

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:278318-2016:TEXT:EN:HTML>

**Greece-Thessaloniki: Provision of engineering services for Cedefop
2016/S 154-278318**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

Cedefop — European Centre for the Development of Vocational Training
Europe 123, PO Box 22427
Contact point(s): Glykeria Bacharidou
551 02 Thessaloniki
Greece
Telephone: +30 2310490064
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028

Internet address(es):

General address of the contracting authority: <http://www.cedefop.europa.eu>

Further information can be obtained from: The above mentioned contact point(s)

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from: The above mentioned contact point(s)

Tenders or requests to participate must be sent to: The above mentioned contact point(s)

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Education

I.4) Contract award on behalf of other contracting authorities

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

II.1) Description

II.1.1) Title attributed to the contract by the contracting authority:

Provision of engineering services for Cedefop.

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

Services

Service category No 12: Architectural services; engineering services and integrated engineering services; urban planning and landscape engineering services; related scientific and technical consulting services; technical testing and analysis services

Main site or location of works, place of delivery or of performance: The tasks will be completed both in the contractor's and in the Cedefop premises, Europe Street 123, Pylea, Thessaloniki, GREECE.

NUTS code GR122

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

The notice involves the establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in months: 48

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

Estimated value excluding VAT: 105 000 EUR

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

Cedefop is looking to sign a framework contract with a competent and experienced service provider for assistance in the areas of facilities, building and infrastructure. The facilities service at Cedefop is responsible for the management of services and processes that support the core business of the Centre. The main tasks of the facilities service are:

- planning and managing the use of building space and business continuity arrangements,
- managing the maintenance and renovation of the buildings,
- preparing and managing budgets relating to facility management,
- procurement of facility-related services (cleaning, gardening, office supplies, furniture, etc.) and implementation of service contracts,
- preparation of tendering procedures in the areas of design, construction, fitting-out and refurbishment of office buildings and premises, preventive, conductive and remedial maintenance for building technical installations and civil assets,
- advising on energy efficiency,
- proposing improvements within the field of responsibility, with particular emphasis on improving the quality of service and the health and safety of staff.

In the context of the management of existing premises, Cedefop needs assistance in the fields of:

1. facility management consultancy services:

- A. strategic facility management;
- B. commercial facility management;
- C. technical facility management;
- D. infrastructural facility management;

2. project supervision/management services:

- A. project supervision and project management during construction/refurbishing works.

For more information please refer to the procurement documents.

II.1.6) Common procurement vocabulary (CPV)

71000000

II.1.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): no

II.1.8) Lots

This contract is divided into lots: no

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

The estimated budget for the required services described in this call for tenders is of the order of 105 000 EUR (without VAT) over a 4-year period. Tenderers should be aware that the information on volume is purely indicative, shall not be binding on Cedefop and should not be considered as a warranty as to the final value of the contract. The sum of the amounts of the successive order forms/specific contracts that will be issued after the framework contract is signed may not reach the abovementioned estimated value for the framework contract. Cedefop will be contractually bound only by the amounts effectively entered in the successive signed order forms/specific contracts. The total value of the framework contract will ultimately depend on the orders which Cedefop may place through orders forms/specific contracts.

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

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

Duration in months: 12 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

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

Payments will be made upon completion of specific tasks and after the approval by Cedefop project manager, within 30 days of submission of invoices and at the conditions set out in the draft contract. Invoices shall be issued only after the explicit acceptance and approval by the Cedefop project manager of the activity reports. Each invoice must clearly correspond to the respective order form or specific contract.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

Tenderers may choose between submitting a joint offer as a consortium/grouping or 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. For more information please refer to the procurement documents.

III.1.4) Other particular conditions

III.2) Conditions for participation

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers

Information and formalities necessary for evaluating if the requirements are met: Participation in 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 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.2.2) **Economic and financial ability**

Information and formalities necessary for evaluating if the requirements are met: 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 (consultancy services in the area of facility management (FM) and project supervision/management services during construction/refurbishment) should be at least 50 000 EUR.

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 for the last 3 financial years in the field of consultancy services in the area of facility management (FM) and project supervision/management services during construction.

Minimum level(s) of standards possibly required: 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.2.3) **Technical capacity**

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

The tenderers are required to have sufficient technical and professional capacity to perform the contract.

Requirements for technical and professional capacity:

- be enrolled in the relevant professional register,
- have adequate structure and resources (trained and certified technical staff) to perform the services described in the technical specifications,
- the tenderer must have:
 - proven experience in minimum 2 of the 4 areas of FM and in integrated FM consulting, and
 - proven experience in project supervision/management of construction/refurbishment projects,

— have proposed a competent team of key experts (engineers/consultants to be identified) whose involvement will be instrumental for the successful implementation of the contract, and who have the appropriate profiles, knowledge and experience relevant to the subject of the contract, namely:

1. Project team leader/senior consultant:

university degree in a relevant field (architecture, civil/mechanical/electrical engineering);
be enrolled in the relevant professional register;
minimum 10-years' experience as an engineer, after enrolment in the relevant professional register;
excellent communication skills (spoken and written) in English (level C1–C2 as determined in 'Language levels of the Common European Framework of Reference (CEF)' or equivalent).

2. Consultants/engineers:

university degree in a relevant field (architecture, civil/mechanical/electrical engineering);
be enrolled in the relevant professional register;
minimum 7-years' experience as an engineer, after enrolment in the relevant professional register;
very good communication skills (spoken and written) in English (level B2 as determined in 'Language levels of the Common European Framework of Reference (CEF)' as No 4 above or equivalent).

Minimum level(s) of standards possibly required:

Proof/evidence 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:

- document for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established,
- brief company profile (please fill-in questionnaire 4 of Annex G) to prove the ability, technical know-how, experience and expertise needed for the provision of the required services under this call for tenders,
- for facility management consulting services:

— presentation of at least 2 projects/contracts where facility management consulting services have been provided for office and commercial space on the real estate market, in accordance with the services described under Section 2.2 points 2.2.1 to 2.2.10 of the procurement documents and where:

* the projects have been performed in the period 2007–present,

* the property size was of at least 1 000 m² of net floor space.

Detailed description of the projects performed (in line with the requirements above) by completing the table and providing the information requested (please fill-in questionnaire 3-table 1 of Annex G),

- for (construction) project supervision/project management services:

— presentation of at least 2 building projects where in the course of their construction project supervision/project management services have been provided for office and commercial space where:

* the projects have been completed in the period of 2007–present,

* the property size was of at least 1 000 m² of net floor space.

Detailed description of the projects performed (in line with the requirements above) by completing the table and providing the information requested (please fill-in questionnaire 3-table 2 of Annex G),

- overview of project team indicating the members of the project team, in line with the categories defined in Annex H — financial proposal:

— detailed CVs of the team leader/senior consultant and of all consultants/engineers, who will be proposed to implement the contract (please see points 1 and 2 above), clearly indicating to which profile they correspond and which work experiences are relevant for the fulfilment of the specific requirements (specifying dates, employer, and main activities and responsibilities). (please fill-in questionnaire 5 of Annex G).

The CVs must clearly demonstrate:

for the team leader/senior consultant and the backup team leader — educational background, experience (and relevant experience) and the level of linguistic abilities; additionally the project team leader/focal point shall have been involved (in a primary/responsible position) in at least 1 of the projects presented in 3.2.2 of the procurement documents — which should be duly indicated in Annex G — questionnaire 3;
for the consultants/engineers — educational background, experience (and relevant experience) and the level of linguistic abilities,
— copy of an official document (for the team leader/senior consultant and all consultants/engineers) for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established.

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

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

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

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

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

Legal persons should indicate the names and professional qualifications of the staff responsible for the execution of the service: yes

Section IV: Procedure

IV.1) **Type of procedure**

IV.1.1) **Type of procedure**

Open

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate**

IV.1.3) **Reduction of the number of operators during the negotiation or dialogue**

IV.2) **Award criteria**

IV.2.1) **Award criteria**

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document

IV.2.2) **Information about electronic auction**

IV.3) **Administrative information**

IV.3.1) **File reference number attributed by the contracting authority:**

AO/DRS/ASAIN/EngineeringServices/012/16.

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

no

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

Time limit for receipt of requests for documents or for accessing documents: 22.9.2016

Payable documents: no

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

22.9.2016

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates**

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up**

Any EU official language

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender**

until: 22.3.2017

IV.3.8) Conditions for opening of tenders

Date: 6.10.2016 - 11:00

Place:

Cedefop's premises in Thessaloniki.

Persons authorised to be present at the opening of tenders: yes

Additional information about authorised persons and opening procedure: Each tenderer may be represented at the opening of tenders by 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.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

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

VI.3) Additional information

The 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 appeal

VI.4.1) Body responsible for appeal procedures

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

Luxembourg

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

Telephone: +352 4303-1

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

Fax: +352 43032100

VI.4.2) Lodging of appeals

VI.4.3) Service from which information about the lodging of appeals may be obtained

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

Luxembourg

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

Telephone: +352 4303-1

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

Fax: +352 43032100

VI.5) Date of dispatch of this notice:

1.8.2016