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**Greece-Thessaloniki: Developing information technologies and labour market information in lifelong guidance
2015/S 160-293146**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

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

Cedefop
PO Box 22427
Contact point(s): Ms Clotilde Assumel-Lurdin
For the attention of: Mr George Paraskevaïdis
551 02 Thessaloniki
GREECE
Telephone: +30 2310490287
E-mail: c4t-services@cedefop.europa.eu
Fax: +30 2310490028

Internet address(es):

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

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

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

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

I.2) Type of the contracting authority

European institution/agency or international organisation

I.3) Main activity

Education

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

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

Section II: Object of the contract

II.1) Description

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

Developing information technologies and labour market information in lifelong guidance.

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 will be completed both in the contractor's premises and in Cedefop's premises (meetings).

NUTS code GR122

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)

The contractor will support the development of structured knowledge exchange between countries concerning information and communication technologies (ICTs) and labour market information (LMI) integration in lifelong guidance services. The contractor will be required to: 1) develop a comprehensive inventory of practices; 2) develop case studies on selected practices; 3) elaborate a handbook on transferability of practices; 4) validate and pilot the application of the inventory and the handbook; 5) enable the structured exchange of practices across distinct national contexts.

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 600 000 EUR (without VAT).

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: 24 (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 signature of the contract and within 30 days of submission of invoice and at the conditions set out in the draft contract,

— first interim payment: 30 % after submission of the final version of the first interim report, including the inventory of methods and practices and within 60 days of submission of invoice(s) and at the conditions set out in the draft contract,

— second interim payment of the balance: 30 % after submission of the final report, including the validated handbook and materials to support learning event for the corresponding work assignment, and within 60 days of submission of invoice(s) and at the conditions set out in the draft contract,

— payment of the balance: after the completion of the peer learning event and the delivery of the detailed report of results of the event's sessions.

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 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.

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: 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 to those making the subject of this call for tenders.

In the case of a consortium (grouping) or subcontracting each member of the consortium and all subcontractors must provide the required statement for the economic and financial capacity, but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.

In the event of recommendation for contract award the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) will be requested to prove the above by submitting audited financial statements (audited profit and loss account/statement or equivalent) if these are foreseen by the respective national legislation. Should total subcontracting exceed 40 % of the work by value, Cedefop reserves the right to request audited financial statements also from the subcontractors. For tenderers or subcontractors who are natural persons/freelancers, a tax declaration and tax clearance statement for the last 3 financial years will be requested.

If, for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide 1 or the other of the above documents, he or she will be 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.

Minimum level(s) of standards possibly required: The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Requirements:

— the average annual turnover of the tenderer for the last 3 financial years concerning the type of services covered in this call for tenders should be at least 300 000 EUR.

III.2.3) **Technical capacity**

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

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

— brief presentation of the tenderer, demonstrating the required experience in the field,
— list of contracts performed in the past 3 years in the development, design and implementation of studies in career guidance and related areas, describing the contracting authorities, the subjects, the dates, the amounts and the percentage performed by the tenderer,
— the Europass curriculum vitae format (<http://europass.cedefop.europa.eu>) or similar format shall be filled in, by each person involved in the execution of the tasks foreseen in the tender. CVs must clearly specify at the top the role of the expert in the team (team leader, senior expert, and junior expert). Each CV must include a brief annex synthesising information aimed at demonstrating the professional capacity of the team member as above requested. In particular the annex should clearly indicate which work experiences are relevant for the fulfilment of the specific aforementioned requirements (specifying dates, employer, main activities and responsibilities), and clearly present the member's level of competence in English. The CV of the team leader and of the remaining team members should also include a list of publications relevant to the subject of the call.

In the case of a consortium or subcontracting, the consortium or the tenderer with all subcontractors together have to provide evidence of technical and professional capacity as a whole.

Minimum level(s) of standards possibly required:

The tenderers are required to have sufficient technical and professional capacity to perform the contract. They must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the terms of reference.

Requirements:

— the tenderer must have a minimum of 3 years' experience in comparative research at international level in the development, design and implementation of studies in career guidance and related areas, having performed contracts with a total minimum contract value of 900 000 EUR (invoiced financial value) during the last 3 years,
— the tenderer's proposed team of experts must have the profiles, knowledge and experience relevant to the subject of the study for the successful implementation of the contract. In particular, the following requirements are mandatory:

For the proposed team leader:

— a university degree in social science,
— minimum of 5 years of individual professional research experience in total, in career guidance and counselling,
— minimum of 5 years of individual experience in managing research projects, of which a minimum of 3 years of individual experience in managing comparative research at European or international level,

— linguistic ability to communicate and draft to a high standard in English (level C1 as determined in 'Language levels of the Common European Framework of Reference').

At least 1 of the members of the core research team should be a senior researcher with the following requirements:

- a university degree (minimum M.A. level or equivalent) in social science, education or guidance,
- minimum of 5 years of individual experience in qualitative research in lifelong guidance or related fields,
- minimum of 3 years of individual experience in direct application of field research methodologies, such as case study methodologies, interviews, ethnographic methods.

The core research team must have a minimum of 3 members and jointly possess:

- previous experience in transferability and knowledge exchange projects and with transferability methodologies, within the last 10 years,
- previous experience in collaborating with national level policy officials, preferably in guidance services, within the last 10 years,
- a minimum of 3 years of experience in researching the role of ICT and LMI career guidance and counselling.

The core research team must also jointly possess the following individual experience:

- a minimum of 5 years of individual experience in qualitative research, including case study methodology in a relevant field of research (guidance, ICT, LMI, training and education),
- minimum of 5 years of individual experience in organisation of seminars, workshops, focus groups,
- minimum of 5 years of individual experience in elaborating and delivering training for career development practitioners and managers of career services.

For all of the members of the core research team with drafting tasks:

- linguistic ability to communicate and draft to a high standard in English (minimum level B2 as determined in 'Language levels of the Common European Framework of Reference (CEF)').

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/PMDFON/ICT_and_LMI_in_Guidance/010/15.

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

5.10.2015

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: 5.4.2016

IV.3.8) Conditions for opening of tenders

Date: 19.10.2015 - 11:00

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 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 regularly visit the site for updates up to the closing date for receipt of tender.

VI.4) Procedures for appeal

VI.4.1) Body responsible for appeal procedures

General Court

rue du Fort Niedergrünwald

2925 Luxembourg

LUXEMBOURG

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:**

10.8.2015