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**Greece-Thessaloniki: Apprenticeships for adults
2016/S 153-276539**

Contract notice

Services

Directive 2014/24/EU

Section I: Contracting authority

I.1) Name and addresses

Cedefop — European Centre for the Development of Vocational Training
Europe Street 123, PO Box 22427
Thessaloniki
551 02
Greece
Contact person: Ms Dimitra Eleftheroudi
Telephone: +30 2310490064
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028
NUTS code: GR122

Internet address(es):

Main address: <http://www.cedefop.europa.eu>
Address of the buyer profile: <http://www.cedefop.europa.eu>

I.2) Joint procurement

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <http://www.cedefop.europa.eu/about-cedefop/public-procurement>
Additional information can be obtained from the abovementioned address
Tenders or requests to participate must be submitted to the abovementioned address

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Apprenticeships for adults.
Reference number: AO/DLE/RCDCCR/Apprenticeships_for_Adults/014/16.

II.1.2) Main CPV code

73000000

II.1.3) Type of contract

Services

II.1.4) **Short description:**

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.

II.1.5) **Estimated total value**

Value excluding VAT: 365 000.00 EUR

II.1.6) **Information about lots**

This contract is divided into lots: no

II.2) **Description**

II.2.1) **Title:**

II.2.2) **Additional CPV code(s)**

II.2.3) **Place of performance**

NUTS code: 00

Main site or place of performance:

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

II.2.4) **Description of the procurement:**

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

II.2.5) **Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) **Estimated value**

II.2.7) **Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 20

This contract is subject to renewal: no

II.2.10) **Information about variants**

Variants will be accepted: no

II.2.11) **Information about options**

Options: no

II.2.12) **Information about electronic catalogues**

II.2.13) **Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

II.2.14) **Additional information**

Section III: Legal, economic, financial and technical information

III.1) **Conditions for participation**

III.1.1) **Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

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 of the procurement documents.

All tenderers, all group (consortium) members (if any) and any subcontractor(s) (identified as per the 2 bullet points in the fourth paragraph of point 4.2 of the procurement documents) must provide the declaration on honour found in Annex C, duly signed and dated.

— Tenderers may choose between submitting a joint offer as a consortium/grouping or by introducing a bid as a single tenderer, in both cases with the possibility of having 1 or several subcontractors. Whichever type of bid is chosen, the tender must stipulate the legal status and role of each legal entity in the tender proposed.

— 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 procurement documents.

III.1.2) **Economic and financial standing**

List and brief description of selection criteria:

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 3 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 EUR.

Minimum level(s) of standards possibly required:

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 3 financial years.

In the case of a consortium (grouping) or subcontracting, each member of the consortium and all subcontractors (in line with point 4.1 or 4.2 of the procurement documents) 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 also request audited financial statements from the subcontractors. For tenderers or subcontractors (identified as per any of the 2 bullet points in paragraph 4 of Article 4.2 of the procurement documents) who are natural persons/freelancers, a tax declaration and tax clearance statement for the last 3 financial years will be requested.

If, for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide 1 or other of the above documents, they will be required to justify the non-provision and may prove their economic and financial capacity by any other document which Cedefop considers appropriate.

Cedefop reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

III.1.3) **Technical and professional ability**

List and brief description of selection criteria:

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 EUR during the last 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 project 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.

Minimum level(s) of standards possibly required:

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 of the procurement documents),
 - list of contracts performed in the past 3 years similar to the scope, size and nature as those required in this call for tenders and with total amount of minimum 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 of the procurement documents),
 - overview of the composition of the team by filling-in the table in questionnaire 5 of Annex G of the procurement documents:
 - 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 the 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 also see 4.1 and/or 4.2 of the procurement documents).

III.1.5) Information about reserved contracts

III.2) Conditions related to the contract

III.2.1) Information about a particular profession

III.2.2) Contract performance conditions:

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

Section IV: Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.1.6) Information about electronic auction

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

IV.2.2) Time limit for receipt of tenders or requests to participate

Date: 22/09/2016

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4) Languages in which tenders or requests to participate may be submitted:

Bulgarian, Czech, Danish, German, Greek, English, Spanish, Estonian, Finnish, French, Irish, Croatian, Hungarian, Italian, Lithuanian, Latvian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Swedish

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 21/03/2017

IV.2.7) Conditions for opening of tenders

Date: 06/10/2016

Local time: 11:00

Place:

Cedefop's premises in Thessaloniki, Greece.

Information about authorised persons and opening procedure:

Each tenderer may be represented at the opening of tenders by maximum 2 representatives. The names of the persons attending the opening must be notified in writing by fax (+30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least 3 working days prior to the opening session. Failing that, Cedefop reserves the right to refuse access to its premises.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about electronic workflows

VI.3) Additional information:

The procurement documents will be available on Cedefop's website: <http://www.cedefop.europa.eu/about-cedefop/public-procurement>

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

VI.4) Procedures for review

VI.4.1) Review body

General Court

rue du Fort Niedergrünwald

Luxembourg

2925

Luxembourg

Telephone: +352 4303-1

E-mail: cfi.registry@curia.europa.eu

Fax: +352 43032100

Internet address: <http://curia.europa.eu>

VI.4.2) Body responsible for mediation procedures

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures:

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.4.4) Service from which information about the review procedure may be obtained

General Court

rue du Fort Niedergrünwald

Luxembourg

2925

Luxembourg

Telephone: +352 4303-1

E-mail: cfi.registry@curia.europa.eu

Fax: +352 43032100

Internet address: <http://curia.europa.eu>

VI.5) **Date of dispatch of this notice:**
29/07/2016