

FINANCE AND PROCUREMENT

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Thessaloniki, 07 October 2015

OPEN INVITATION TO TENDER

AO/DCM/MTA/English Editing/005/2015

“English editing services”

REFERENCE: **Contract notice – 2015/S 194-350789**

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),
Procurement Service, Attention of Mr G. Paraskevaïdis
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),
Procurement Service, Attention of Mr G. Paraskevaïdis
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 <i>Cedefop No: AO/DCM/MTA/English Editing/005/2015</i> “English editing services” Name of tenderer: NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE
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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. 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).
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.
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 one person. The name of the person 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 two working days prior to the opening session.
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.

- 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/working-with-us/public-procurements/calls-for-tenders.aspx>). **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/her 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	Local TIME
Deadline for requesting any clarifications from the Contracting Authority (Cedefop)	06 November 2015	17.00
Last date on which clarifications will be publicly issued by Cedefop	as soon as possible	N/A
Deadline for submission of tenders (hand delivered)	16 November 2015	17.00
Deadline for submission of tenders by post / courier	16 November 2015	N/A
Validity of the tenders	16 May 2016	N/A
Tender opening session	24 November 2015	11.00
Estimated contract signature date	January 2015	

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/her tender for a further period of 60 days from the date of notification that his/her 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 in preparing and submitting tenders should be borne by the tenderers.
11. Up to the point of signature, the contracting authority 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 an Order Form under the Framework Contract, whereby signature of the Framework Contract alone does not commit Cedefop to order.
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 (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:
 - the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the Privacy Statement on http://ec.europa.eu/budget/info_contract/legal_entities_en.htm), or
 - the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on http://ec.europa.eu/budget/library/sound_fin_mgt/privacy_statement_ced_en.pdf).
15. Once Cedefop has opened the tender, the document shall become the property of Cedefop and it shall be treated confidentially.

16. All tenderers will be informed in writing of the results of this tender procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.

Yours sincerely,

G. Paraskevaïdis
Head of Finance and Procurement

Attached: Tender Specifications

OPEN INVITATION TO TENDER

AO/DCM/MTA/English Editing/005/2015

English Editing Services

Tender Specifications

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Introduction to Cedefop: Europe's agency for training policy

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

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 provides the European Commission, Member States and social partners with insights into trends concerning VET and offers advice on how European VET policy should meet the challenges Europe and its citizens.

The evidence Cedefop provides comes from its:

- Monitoring of VET policy developments and reforms in Member States;
- Comparative research and analyses, including anticipation of future skill supply and demand;
- Forums for debates among policy-makers, social partners, researchers and practitioners on the best ways to tackle the challenges Europe faces.

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.

- **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/her 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/her own conditions of sale and terms of business may be, which he/she 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 7.1 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 Financial Proposals 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:*
“English editing services”
- *Short description of content of this Contract:*
The support of experienced editors is required to improve the quality and readability of Cedefop publications in print or on the web in English.
- *Type of contract:* Framework Service Contract
Cedefop will offer a single Framework Service Contract to the selected tenderer whereby the required tasks / services will be performed by the selected contractor upon signature of separate Order forms issued by Cedefop within the context of the Framework Contract and throughout its validity. The number and content of Order Forms will depend on the needs of Cedefop.

1.2. Place of delivery or performance

The services must be rendered and the tasks completed 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 volume of work described in this call for tenders that should be provided under the Framework Contract is of the order of **4700 standard pages¹ 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 Orders Forms.

1.6. Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party, shall have initial duration of two (2) years and will be automatically renewed up to two (2) times, each for an additional period of one (1) year, covering a total acquisition period of up to four (4) years (2+1+1).

1.7. Ordering

The ordering workflow shall be organised as follows:

1. Cedefop will send to the contractor an email with the editing assignment, including manuscript details, calculation of standard pages and required deadline. At the same time, Cedefop will forward to the contractor via the Centre's electronic editing workflow (TEAMS) the relevant job with all required attachments for carrying out the respective assignment.
2. Within one working day, the contractor shall accept the assignment and the relevant terms and deadline by replying to Cedefop's email.
3. Upon acceptance of the assignment by the contractor, Cedefop will create the Order Form for the assignment based on the prices in the Financial Offer (see point 5.3 below), and will send it to the contractor by email as pdf. Please see model of order form annexed to the Draft Framework Contract.
4. Within one working day the contractor shall send an email accepting the offer, attaching the scanned signed Order Form in pdf. No signature of hard copies will be needed.

1.8. Main terms of financing and payment

Payments will be made 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 by the Cedefop project managers of the received deliverables under the respective Order Form.

⁽¹⁾ 'Standard page': 1 500 characters, without spaces

2. TECHNICAL SPECIFICATIONS

2.1. Background

In pursuit of its priorities and activities, Cedefop publishes information in various 'series', for example the 'Research Paper', 'Working Paper' and 'Reference' series. Magazine 'Skillset and match', published three times a year, focuses on VET-related issues. It also publishes information of a corporate nature, such as its Annual Report and Work Programme as well as material of a more promotional nature in the form of 'flyers' and 'catalogues' for example.

Cedefop's publication policy emphasizes electronic publication on its website to ensure the timely availability of information. Under the policy, hard-copy publication is reserved for material that is less topical and has a longer 'shelf-life', such as corporate publications, the 'Reference' series, etc.

Cedefop applies an editing policy under which all information published undergoes full editing.

Cedefop's Editing Team is part of a wider Publications service.

Cedefop's publications in English are drafted by project managers and external contributors from throughout the EU.

2.2. General Purpose

The Cedefop publications in English, in print or on the web, must be readable and consistent with Cedefop's Style Manual (Annex L).

2.3. Description of the tasks

The selected contractor should:

- a) Edit texts for publication in hard copy or on the web in English, conforming to the rules of Cedefop's Style Manual for English (Annex L).

Editing includes language editing to check whether each section of a transcript expresses the author's meaning clearly, particularly in texts where the author is not writing in their native language. It involves looking at each sentence, checking or improving the author's choice of words, punctuation and abbreviations. It also involves ensuring the overall consistency of the text and checking that footnotes, references and bibliographies comply with Cedefop's Style Manual. It can also involve cosmetic, textual or house-style corrections, to improve readability. The editor may: suggest improvements for the author to make; (in agreement with the author) rewrite and rearrange the material; suggest better concrete examples, etc. Editing can also include substantial rewrite of the text to improve the overall coverage and presentation of a piece of writing, its content, scope, length, level and organisation.

- b) Assist Cedefop's editing team during the sign-off of edited texts by helping to explain changes made during the editing process and resolve issues when necessary. This process will normally take the form of an exchange of emails between the editor and Cedefop's editing team and project manager.
- c) Provide support to Cedefop's editing team and/or project managers, for example with language advice, style manual updates and best practices in writing. This could be done through various means: meetings at Cedefop premises in Thessaloniki (or at the contractor's premises), over the phone, by email.

The annual expected workload comprises:

- Editing of texts for publications, flyers, web of a total of 4700 standard pages (one standard page is 1500 characters, no spaces)
- 3 x 2-day meetings at Cedefop premises in Thessaloniki

2.4. Deliverables and timetable (outcome)

The deliverables will be texts in English edited to the required standard in conformity with the current Cedefop Style Manual (Annex L) and delivered on or before a mutually agreed due date. Due dates will be mentioned in the relevant order form.

The timetable below is indicative; the agreed timing may be longer or shorter in practice, depending on the difficulty and/or urgency of the text.

Page range	Editing time (in working days)
Document administration and pages 1-15	2 days
Each additional 15 pages	+1 day

The editor will receive the text from Cedefop as Microsoft Office Word and/or Excel files through Cedefop's electronic editing workflow (TEAMS), which is also how the editor must return the edited material to Cedefop.

The editing work must have been completed, with all difficulties having been resolved, with the assistance of Cedefop staff (Publications Service) where necessary, before the files are returned to Cedefop.

The files must be returned on or before the agreed due date. If an extension is required for any reason, it must be agreed in advance with Cedefop's Publications Service team.

The source material must be edited in 'track-changes' mode, where possible, and the 'track-changes' version returned to Cedefop.

3. SPECIFIC INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE

3.1. Exclusion criteria

Participation to this tender procedure 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, given in Annex C. Therefore 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 self-declaration found in Annex C duly signed and dated. The exclusion criteria will be assessed in relation to each company individually.

Cedefop reserves the right to check the situations described in points c) and f) of the Declaration.

In the event of recommendation for contract award, point j) of Annex C will apply.

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/she has with them. He/She must in that case prove to the contracting authority that he/she will have at his/her 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/her 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 (English editing) covered in this call for tenders should be **at least EUR 45,000**.

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

- Signed Statement of the tenderer's turnover for the last three 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.

In case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors (in line with points 4.1 or 4.2 below) must provide the required statement for the economic and financial capacity (Questionnaire 2 in Annex G), **but the assessment of whether**

the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his/her 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 winning tenderer (or any consortium member or subcontractor) is unable to provide one or other of the above documents), he/she will be required to justify the non-provision and may prove his/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.

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 Technical Specifications.

Failing to respond duly and convincingly to the requirements set out in this section may imply the rejection of your tender at this stage.

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 relevant to the subject of the contract profiles, 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 three 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 anti-virus software.
3. In the past three (3) years the tenderer should have performed contracts related with 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 three years should be at minimum EUR 135.000;
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/her 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 tenderer's editors in the editing process.
3. List of contracts performed by the tenderer in the past three (3) years (by the deadline of submission of offers), related with the provision of English editing services, with a minimum total amount altogether of EUR 135.000 (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. 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 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 him-/herself (and any other participating entities, if applicable), the tenderer must complete **Questionnaire 1 in Annex G**. 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 subcontractors (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 35 countries, namely: the 28 EU Member States, 3 EEA Countries (Lichtenstein, Norway, Iceland) and 4 SAA Countries (FYROM, Albania Serbia and Montenegro).

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/she will perform for this contract (please fill in Annex G).

Only in cases when:

- a Subcontractor undertakes between 10% 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 exclusion criteria and absence of conflict of interest (Annex C) filled-in and signed by the respective Subcontractor;
2. the required documents related to the economic/financial and technical/professional capacity of the Subcontractor as described in points 3.2.1 and 3.2.2;
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/her 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.

NB: 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 with the subcontractor(s) altogether fulfil the criteria.

5. AWARD OF CONTRACT

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

The contract shall be awarded to the tenderer submitting the tender that offers the best-value-for-money 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 point 5.2);

TFO = Total Financial Offer of the tender (as per point 5.3);

***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 each award (evaluation) criterion and in total a minimum of 65 out of 100 points (TQV) in the technical evaluation – see 5.2 below).

5.1. Technical proposal

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.

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

The tenderer's technical proposal should consist of a clear and comprehensive response to all requirements as per the Technical Specifications in point 2 above providing a practical, detailed description of the services proposed for performance of the contract. It is up to the tenderer to prepare in his/her Technical Proposal a detailed organisation and methodology such that they fulfil (comply in full with) all requirements outlined in the Technical Specifications.

All the information and means of proof provided in the tender commit the contractor throughout the duration of the contract.

For the technical evaluation of the offer against the award (technical) criteria mentioned below in paragraph 5.2, the tenderer must:

1. Demonstrate an understanding of the services requested;
 - The ability to edit English texts for publication to the standard required by Cedefop will be evaluated based on the results of a test submitted by the tenderer **in Annex H**.
2. Provide a methodology for the implementation of the requested services for editing;
 - A description of the production process and procedures, outlining the stages of the process, management of the workflow, quality control, ways in which Cedefop can monitor and trace the services should be provided;
 - A description of the methods and tools proposed to support the Cedefop Editing team.

3. Describe the methods and tools to be used to assure the quality of the editing, giving particular emphasis to methods and tools to assure consistency and compliance with Cedefop's style requirements.
4. Describe measures to ensure deadlines are met; this includes the timing of the various stages of production referred to in 2 above and backup measures to cope with unforeseen circumstances.

The tenderer shall identify a Project Manager within his/her organisation who will represent the single contact point for all administrative and operational communication in regards to the contract implementation. 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)**.

Tenderers are also required to submit their technical proposal (envelope B) in one original and three hard copies and in a form of a read access secured CD. The content of the technical proposal in the hard copies and the one in the CD must be identical. In case of discrepancies between the hard copies and the CD, the hard copies shall take precedence.

N.B.: All the information and means of proof provided commit the contractor throughout the duration of the contract.

5.2. 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:

No	Award Criteria	Max Points / TQV	sub-criteria (max points)
1.	Quality of editing, as demonstrated by the results of the editing the text in Annex H	60	- readability and consistency of edited text (20 points) - compliance with Cedefop's style manual (20 points) - appropriateness of VET terminology (20 points)
2.	Working methods for the implementation of the requested services	20	- for editing (10 points) - for support to in-house Editing Service (10 points)
3.	Quality assurance arrangements	10	
4.	Delivery time assurance	10	
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 each award (evaluation) criterion, **and/or**
- obtain an overall total score (Total Quality Value - TQV) 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 (5.4).

5.3. Financial Proposal

Tenderers should not disclose their financial offer (or parts of it) 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 for carrying out all the activities indicated in Table 2 below (Financial Scenario). The tenderers must fill in the Tables 1 and 2 (price schedule and specimen quotation) below and present a detailed breakdown of the price offered.

Table 1: Price schedule table

Services	Unit	Unit Price
Editing	Standard page	
Meeting – day rate	Man-day	
Meeting - travel	piece	
Meeting - accommodation	day	

Table 2: Financial Scenario / Specimen quotation

The annual expected workload comprises:

- Editing of texts for publications, flyers, web of a total of 4700 standard pages;
- 3 x 2-day meetings at Cedefop premises in Thessaloniki.

Services	Unit	Unit price	Quantity	Total
Editing	Standard page		4700	
Meeting – day rate	Man-day		6	
Meeting - travel	piece		3	
Meeting - accommodation	day		6	
Total Price (Total Financial Offer-TFO) without VAT				

Please note that the unit price must be the same in both tables. Please note that Table 2 is a scenario based on the unit prices quoted in Table 1 whereby the quantities of the scenario and its total price are for evaluation purposes only. Such estimates for quantities are therefore indicative and do not constitute any kind of legal obligation for the Centre.

Information concerning price

- (1) All costs incurred (travel, accommodation etc.) related to meetings with Cedefop have to be included in the financial offer. The actual number of days of the meeting(s) will be reimbursed.

- (2) The prices quoted must be fixed and not revisable for the first two years of the contract. For the remaining years Article I.3.2 of the Contract shall apply (see draft Framework Contract at Annex B).
- (3) Prices must be quoted in EUR and include all expenses (without VAT).
- (4) 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)*"

5.4. 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 each award criterion will have their financial proposal evaluated. The evaluation will be made on the basis of the **Total Price** offered (**Total Financial Offer TFO**) as per Table 2 in point 5.3 above.

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

Financial score (TFO) = (cheapest Financial Proposal / Financial Proposal of the tender considered) 30.*

Where 30 = price weighting (see the complete formula under point 5 above)

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.

5.4.1. Evaluation of abnormally low prices

If any tender's price appears to be abnormally low in relation to the *services* 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/her price on the basis of the economy of the services 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 clauses **5**, **5.2** and **5.4** above). The actual deviation is a % that will be calculated 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 40%.

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.

In the context of financial evaluation, the Evaluation Committee could find that tenders are unacceptable because the price is abnormally low. Such tenders will have to be rejected by the Evaluation Committee, independently of their quality value as determined in the preceding (technical) evaluation stage.

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 exclusion criteria declaration 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 – 4 as found in Annex G;
- Power of Attorney (Models 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 5.1, including the editing test in Annex H and information relevant to subcontracting (if any) as requested in point 4.2.;
- a read access CD containing the submitted in paper form technical proposal.

6.3. Envelope C – Financial proposal

One original signed version and three copies of:

- the Financial Proposal containing all information requested in point 5.3.

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 of honour with respect to
the Exclusion Criteria and absence of conflict of
interest**

(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 subcontractors (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.

Important:

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

ANNEX F

Check list of mandatory documents

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

ANNEX G

Questionnaires 1-4

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

ANNEX H

English Editing Test

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

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)

ANNEX K

Cedefop Referencing Guide

(Given as a separate *pdf file)

ANNEX L

Cedefop Style Manual

(Given as a separate *pdf file)