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**Greece-Thessaloniki: Apprenticeships: a cross-national overview
2015/S 188-340261**

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
PO Box 22427
Contact point(s): Ms Dimitra Eleftheroudi
For the attention of: Mr George Paraskevaïdis
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>
Address of the buyer profile: <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:

Apprenticeships: a cross-national overview.

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

Services

Service category No 8: Research and development services

Main site or location of works, place of delivery or of performance: The tasks must be completed in the contractor's premises.

NUTS code

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

The notice involves a public contract

II.1.4) Information on framework agreement

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

This service contract falls under Cedefop's activity on policy learning, namely, understanding what apprenticeships are in the EU Member States as concerns laws, policies and practices, with a view to supporting countries in setting up or modernising their apprenticeship systems.

The contractor will assist Cedefop to:

- map the existing apprenticeships in the EU Member States, plus Iceland and Norway, as defined by relevant national legislation or embedded in the VET systems,
- identify those countries where apprenticeships meet a set of pre-defined criteria (see paragraph 2.2.2 of the tender documents), and provide an up-to-date description of what is in place in these countries,
- analyse apprenticeships in the selected countries in order to classify them into apprenticeship types/models on the basis of a theoretical framework,
- map the ongoing initiatives under the European Alliance for Apprenticeships, and set the basis for its systematic monitoring.

II.1.6) Common procurement vocabulary (CPV)

73000000

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

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

II.1.8) Lots

This contract is divided into lots: no

II.1.9) Information about variants

Variants will be accepted: no

II.2) Quantity or scope of the contract

II.2.1) Total quantity or scope:

The estimated budget for the required services described in this call for tenders is of the order of 250 000 EUR (VAT excl.).

II.2.2) Information about options

Options: no

II.2.3) Information about renewals

This contract is subject to renewal: no

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

Duration in months: 14 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

Not applicable.

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

Payments will be made as follows:

- pre-financing: 30 % after contract signature and within 30 days of submission of invoices and at the conditions set out in the draft contract,

— interim payment: 30 % after submission of 1st interim report and within 60 days of submission of invoices and at the conditions set out in the draft contract,

— payment of the balance: 40 % 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 to the tender documents).

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

Tenderers may choose between submitting a joint offer as a consortium/grouping or 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 tender documents.

III.1.4) Other particular conditions

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: Subcontracting is allowed and is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the selected tenderer (the contractor), who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s). For more information please refer to the tender documents.

III.2) Conditions for participation

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

Information and formalities necessary for evaluating if the requirements are met: Tenderers must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure. Participation in this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest in Annex C of the tender documents. For more information please refer to the tender documents.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Minimum level(s) of standards possibly required: Requirement:

— the average annual turnover (invoiced financial value) of the tenderer for the last 3 financial years concerning socio-economic research and/or policy analysis should be at least 600 000 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 tender documents) of the tenderer's turnover on socio-economic research and/or policy analysis during each of 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 points 4.1 or 4.2 of the tender documents) must provide the required statement for the economic and financial capacity (questionnaire 2 in Annex G of the tender documents), but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.

In the event of recommendation for contract award the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) will be requested to prove the above by submitting audited financial statements (audited profit and loss account/statement or equivalent) if these are foreseen

by the respective national legislation. Should total subcontracting exceed 40 % of the work by value, Cedefop reserves the right to request audited financial statements also from the subcontractors.

If, for some exceptional reason the tenderer is unable to provide 1 or more of the above documents, he is 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.

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. They must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the terms of reference.

Minimum level(s) of standards possibly required:

Requirements:

- the tenderer must have adequate experience in the field of international and comparative research on vocational education and training and/or apprenticeships, having performed contracts with a total minimum contract value of 300 000 EUR (invoiced financial value) during the last 3 years,
- the tenderer's core team of experts, who will be proposed to implement the contract, must have the relevant knowledge and experience for its successful implementation. In particular, the team must comply with the following minimum requirements:

- team leader (1 member) — university degree in social sciences with at least:

6 years of experience in research and/or policy analysis on vocational education and training and/or apprenticeships, at EU or international level;

5 years of experience in international research projects' management,

- scientific advisor (1 member) — university degree in social sciences with at least 5 years of experience in scientific research on vocational education and training and/or apprenticeships, at EU/international level,
- senior international experts (maximum 5 members):

university degree in social sciences with at least 3 years of experience at EU/international level in research projects and/or policy analysis on vocational education and training and/or apprenticeships;

at least 2 senior international experts 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 5 members):

university degree in social sciences with at least 2 years of experience at EU/international level in research and/or policy analysis on vocational education and training and/or apprenticeships.

All experts should be able to speak and write in English at level C1 of the Common European Framework of Reference for Languages. The language skills have to be attested by the CVs of the experts proposed.

Proofs/evidences of technical and professional capacity:

The following documents or information must be presented by the tenderer to prove his/her technical and professional capacity to perform the proposed contract:

(a) brief presentation of the tenderer, demonstrating the required experience in EU/international and comparative research on vocational education and training and/or apprenticeships (please fill in questionnaire 4 in Annex G of the tender documents);

(b) list of contracts performed in the past 3 years in the field of EU/international and comparative research on vocational education and training and/or apprenticeships. The list shall describe the contracting authorities, the

subjects, the dates, the overall budget and the percentage of the overall contract performed by the tenderer (please fill in questionnaire 3 in Annex G of the tender documents);

(c) brief description of the composition of the team by filling in the table below:

Name; institution; role in the team; relevant expertise (briefly);

(d) the Europass curriculum vitae format (<http://europass.cedefop.europa.eu>) or similar format shall be submitted for 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 (team leader, scientific advisor, senior international expert, junior international expert) and his/her expertise relevant for the purposes of the proposed contract.

In the case of a consortium or subcontracting, the consortium or the tenderer with all subcontractors together has to provide evidence of technical and professional capacity as a whole (please see also 4.1 and/or 4.2 of the tender documents).

III.2.4) Information about reserved contracts

III.3) Conditions specific to services contracts

III.3.1) Information about a particular profession

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

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

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

Section IV: Procedure

IV.1) Type of procedure

IV.1.1) Type of procedure

Open

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

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

IV.2) Award criteria

IV.2.1) Award criteria

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

IV.2.2) Information about electronic auction

An electronic auction will be used: no

IV.3) Administrative information

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

'AO/DLE/RCDC-LRUST/CrossNationalOverview/013/15'.

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

no

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

Payable documents: no

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

9.11.2015 - 17:00

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

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

Any EU official language

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

until: 9.5.2016

IV.3.8) Conditions for opening of tenders

Date: 17.11.2015 - 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 1 person. The name of the person attending the opening must be notified in writing by fax (+30 2310490028) or by e-mail (c4tservices@cedefop.europa.eu) at least 2 working days prior to the opening session.

Section VI: Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: no

VI.2) Information about European Union funds

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

VI.3) Additional information

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

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

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 4303-2100

VI.4.2) Lodging of appeals

Precise information on deadline(s) for lodging appeals: Within 2 months of the notification to the plaintiff, or, in absence thereof, of the day on which it came to the knowledge. A complaint to the European Ombudsman does not have as an effect either to suspend this period or to open a new period for lodging appeals.

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

same as in point VI.4.1

VI.5) Date of dispatch of this notice:

17.9.2015