

This notice in TED website: <http://ted.europa.eu/udl?uri=TED:NOTICE:350789-2015:TEXT:EN:HTML>

**Greece-Thessaloniki: English editing services
2015/S 194-350789**

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): Mr Yancho Sirakov
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/>
Electronic access to information: <http://www.cedefop.europa.eu/about-cedefop/public-procurement>

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:

English editing services.

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

Services

Service category No 27: Other services

Main site or location of works, place of delivery or of performance: 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 the establishment of a framework agreement

II.1.4) Information on framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 4

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

The support of experienced editors is required to improve the quality and readability of Cedefop publications in print and/or on the Web in English.

II.1.6) Common procurement vocabulary (CPV)

79821100, 79530000

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 volume of work described in this call for tenders that should be provided under the framework contract is of the order of 4 700 standard pages per year.

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 that will be issued after the framework contract is signed may not reach the aforementioned estimated volume. Cedefop will be contractually bound only by the amounts effectively entered in the successive signed order forms. The total value of the framework contract will ultimately depend on the orders which Cedefop may place through order forms.

II.2.2) Information about options

Options: yes

Description of these options: The contract shall enter into force on the date of signature of the last contracting party (i.e. Cedefop), shall have an initial duration of 2 years and will be automatically renewed up to 2 times, each time for an additional period of 1 year, covering a total period of 4 years (2 + 1 + 1).

II.2.3) Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 2

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

Duration in months: 48 (from the award of the contract)

Section III: Legal, economic, financial and technical information

III.1) Conditions relating to the contract

III.1.1) Deposits and guarantees required:

Not applicable.

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

Payments will be made within 30 days of submission of invoices provided that deliverables (text in English edited to the required standard) are delivered on or before the due date and are accepted.

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

Participation in 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.

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 tenderer must stipulate the legal status and role of each legal entity in the tender proposed.

Groupings (consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition.

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.

Each and all requirements for economic, financial and technical capacity should be fulfilled by the tenderer — alone (in the case of single tenderers) or by the consortium (grouping) as a whole (in case the tenderer is a 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 it 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.

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: Requirements:

— the average annual turnover of the tenderer for the last 3 financial years concerning the type of services (English editing) covered in this call for tenders should be at least 45 000 EUR.

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

— signed statement of the tenderer's turnover for the last 3 financial years concerning the type of services similar in nature (English editing) to those making the subject of this call for tenders. Please fill in and sign your statement in questionnaire 2 of Annex G of the tender document.

In the event of recommendation for contract award, the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) will be requested to prove the above by submitting audited financial statements (audited profit and loss account/statement or equivalent) if these are foreseen by the respective national legislation. Should total subcontracting exceed 40 % of the work by value, Cedefop reserves the right to request audited financial statements also from the subcontractors.

If, for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide 1 or the other of the above documents, he or she will be required to justify the non-provision and may prove his or her 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 technical specifications.

Minimum level(s) of standards possibly required:

Requirements for technical and professional capacity:

1. enrolment in the relevant professional register of the tenderer;
2. the tenderer's experts/editors, whose involvement will be instrumental for the implementation of the contract, must have profiles relevant to the subject of the contract, knowledge and experience for its successful implementation. Each proposed expert/editor must have:
 - higher education qualification or an English editing qualification issued by an official training body or professional organisation,
 - at least 3 years' experience of editing publications in English on subjects related to vocational education and training,
 - extensive experience in using MS Office (Word and Excel), Adobe Acrobat, an e-mail account and antivirus software;
3. in the past 3 years the tenderer should have performed contracts related to the provision of English editing services (as those required in this call for tenders). The required total value (invoiced financial value) of these contracts for the last 3 years should be at a minimum 135 000 EUR;
4. adequate structure and resources of the tenderer to perform the services described in the technical specifications.

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:

1. document for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established;
2. for each proposed expert/editor:
 - a detailed CV and copies of relevant degrees for each expert/editor proposed,
 - a list of the English publications edited on subjects related to vocational education and training, with an indication of the dates on which the editing work was completed,
 - a list of the software used by the tenderer's editors in the editing process;

3. a list of contracts performed by the tenderer in the past 3 years (by the deadline of submission of offers), related to the provision of English editing services, with a minimum total amount of 135 000 EUR (invoiced financial value), describing the clients (contracting authorities), the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer (please fill in Annex G);

4. a brief profile of the tenderer (please fill in 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.

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 in the tender specifications).

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 below

1. Quality of editing, as demonstrated by the results of the editing test (the text) in Annex H of the tender document. Weighting 60
2. Working methods for the implementation of the requested services. Weighting 20
3. Quality assurance arrangements. Weighting 10
4. Delivery time assurance. Weighting 10
5. The above 4 criteria are with weighting 70 %, i.e the maximum weighted total quality value (TQV) that could be obtained is $100 \times 70 \% = 70$. Weighting 70
6. Price. Weighting 30

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/DCM/MTA/English Editing/005/2015.

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

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

16.11.2015

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: 16.5.2016

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

Date: 24.11.2015

Place:

Cedefop's premises.

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

Additional information about authorised persons and opening procedure: Each tenderer may be represented at the opening of tenders by 1 person. The name of the person attending the opening must be notified in writing by fax (+30 2310490028) or by e-mail (c4t-services@cedefop.europa.eu) at least 2 working days prior to the opening session.

Section VI: Complementary information

VI.1) **Information about recurrence**

This is a recurrent procurement: no

VI.2) **Information about European Union funds**

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

VI.3) **Additional information**

The full set of tender documents for this open tender procedure and any additional information can be found on Cedefop's website:

<http://www.cedefop.europa.eu/about-cedefop/public-procurement>

Cedefop's website will be updated regularly and it is the tenderer's responsibility to check for any updates and modifications during the period for submission.

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:**

25.9.2015