regards adult apprenticeships;
- A first draft theoretical framework and classification product (e.g. classification scheme, typology, taxonomy), and how it will be applied in practice;
- A proposal for the selection of the 10 EU countries.

The draft will be discussed with Cedefop during the first interim meeting.

The draft theoretical framework and typology will be discussed in an expert workshop that will be organised with Cedefop in Thessaloniki with the support of the Contractor.

Cedefop will provide comments on the draft first interim report. The Contractor should address those comments, liaising closely with Cedefop's project manager(s) and provide the final first interim report.

(d) Second interim report

A draft of the second interim report will be submitted 10 months after the entry into force of the service contract, it will be based on the findings of Task 3, and it will include:

- Analysis and description of the apprenticeship programmes in the 10 EU countries: their features (also as compared to apprenticeship programmes for young people), success factors, context, strengths, weaknesses, what works and under what conditions, what doesn't work and why, etc.
- Results of the application of the draft analytical framework and classification product (e.g. classification scheme, typology, taxonomy) in practice, and their revision;
- Refined approach to the case studies and proposal for the selection of the 6 case studies.

The draft will be discussed with Cedefop during the second interim meeting.

Cedefop will provide comments on the second interim report. The Contractor should address those comments, liaising closely with Cedefop's project manager(s) and provide the final second interim report.

(e) Third interim report

A draft of the third interim report will be submitted 16 months after the entry into force of the service contract, it will be based on the findings of Task 4, and it will include:

- Analysis of the 6 case studies, including information on the context, what works and under what conditions, what does not work and why, motivation and strategies, target groups and participants, pedagogical approach and underlying philosophy, integration of theory and practice / use of WBL, governance aspects (responsibilities, cooperation, labour market responsiveness etc.), challenges, perceived success factors and benefits;
- the views of the key stakeholders, – including the learners and those who are responsible for managing and running the programmes, both at the VET institutions and the enterprises, if applicable, etc.;
- Structure of the final report.

The draft will be discussed with Cedefop during the third interim meeting.

Cedefop will provide comments on the third interim report. The Contractor should address those comments, liaising closely with Cedefop's project manager(s) and provide the final third interim report.

(f) Final report

A draft of the final report will be submitted 18 months after the entry into force of the service contract and will include:

- The refined conceptual framework and classification product (e.g. classification scheme, typology, taxonomy), including new, innovative approaches for designing and using adult apprenticeships;
- Conclusions and recommendations on how apprenticeships for adults could be further developed and future research needs.

The draft will be discussed with Cedefop during the final meeting.

Cedefop will provide comments on the final activity report. The Contractor should address those comments, liaising closely with Cedefop's project manager(s) and provide the finalised final report.

The final report will be submitted 19 months after the entry into force of the service contract.

2.4.2. Submission & approval of reports

Copies of the reports referred to above must be submitted to the Cedefop Project manager. The reports must be written in English.

2.4.3. Proof-reading & editing in English of final reports

The selected Contractor shall ensure that the final reports as submitted to Cedefop have been subject to professional proof-reading and editing in English, the cost for which should be included in the Financial Proposal (the table in point 5.4, item 2c). The reports have to comply with Cedefop style manual attached in Annex H.

2.5. Meeting and Travel Expenses

2.5.1. Management Meetings

The expert(s) (minimum 2) responsible for the co-ordination of the study on behalf of the contractor will be requested to attend the following **one-day meetings at Cedefop premises** (in Thessaloniki) with the project manager(s) responsible.

- a) an inception meeting to take place approximately 8 weeks following the entry into force of the service contract to discuss the inception report, with special attention to the methodology, and in general to fine-tune the final planning of the activities and relative timing;
- b) a first interim meeting after the delivery of the first interim report to discuss its findings;
- c) a second interim meeting after the delivery of the second interim report to discuss its findings;
- d) a third interim meeting after the delivery of the third interim report to discuss its findings;
- e) a final meeting to take place after the first draft of the final report, to discuss its findings.

All costs foreseen, including travel & accommodation are to be included in the financial offer (see table in point 5.4 - item 2a).

2.5.2. Expert workshop

A 1 day expert workshop will be organised by Cedefop in Thessaloniki with the support of the Contractor to discuss the draft typology and conceptual framework. Minimum 2 experts will participate on behalf of the Contractor. The participation costs, including travel and accommodation are to be included in the financial offer (see table in point 5.4 - item 2a).

2.5.3. Travel expenses related to the field of work activities

The contractor is to define the methodology and as such the field work activities (e.g. interviews, round tables, focus groups, workshops, etc.) necessary to perform the tasks. All travel expenses related to the field work activities have also to be included in the financial offer (see table in point 5.4 - item 2b).

2.5.4. Whenever necessary, Cedefop may decide to organise additional management meetings

Any extra travel expenses, that might be needed to perform the tasks related to the contract, shall be subject to Cedefop's prior approval and shall be reimbursed by Cedefop separately, according to its relevant rules (see Annex III of the Draft Contract in Annex B).

3. SPECIFIC INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE

Participation to this tender procedure is only open to tenderers who are in a position to subscribe in full to the “**Declaration on honour on exclusion criteria and selection criteria**”, given in Annex C. All tenderers, all group (consortium) members (if any) and any subcontractor/s (identified as per the two bullet-points in the fourth paragraph of point 4.2 below) **MUST** provide the declaration on honour found in Annex C duly signed and dated.

3.1. Exclusion Criteria

The purpose of the exclusion criteria is to determine whether an economic operator / tenderer is allowed to participate in the procurement procedure or to be awarded the contract.

The exclusion criteria will be assessed in relation to each company individually. In the event of recommendation for contract award, evidence will be requested as described in Annex C (last page).

3.2. Selection criteria

The selection criteria concern the tenderer's capacity to execute similar contracts.

The tenderers **must** submit documentary evidence (or statements, where required) of their economic, financial, technical and professional capacity to perform this contract.

Each and all requirements for economic and financial capacity should be fulfilled by the tenderer - alone (in the case of single tenderers) or as a whole (in case the tenderer is a grouping/ consortium). Participation in tendering is open to all legal persons bidding either individually or in a grouping (consortium) of tenderers.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which he has with them. He must in that case prove to the contracting authority that he will have at his disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place their resources at his disposal. This obligation may be fulfilled by presenting signed statements from those entities. Please note that natural persons (individuals, freelancers) are also considered 'entities' for this purpose.

3.2.1. Economic and Financial capacity

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Requirement:

- The average annual turnover of the tenderer for the last three financial years concerning the type of services covered in this call for tenders (i.e. socio-economic research and policy analysis) should be at least **435,000.00 €**.

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

- Signed statement (please fill-in and sign your Statement in Questionnaire 2 of Annex G) of the tenderer's turnover on socio-economic research and policy analysis for the last three financial years.

In case of a consortium (grouping) or subcontracting each member of the consortium and all sub-contractors (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. For tenderers or sub-contractors (identified as per any of the two bullet-points in paragraph 4 of Art. 4.2 below) who are natural persons / freelancers, a tax declaration and tax clearance statement for the last three financial years will be requested.

If, for some exceptional reason the winning tenderer (or any consortium member or sub-contractor) is unable to provide one or other of the above documents, they 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.

3.2.2. Technical and professional capacity

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:

- Have adequate structure and resources to perform the services described in the Terms of Reference.
- Have adequate experience in the field of research and comparative analysis on vocational education and training, having performed contracts with a total minimum contract value of **600,000 Euro** during the last three (3) years (invoiced financial value).
- The Tenderer's core team of experts, who will be proposed to implement the contract, must have knowledge and experience, relevant to the subject of the contract profiles, for its successful implementation. In particular, the tenderer must comply with the following minimum requirements:

- Team leader (1 member) – University degree at bachelor or master or PhD level in humanities or social sciences with at least:
 - 6 years of experience in research and/or policy analysis on apprenticeships and/or adult learning and/or work-based learning, at EU or international level;
 - 5 years of experience in international research projects' management;
- Scientific advisor (1 member) – University degree at bachelor or master or PhD level in humanities or social sciences with at least 5 years of experience in scientific research on adult learning and/or apprenticeships and/or work-based learning, at EU/international level;
- Research methodological advisor (1 member) - University degree at bachelor or master or PhD level in humanities or social sciences with at least 5 years of experience in developing and carrying out case studies and in applying future-oriented methods or similar approaches (e.g. scenario techniques, design thinking approaches, etc.).
- Senior international experts (maximum 3 members):
 - University degree at bachelor or master or PhD level in humanities or social sciences with at least 3 years of experience at EU/international level in research projects and/or policy analysis on adult learning and/or apprenticeships and/or work-based learning.
 - at least 1 senior international expert should prove at least 2 years of experience at EU/international level in research projects and/or policy analysis on apprenticeships.
- Junior international experts (maximum 3 members):
 - University degree at bachelor or master or PhD level in humanities or social sciences with at least 2 years of experience at EU/international level in research and/or policy analysis on apprenticeships and/or adult learning and/or work-based learning.
- Senior national experts (minimum 1 expert per EU country)
 - University degree at bachelor or master or PHD level in humanities or social sciences with at least 3 years of experience in research projects and/or policy analysis on adult learning and/or apprenticeships and/or work-based learning.
- Junior national experts (minimum 1 expert per EU country)
 - University degree at bachelor or master or PhD level in humanities or social sciences with at least 2 years of experience in research and/or policy analysis on vocational education and training.

All experts (including the national experts) should be able to speak and write in English at Level C1 of the Common European Framework of Reference for Languages.

Proofs / Evidences 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 company profile to prove the ability, technical know-how, experience and expertise needed for the provision of the required services under this call for tenders (**please fill-in Questionnaire 4 of Annex G**);
- List of contracts performed in the past **three (3)** years similar to the scope, size and nature as those required in this call for tenders) and with total amount of min. **600,000** EUR, describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer (**please fill-in Questionnaire 3 of Annex G**);
- Overview of the composition of the team by filling-in the table in **Questionnaire 5 of Annex G**;
- The **Europass curriculum vitae** format (<http://europass.cedefop.europa.eu>) or similar format shall be filled in by each person involved in the execution of the tasks foreseen in the tender. **CVs must clearly specify the role of the expert in the team at the top of the first page and his/her experience demonstrating that he/she clearly meets the requirements.**

In 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 below).

3.3. Legal Position

Tenderers may choose between submitting a joint offer (see 4.1) as a Consortium / Grouping or introducing a bid as a single tenderer, in both cases with the possibility of having one or several subcontractors (see 4.2). Whichever type of bid is chosen, the tender must stipulate the legal status and role of each legal entity in the tender proposed (see also 5th bullet of point 4.1. below). To identify himself (and any other participating entities, if applicable), the tenderer must complete **Questionnaire 1 in Annex G**. In the same Questionnaire each tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with Commission Recommendation 2003/361/EC which can be found in the following link: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF>.

Tenderers are also requested to complete a **Legal Entity Form** found in **Annex D**, accompanied by all documents and information indicated in the form.

The Legal Entity Form should be completed and signed by the representative(s) of the tenderer (who sign(s) the cover letter as per point 4 of the Invitation to tender) authorised to sign contracts with third parties.

The Legal Entity Form should not be submitted by sub-contractors (if any).

4. ADDITIONAL INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE

Participation in Cedefop tendering procedures is open on equal terms to all natural and legal persons or groupings of such persons (consortia) falling within the scope of the Treaties. It includes all economic operators registered in the EU and all EU citizens. Pursuant to Article 119 of the general Financial Regulation the participation is also open to all natural and legal persons from non-EU countries that have a ratified agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. Cedefop can therefore accept offers from and sign contracts with tenderers from 36 countries, namely: the 28 EU Member States, 3 EEA Countries (Liechtenstein, Norway, Iceland) and 5 SAA Countries (FYROM, Albania, Serbia, Montenegro and Bosnia & Herzegovina).

The procurement (tender) procedures of Cedefop are **not** open to tenderers from GPA countries.

A legal person can take part (as an individual tenderer or as a member of a consortium submitting a tender) in only one tender. In the opposite case all tenders in which that person has participated may be excluded from the evaluation.

4.1. Joint Offers/ Groupings (Consortia)

- Groupings (consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition. A consortium may be a legally-established permanent grouping, or informally constituted group of tenderers submitting an offer (joint offer) for a specific tender procedure.
- Cedefop does not require consortia (if any) to have a given legal form in order to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the contract is signed (if this change is necessary for proper performance of the contract). This can take the form of an entity with or without legal personality but offering sufficient protection of the contractual interests of Cedefop.
- If awarded the contract, the tenderers of the group (consortium) will have an equal standing towards Cedefop in executing it.
- A grouping (if any) of firms must nominate one party to be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration, and for coordination.
- Tenders submitted by consortia of firms must specify the role, qualifications and experience of each member or of the group (please fill-in the respective Questionnaires in Annex G).
- Each member of the group (consortium) must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria, the evidence provided by each member of the group (consortium) will be checked to ensure that the consortium as a whole fulfils the criteria.
- The offer has to be signed by all members of the group (consortium). However, if the members of the group so desire they may grant an authorisation to one of the members of

the grouping (consortium). In this case they should attach to the offer a power of attorney (see model in Annex I) authorising this company or person to submit a tender on behalf of the grouping (consortium). For groupings not having formed a common legal entity, Annex I, model 1 should be used and separate legal entity forms (see point 3.3 and Annex D) should be completed and signed by all members. For groupings with a legal entity in place, Annex I, model 2 and one legal entity form (see point 3.3 and Annex D) should be completed and signed only by the single representative of the consortium.

The contract will have to be signed by all members of the group (consortium). If the members of the group (consortium) so desire, they may grant authorisation to one of the members of the grouping by signing a power of attorney. The same model as above duly signed and returned together with the offer (Annex I) is valid also for signature of the contract.

Partners in a joint offer assume joint and several liability towards Cedefop for the performance of the contract as a whole.

4.2. Subcontracting/Subcontractors

Subcontracting 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).

The contractor retains full liability towards Cedefop for performance of the contract as a whole. Cedefop will treat all contractual matters (e.g. payments) with the contractor, whether or not some tasks are performed by a subcontractor. Under no circumstances can the contractor avoid liability towards Cedefop on the grounds that the subcontractor is at fault. Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the bidder's tender, or, if proposed by the Contractor after contract signature, in writing by an exchange of letters. In the latter case subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition.

Tenderers are free to choose their subcontractors from both eligible and non-eligible countries. Thus, in principle all economic operators can act as subcontractors of eligible tenderers.

The tenderer must clearly indicate the identity of each Subcontractor and the percentage of work by value that he will perform for this contract (please fill in Annex G).

Only in cases when:

- a Subcontractor undertakes between 10,01% and 40% of the work by value,
- the total subcontracting is above 40% of the work by value, independently of the individual Subcontractor's contribution to the work by value,

the tenderer should submit with the offer:

1. the **“Declaration on honour on exclusion criteria and selection criteria”** (Annex C) filled-in and signed by the respective Subcontractor;
2. the documents related to the economic/financial and technical/professional capacity of the Subcontractor as described in points 3.2.1 and 3.2.2 necessary for evaluating of the combined capacity (as a whole) of the tenderer together with his subcontractor(s);
3. the Form in Annex J (Model of Letter of Intent for Subcontractor/s) duly filled–in and signed by each respective Subcontractor, stating his unambiguous undertaking to collaborate with the tenderer if the latter wins the contract. Also should be stated the roles, activities and responsibilities of the subcontractor(s) and the extent of the resources that the respective subcontractor will put at the tenderer’s /contractor’s disposal for the performance of the contract

N.B. The subcontractor(s) (if any) have to provide the documents to prove their capacity only for the parts of the contract that are relevant to them. The evidence provided will be checked to ensure that the tenderer alone or with the subcontractor(s) altogether fulfil the criteria.

5. AWARD OF THE CONTRACT

The evaluation of the exclusion, selection and award phase will be done in **NO** particular order. If the tenderer or the tender does not pass a phase, it will not be evaluated under the other remaining phases.

The contract shall be awarded to the tenderer submitting the best price-quality ratio method as represented by the highest Total Score (TS) out of 100.

The Total Score (TS), comprising quality + price score, will be calculated for each tender by applying the formula below:

$$\text{Total Score (TS)} = X \cdot (\text{TQV} / 100) + Y \cdot (\text{Cheapest TFO} / \text{TFO})$$

Whereby:

TQV = Total Quality Value of the tender (as per points 5.1 and 5.2);

TFO = Total Financial Offer of the tender (as per points 5.3 and 5.4);

X is the weighting for quality score (TQV) and for this tender procedure it is fixed to **(70)**;

Y is the weighting for price (TFO) and for this tender procedure it is fixed to **(30)**.

Cheapest TFO is the Cheapest Tender Price of a technically compliant tender (i.e. among those having achieved a minimum of 50% of the possible score for the award (evaluation) criteria **A, B, C** and in total a minimum of **65** out of 100 points (TQV) in the technical evaluation – see below).

5.1. Technical evaluation

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the tender specifications.

The following Award Criteria for the technical evaluation will be applied to this tender procedure:

Award criteria – Evaluation grid	Maximum number of points
A. UNDERSTANDING AND RATIONALE OF THE PROJECT <i>Point 2 of the framework template in section 5.2.</i>	20
A concise discussion on the subject, demonstrating: • in-depth understanding of apprenticeships for adults from a theoretical research perspective, including a first reflection on concepts and features; • knowledge of the national approaches to apprenticeships for adults (in European and non-European countries).	10
Comments on the Terms of Reference and key issues to the achievements of expected results	10

B. METHODOLOGY – Methods and tools <i>Point 3 of the framework template in section 5.2.</i>	60
Preliminary sources of information for the review of existing research on apprenticeships for adults	5
Methods and tools for data collection and sources of information to map apprenticeships for adults in the EU countries, and 4 relevant non-EU countries to be proposed by the Tenderers	10
Approach to the iterative development of the theoretical framework and of the classification product (e.g. classification scheme, typology, taxonomy) (aims, scope, preliminary structure, type of classification product, etc.), and application throughout the study, in particular to carry out Task no. 3 (please check 2.3.1 above)	20
Approach to identifying and applying case studies (aims, scope and methods)	15
Approach to applying future –oriented techniques (aims and techniques)	5
Contribution to the experts' workshop	5
C. ORGANISATION, PROJECT MANAGEMENT AND STAFF ALLOCATION <i>Points 4, 5, and 6 of the framework template in section 5.2.</i>	20
1. Project management, work organization and team work (reporting; function and role of the team leader; management structure; distribution of tasks among experts). <i>Point 4 of the framework template in section 5.2.</i>	5
2. Quality assurance and risk management (tools and processes to be used taking into account the specific characteristics of the project; back-up/replacement arrangements; adequate consideration of possible hindrances). <i>Point 5 of the framework template in section 5.2.</i>	5
3. Organization of the work process (timetable and project's workflow outlining the intended organisation and milestones, and demonstrating the feasibility of the proposal). <i>Point 6 of the framework template in section 5.2.</i>	10
OVERALL TOTAL SCORE (Total Quality Value - TQV)	100

In order to guarantee a minimum threshold of quality, offers that

- do not reach a minimum of 50% of the possible score for the award (evaluation) criteria, namely A, B, and C.
- obtain an overall total score (Total Quality value) of less than the total **65** (of a maximum of 100) points against the award (technical) criteria,

will not be considered acceptable and will be eliminated from further evaluation. Only the technically compliant (acceptable) tenders as per the above will be subject to Financial (Price) Evaluation (5.3).

5.2. Technical proposal

As specified in section 1.6 above, Cedefop will offer to the selected tenderer a service contract to be carried out over a period of maximum 20 months.

The tenderer's technical proposal should consist of a clear and comprehensive response to all requirements as per the Terms of Reference in point 2 above providing a practical, detailed description of the goods or services proposed for performance of the contract.

Tenderers are requested to organise the technical offer in headings or to structure it in such a way so as to ensure that the content of the technical offer meets the requirements set out in the Terms of Reference as closely as possible and to facilitate the subsequent evaluation of tenders against the technical award criteria.

For the technical evaluation of the offer against the award (technical) criteria mentioned above, the tenderer must provide a proposal on the basis of the **following scheme**:

1. Summary of proposal
 - 1.1. Overall synthesis (in bullets), including any additional services offered (compared to the ToRs)
 - 1.2. Highlighting of the key/qualifying aspects of the proposal
2. Rationale of the project
 - 2.1. A concise discussion on the subject, demonstrating:
 - in-depth understanding of apprenticeships for adults from a theoretical research perspective, including a first reflection on concepts and features
 - knowledge of the national approaches to apprenticeships for adults (in European and non-European countries)
 - 2.2. Comments on the Terms of Reference and key issues to the achievements of expected results
3. Methods and tools
 - 3.1. Preliminary sources of information for the review of existing research on apprenticeships for adults
 - 3.2. Methods and tools for data collection and sources of information to map apprenticeships for adults in the EU countries, and 4 relevant non-EU countries to be proposed by the Tenderer
 - 3.3. Approach to the iterative development of the theoretical framework and of the classification product (e.g. classification scheme, typology, taxonomy) (aims, scope, preliminary structure, type of classification product, etc.), and application throughout the study, in particular to carry out Task no. 3 (please check 2.3.1 above)
 - 3.4. Approach to identifying and applying case studies (aims, scope and methods)
 - 3.5. Approach to applying future –oriented techniques (aims and techniques)
 - 3.6. Contribution to the experts' workshop
4. Project management, work organization and team of experts (explanation of the nature and extent of the team members and experts' participation in the project)
5. Quality assurance and risk management
6. Timetable and project's workflow

The maximum length of the Technical Proposal to be submitted is **40 pages** (all included except table of contents as well as start and end pages). The font should correspond to Times New Roman size 12 pt. with single line spacing and standard margins of 2.5 cm.

The Technical Proposal should prove that the Tenderer is capable of meeting the tender specifications, by providing all the information related to the scope of this project. All the information and means of proof provided in the tender commit the contractor throughout the duration of the contract.

The tenderer shall identify a Project Manager within his organisation who will represent the single contact point for all administrative and operational communication in regards to the contract implementation. As appropriate, the Team leader (see 3.2.2.) can also act as Project Manager or two different persons can be identified. Cedefop will also designate the Contact Person in charge of handling the contact with the selected tenderer.

In addition to the above the tenderer must clearly specify which parts of the work will be subcontracted (if any) and specify the identity of those subcontractors only undertaking more than 10% of the work by value (or of *all* subcontractors if total subcontracting is above 40% of the work by value) as requested in point 4.2.

5.3. Financial evaluation

Only tenders scoring in total 65 points or more (of a maximum of 100 points) against the technical award criteria and 50% or more of the possible maximum score for the award criterion **namely A, B and C** will be admitted to the subsequent evaluation stages. The evaluation will be made on the basis of the **Total Price** offered (**Total Financial Offer TFO**) in the Price schedule table (see point 5.4).

The tenders are awarded points for the Total Price offered by using the following formula:

*Financial score = (cheapest Financial Proposal / Financial Proposal of the tender considered) * Y.*
Where Y = price weighting (see the complete formula under point 5 above)

Information concerning price

- The prices quoted must be fixed and not revisable.
- Prices must be quoted in EURO and include all expenses.
- The VAT amount must be indicated separately (this applies to tenderers established in Greece only).

Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, Cedefop is exempt from all charges, taxes and dues, including value added tax (VAT). Such charges shall therefore not be included in the calculation of the price quoted.

[For contractors based in Greece, invoices will include VAT which is paid by Cedefop and later reimbursed by the State.]

For contractors established in other countries exemption is direct (invoices are submitted without VAT), subject to fulfilling as necessary the requirements of Article 151 of Council Directive 2006/112/EC.

[In Belgium, use of this contract constitutes a request for VAT exemption No. 450, VAT exemption article 42, paragraph 3.3 of the VAT code (circular 2/1978), provided the invoice includes: "Commande destinée à l'usage officiel de l'Union Européenne, Exonération de la TVA; art. 42 § 3.3 du code TVA (circulaire n° 2/1978)".]

5.3.1. Evaluation of abnormally low prices

If any tender's price appears to be abnormally low in relation to the *services / supplies* offered, and in order to check if the tender can be considered valid, the evaluation committee will, before it may reject this tender, send a request for clarifications to ask for explanations on the components of the tender which it considers relevant to the presumed abnormally low price and shall verify those constituent elements taking account of the explanations received. If in that relation the tenderer cannot explain his price on the basis of the economy of the services or supplies offered, or the method used, or the technical solution chosen, or the exceptionally favourable conditions available to the tenderer, the tender will be rejected.

A price will be considered abnormally low if the financial offer of any tenderer is lower with more than the acceptable margin of deviation from the average price of the other technically acceptable offers (please note that definition of which offers are technically acceptable/ compliant is given in points **5**, **5.1** and **5.3** above). The actual deviation will be calculated as % as follows:

The difference between the average price of the other technically acceptable offers and the value of the presumably abnormally low financial offer will be divided by the average price of the other technically acceptable offers.

The acceptable margin of deviation is set to **30%**.

The approach of the Evaluation Committee to identify and eliminate abnormally low tenders will be the following:

- a) apply the acceptable margin of deviation from the average price of the other technically acceptable offers and set aside the offers that go beyond it;
- b) check if specific notes or specific items included in the offer justify to some extent the deviation; if not, or if inadequate, send relevant request for explanation(s) to the tenderer concerned;
- c) decide on the acceptability of the offer on the basis of the notes in the tender and/or the clarification reply received.

5.3.2. Financially unacceptable tenders

In the context of financial evaluation, the Evaluation Committee could find that tenders are unacceptable because the price is:

- abnormally low (see point 5.3.1);

Such tenders will have to be rejected by the Evaluation Committee, independently of their quality value as determined in the preceding (technical) evaluation stage.

5.4. Financial Proposal

Tenderers should not disclose their financial offer in any part of their tender (technical proposal, cover letter) other than the sealed envelope C.

The financial offer must be clear and in compliance with the tender specifications.

The Financial Proposal should indicate the total price in order to carry out all the activities indicated in the Terms of Reference. The tenderers must fill-in the following Price schedule table and present a detailed breakdown of the price offered. The Financial Proposal should clearly match the Terms of Reference and the estimate of value. All services that shall be procured should be included.

All costs foreseen, including travel & accommodation, related to Cedefop's management meetings and the expert workshop have to be included in the financial offer table (items 2a).

All travel expenses related to the field-work activities have also to be included in the financial offer (see item 2b).

The cost of professional proof-reading and editing in English of the final report(s) as submitted to Cedefop (see point 2.4.3) should be included in item 2c) of the Financial Proposal.

Price schedule table

1)	Names / positions of the Experts /Service	Number of person-days	Unit price (EUR) per person-day	Price (in EUR) for services/ experts
	1a)			
	1b)			
	1c)			
	1 N)			
Subtotal 1 (1a+1b+.....)				
2)	2a) Attending six 1-day meetings in Thessaloniki (min. 2 experts per meeting) - see <u>points 2.5.1 and 2.5.2</u>	Number of meetings/person	Price (EUR) per meeting/person	Amount (EUR) for all meetings
				.
	2b) All estimated travel, accommodation, etc. expenses related to performance of the tasks – see <u>point 2.5.3</u>	Number of persons	Price (EUR) per person	Amount (EUR) for travel, accommodation, etc.
	2c) Other administrative expenses including professional proof-reading and editing in English of final report (see <u>point 2.4.3</u>)	Number of Units (if applicable)	Unit price (EUR) (if applicable)	Amount (EUR) for other administrative expenses
Subtotal 2 (2a+2b+2c)				
3)	Total Price (Total Financial Offer TFO)= Subtotal 1 + Subtotal 2			

The VAT amount must be indicated separately here (this applies to tenderers established in Greece only): ... EUR.

The Financial Offers will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account. Tenderers will be requested to confirm in writing the corrected calculation so that it may eventually be included in the contract.

6. INFORMATION ON PRESENTATION AND CONTENT OF TENDER

It is important that tenderers provide all documents necessary to enable the evaluation committee to assess their tender. Tenderers should fully respect the instructions indicated under points 2, 3 and 4 of this open invitation to tender.

In addition, below you will find details of the required documentation.

6.1. Envelope A - Supporting documents

One original and one copy of:

- cover letter, signed by the person/s (name and position) that is/are authorised to sign the contract in case of contract award
- the 'Declaration on honour on exclusion criteria and selection criteria' requested in point 3.1 and standard template found in Annex C;
- the selection criteria documents as requested in points 3.2, 4.1, 4.2
- Questionnaires 1 – 6 as found in Annex G
- Power of Attorney (Model 1 or 2), as required in point 4.1 (if applicable) and found in Annex I
- Model of Letter of Intent for Subcontractor/s as required in point 4.2 (if applicable) and found in Annex J
- the Legal Entity Form as requested in point 3.3 and found in Annex D
- the Financial Identification Form as found in Annex E
- the checklist found in Annex F

In the case of tenders submitted by groupings (consortia) or involving contribution by subcontractors, envelope A should also contain all relevant documentation as requested in points 4.1 and 4.2 respectively (with reference to points 3.1, 3.2 and 3.3).

6.2. Envelope B – Technical proposal

One original signed version and three copies of:

- the Technical Proposal providing all information requested in point 5.2, including information relevant to subcontracting, if any, as requested in point 4.2.

6.3. Envelope C – Financial proposal

One original signed version and three copies of:

- the Financial Proposal containing all information requested in point 5.4.

ANNEX A

Contract Notice

(Given as a separate file in *.pdf format)

ANNEX B

Draft Contract

(Given as a separate file in *.pdf format)

ANNEX C

“Declaration on honour on exclusion criteria and selection criteria”

(Given as a separate file in *.doc format)

ANNEX D

Legal Entity Form

Legal Entity Form to be downloaded, depending on the nationality and legal status of the tenderer, from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Legal Entity Form to be completed and signed by a representative of the tenderer (group leader in case of consortium, with indication of entity, name and function) authorised to sign contracts with third parties. It should not be signed by sub-contractors (if any).

ANNEX E

Financial Identification Form

To be downloaded, depending on the nationality of the tenderer, from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_fr.cfm

and completed and signed by an authorised representative of the tenderer (group leader in case of consortium, with indication of entity, name and function), but not by subcontractors.

PLEASE NOTE:

Please indicate the BIC (Bank Identification Code) in the REMARKS box of the downloaded form.

ANNEX F

Check list of mandatory documents

The checklist must be used to ensure that you have provided all the documentation for this tender and in the correct way. This checklist should be included as part of your offer.

Please Tick ✓ the boxes provided

Mandatory documents to be included as part of the tender	Reference paragraph	Included		If the document is not included, please explain the reason
		Yes	No	
<u>Envelope 'A' must contain</u>				
one original and one copy of:	6.1	☐	☐	
- Cover letter, signed by the person/s that is/are authorised to sign the contract in case of contract award (name and position of the individual(s))	Art. 4 of Invitation to tender; 6.1	☐	☐	
- Declaration on Exclusion & Selection Criteria (including those of consortium members and subcontractors, if applicable)	3, 6.1 & Annex C	☐	☐	
- selection criteria documents (if applicable, including those of consortia and subcontractors)	3.2, 4.1, 4.2, 6.1	☐	☐	
- Questionnaires 1 - 6 (Annex G)	3.2, 4.1; 6.1 & Annex G	☐	☐	
- Power of attorney of partners in joint bid / Consortium (if applicable)	4.1, 6.1 & Annex I (model 1 or 2)	☐	☐	
- Letter of intent of subcontractor (if applicable)	4.2, 6.1 & Annex J	☐	☐	
- Legal Entity Form	3.3, 6.1 & Annex D	☐	☐	
- Financial Identification Form	6.1 & Annex E	☐	☐	
- this Checklist	6.1 & Annex F	☐	☐	
<u>Envelope 'B' must contain</u>				
one original and three copies of:	6.2	☐	☐	
- the technical proposal	2, 5.2, 6.2	☐	☐	
<u>Envelope 'C' must contain</u>				
one original and three copies of:	6.3	☐	☐	
- the Financial Proposal	5.4, 6.3 & Annex H	☐	☐	

The tenderers should also ensure that:

☐	the offer is formulated in one of the official languages of the European Union.
☐	both the technical and financial proposals of the offer are signed by duly authorised agent.
☐	the offer is perfectly legible in order to rule out any ambiguity.
☐	the offer is submitted in accordance with the envelope system as detailed in the invitation to tender point 3.
☐	the outer envelope bears the information mentioned in the invitation to tender point 3.

ANNEX G

Questionnaires 1 - 6

(Given as a separate file in *.doc format)

ANNEX H

Cedefop Style Manual

(Given as a separate pdf files)

ANNEX I

Models of power of attorney

(Given as a separate file in *.doc format)

ANNEX J

Model of Letter of Intent for Subcontractor/s

(Given as a separate file in *.doc format)