

FINANCE AND PROCUREMENT

 DRS/PRO/CALU/RB(2016)02185
 Thessaloniki, 11 November 2016

Dear Sir/Madam,

Subject:

Provision of medical services to Cedefop staff
RPP/DRS/GMA/Medical-services/003/16

 REFERENCE: **Contract notice - 2016/S 218-396039 of 11/11/16**

1. Cedefop is planning to award the contract referred to above. The procurement documents consist in the contract notice referred to above, this invitation letter, the tender specifications with their annexes and the draft contract.

2. This contract will be awarded in **two** steps. As a first step, if you are interested in this contract, you should submit a **request to participate** in one of the official languages of the European Union. In a second step, **only the selected candidates, i.e. whose request to participate has met the requirements of the exclusion and selection stage, will be short-listed and therefore invited to submit a tender as well as for an interview.** Any tender received from a natural person not invited to tender will be rejected.

3. This invitation letter refers therefore to the first step of this procurement procedure. At this stage, you are invited to submit the requested documents **only for exclusion and selection phases (section 3 of these Tender Specifications and Annex C, D and E).**

You are **not** requested to submit any document related to the award phase (Annex F, section 5 of these Tender Specifications, and Annex G).

4. You must submit your request to participate exclusively on paper, in one original and one copy. The documents must be placed inside one closed envelope (envelope A) addressed as indicated below.

RESTRICTED INVITATION TO TENDER
CEDEFOP No: RPP/DRS/GMA/Medical-services/003/16
Name of candidate:
NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE

5. **The time limit for receipt of the requests to participate is 16/12/16.** Receipt is understood as the time at which the candidate hands over the documents to the post office or courier service or central mail department. You must use one of the means of submission listed below:

(a) **by post to be dispatched not later than 16/12/16**, 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),
Attention of Procurement Service
PO Box 22 427
GR – 55102 Thessaloniki, Greece
Tel: +30 2310 490111 / 490064/ 490287**

(b) **by courier service to be dispatched not later than 16/12/16**, 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

(c) **delivered by hand not later than 16/12/16 (17:00)**, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the below mentioned Service who took delivery,

to the following address (for b) and c) only):

**European Centre for the Development of Vocational Training (Cedefop),
Procurement Service
Attention of Procurement Service
123, Europe Str, GR-57001 Thessaloniki-Pylea,
Tel: +30 2310 490111 / 490064/ 490287**

Please note that Cedefop is open from 09h00 to 17h00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

6. Contacts between the contracting authority (Cedefop) and candidates are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for receipt of requests to participate:

- At the request of the candidates, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the procurement documents. Any request for additional information must be made in writing by fax (fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu).
- The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the procurement documents.

Any additional information, including that referred to above, will be published on Cedefop's website. Please ensure that you visit regularly the site for updates up to the closing date for receipt of requests to participate.

7. All costs incurred in preparing and submitting requests to participate should be borne by the candidates.

8. 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.

9. This invitation to tender is in no way binding on Cedefop. Cedefop's contractual obligation commences only upon the signature of an Order under the Framework Contract, whereby signature of the Framework Contract alone does not commit Cedefop to order.

10. Evaluating your request to participate 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.

11. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation¹. For more information, see the Privacy Statement on
http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm.

12. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your request to participate and to check this e-mail address regularly.

M. Christidis

Head of Finance and Procurement

Attached: Tender Specifications

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.

RESTRICTED INVITATION TO TENDER

Provision of medical services to Cedefop staff

RPP/DRS/GMA/Medical-services/003/16

Tender Specifications

Table of contents

Introduction to Cedefop: Europe's agency for training policy	6
1. Overview of this tender procedure.....	8
1.1. Description and type of the contract	8
1.2. Place of delivery or performance	8
1.3. Division into lots	8
1.4. Variants.....	8
1.5. Value or quantity of purchase	8
1.6. Duration of the contract	9
1.7. Main terms of financing and payment.....	9
2. Terms of Reference	10
3. Specific information concerning participation to this tender procedure (first step).....	12
3.1. Exclusion Criteria	12
3.2. Selection criteria.....	12
3.3. Legal Position.....	13
4. Additional information concerning participation to this tender procedure	14
5. Award of the contract (second step)	14
5.1. Technical evaluation.....	14
5.2. Technical proposal	15
5.3. Financial evaluation.....	16
5.4. Financial Proposal.....	17
6. Information on presentation and content of tender	18
6.1. Envelope A - Supporting documents (first step).....	18
6.2. Envelope B – Technical proposal (second step).....	18
6.3. Envelope C – Financial proposal (second step).....	18

ANNEXES:

Annex A:	Contract Notice
Annex B:	Draft contract
Annex C:	Declaration on honour on exclusion criteria and selection criteria
Annex D:	Legal Entity Form (First step)
Annex E:	Financial Identification Form (First step)
Annex F:	Cover letter (Second step)
Annex G:	Financial Proposal (Second step)
Annex Ha/b:	Applicable legal rules

Introduction to Cedefop: Europe's agency for training policy

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

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 supports the European Commission, Member States ⁽²⁾ and social partners by helping design VET policies that promote excellence and social inclusion and strengthen European cooperation in VET.

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.

⁽²⁾ Cedefop also works with Iceland and Norway.

- **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 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 own conditions of sale and terms of business may be, which he 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 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 a Financial Proposal containing all the required information and documentation may lead to the rejection of the tender.

1.1. Description and type of the contract

- a) Title of the contract: Provision of Medical services to Cedefop staff.
- b) Short description of content of this contract: The purpose of the contract is the provision by a medical officer (natural person) of a general and preventive medical service to Cedefop and its staff.
- c) Type of contract: Framework Service Contract whereby the services will be provided following the signature of Order forms within the context of the framework contract 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 tasks must be performed in the Cedefop premises, 123 Europe str., Pylea, Thessaloniki.

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 value of the required services described in this call for tenders is not expected to exceed **500** hours per year, therefore **2000** hours over **a 4-year** period. Tenderers should be aware that the information on volume is purely indicative, shall not be binding on Cedefop and should not be considered as a warranty as to the final value of the contract. The sum of the amounts of the successive Order Forms that will be issued after the Framework Contract is signed may, in fact, not reach the above mentioned estimated value for the Framework Contract. 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 one (1) year and will be automatically renewed up to three (3) times, each for an additional period of one (1) year, covering a total acquisition period of four (4) years.

1.7. Main terms of financing and payment

Payments will be made upon completion of specific tasks and after the approval by Cedefop Project Manager, within 30 days of submission of invoices and at the conditions set out in the draft contract.

Cedefop will pay the Medical Officer on the basis of an hourly rate and the number of hours worked.

The Medical Officer shall sign monthly time sheets for the hours worked. On a bi-monthly basis, the Medical Officer shall provide Cedefop with an invoice. He/she shall annex to that invoice the detailed time sheets and a short summary of services rendered during the two previous months. Incomplete residual hours will be taken into account for the calculation of the invoice amount in accordance with the formula: $(\text{hourly rate}/60) * \text{minutes worked}$.

If the Medical Officer is invited by Cedefop to travel outside Thessaloniki region for the purpose of this contract, travel and subsistence costs will be paid/reimbursed in accordance with the applicable rules (see Annex III to the Framework contract) and the hourly fee to be specified in Annex II of the Framework contract will also be paid, for the duration of the meetings. Reimbursement shall occur provided that all expenses have been approved in advance by Cedefop and that relevant supporting documents have been provided. However, when travelling and attending meetings on behalf of Cedefop the Medical Officer will be solely responsible for his/her insurance coverage against accidents, damage, civil liability etc.

2. TERMS OF REFERENCE

For the Framework Contract the subsets of these services will make the object of specific forms (Order Forms) that will be submitted to the contractor throughout the period of validity the framework contract.

2.1 Introduction

As an EU Agency, Cedefop is part of the family of decentralised Community bodies. As such Cedefop must comply with the requirements set out in the Staff Regulations of Officials of the European Union and the Conditions of Employment of other servants of the European Union related to staff health such as, for example, pre-recruitment health checks and annual medical examinations.

Cedefop seeks to contract a Medical Officer who will assist it in fulfilling these obligations. The Medical Officer will work on Cedefop premises, in the medical station, where the necessary equipment for carrying out the duties is provided.

2.2 Description of the assignment

2.2.1 Provisions governing the services to be provided

The services to be provided are determined by the applicable provisions of the Staff Regulations (SR) for Officials of the European Union, the Conditions of Employment for other servants of the European Union (CEOS), as well as any applicable implementing rules thereto, in particular the following:

- Articles 59 and 60, SR;
- Articles 16, 59, 60 and 91, CEOS; and
- Commission decision of 28 April 2004 introducing implementing provisions on absences as a result of sickness or accident (C(2004) 1597/11) - A.N. 92-2004 of 6 July 2004.

Annexes Ha and Hb to the Tender Specifications provides the applicable legal rules.

2.2.2 Standards

During the course of this contract, the Medical Officer must abide by the following standards:

- The Medical Officer shall act only upon instructions received by Cedefop.
- The Medical Officer shall respect the medical code of ethics applicable in Greece.
- Under no circumstances shall the Medical Officer substitute Cedefop staff's family doctor, general practitioner or specialist.
- The Medical Officer shall bear sole responsibility for respect of the applicable legal requirements and rules regarding personal and professional insurance. Before initial contract signature, but also at the opportunity of each further renewal, Cedefop shall check the validity and appropriateness of the relevant evidence submitted by the Medical Officer and may request additional proofs if not satisfied.
- Throughout the duration of the contract, Cedefop shall supply the Medical Officer with special access cards and instructions for their use, while his/her regular presence in

Cedefop's premises as per the schedule (see below) shall be subject to standard rules applicable to visitors.

- The Medical Officer must undertake to process all personal/medical data to which he/she has access in the performance of the contract pursuant to Regulation (EC) No 45/2001.

2.3 Requested services and outputs

Medical care of staff of the institutions concerned within the meaning of Article 59 SR:

- Pre-recruitment medical examinations for future members of staff of Cedefop;
- Annual medical examinations of staff of Cedefop;
- Administration of medical files of Cedefop staff in strict compliance with the Data Protection Regulation (EC) No 45/2001(See footnote³);
- Any medical advice as requested by Cedefop management, for example, the examination of applications requesting payment of certain medical expenses or verification of sick leave requests or special leave requests related to sickness;
- Preventive medicine information campaigns to staff;
- Staff workplace inspections to provide occupational health advice;
- Attendance, as observer for Cedefop, of the meetings of the Inter-Institutional Medical College of the European Communities as requested (see also point 1.9);
- Vaccinations of staff of Cedefop as requested (e.g. annual flu vaccine, ad hoc vaccination campaigns if necessary);
- Any other medical services related to the above as requested by Cedefop.

Based on previous experience, the medical officer is expected to be present in his/her office approximately 10 hours/week (except August, Easter and Christmas periods) according to a fixed schedule (i.e. two mornings). The exact days and times during which the contractor would have to be present on Cedefop's premises will be decided by mutual agreement.

The Medical Officer should be reachable by phone at any time and may, in very exceptional cases, be called to Cedefop outside of the weekly schedule.

2.4 Reporting

To ensure that public funds have been properly disbursed, the contractor will have to provide an activity report on the services provided once a year. Intermediate progress reports may be requested, as appropriate.

³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2001:008:0001:0022:EN:PDF>

3. SPECIFIC INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE (FIRST STEP)

Participation to this tender procedure is only open to tenderers who are in a position to subscribe in full to the “**Declaration on honour on exclusion criteria and selection criteria**”, given in Annex C. All tenderers MUST provide the declaration on honour found in Annex C duly signed and dated.

3.1. Exclusion Criteria

The purpose of the exclusion criteria is to determine whether an economic operator / tenderer is allowed to participate in the procurement procedure or to be awarded the contract.

The exclusion criteria will be assessed in relation to each tenderer individually.

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 should be fulfilled by the tenderer. Participation in tendering is open to all natural persons.

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.

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

- copies of the tax declarations and of the relevant tax clearance statements delivered by the competent tax authorities for the last 3 financial years.

3.2.2. Technical and professional capacity

The Tenderers are required to have sufficient technical and professional capacity to perform the contract. In particular, the tenderers must possess:

- an enrolment in the relevant professional register;
- a medical degree and a license to practice in any of the following fields:
 - general medicine,
 - internal medicine.
- a minimum of 8 years' full-time equivalent professional experience in the relevant medical field(s);
- an insurance coverage related to professional risks as required by law;

- a thorough knowledge of English (C1 of the Common European Framework of Reference for Languages⁴) ;
- a satisfactory knowledge of Greek (B1/B2 of the Common European Framework of Reference for Languages).

Proofs / Evidences of Technical and professional capacity

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

- document of enrolment in the relevant professional register, as prescribed by the laws of the EU Member State where the tenderer is established,
- proof of a license to practice general medicine or internal medicine in a Member State of the EU (at the deadline for submitting applications)
- proof of 8 years' full-time equivalent professional experience in the relevant medical field (e.g. certificates issued by the relevant medical association, contracts/certificates related to employment in hospitals or private practice, proof of exercise in own private practice). The proofs submitted should indicate duration (start/end dates).
- copies of the applicant's mandatory and non-mandatory insurance policies related to professional risks,
- the educational and professional qualifications of the applicant, including:
 - a detailed curriculum vitae, including professional experience and reference to the language skills (the applicant may use the Europass CV⁵),
 - certified copy of the relevant degree(s) in medicine.

3.3. Legal Position

Tenderers are requested to complete a **Legal Entity Form** found in **Annex D**, accompanied by all documents and information indicated in the form.

⁴ <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

⁵ <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

4. ADDITIONAL INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE

Participation in Cedefop tendering procedures is open on equal terms to all natural persons 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 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 36 countries, namely: the 28 EU Member States, 3 EEA Countries (Liechtenstein, Norway, Iceland) and 5 SAA Countries (FYROM, Albania Serbia and Montenegro, Bosnia & Herzegovina).

The procurement (tender) procedures of Cedefop are **not** open to tenderers from GPA countries.

5. AWARD OF THE CONTRACT (SECOND STEP)

Only the selected candidates, i.e. whose request to participate has met the requirements of the exclusion and selection stage, will be short-listed and therefore invited to submit a tender as well as for an interview.

The contract shall be awarded to the tenderer submitting the best price-quality ratio method 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 points 5.1 and 5.2);

TFO = Total Financial Offer of the tender (as per points 5.3 and 5.4);

X is the weighting for quality score (TQV) and for this tender procedure it is fixed to (60);

Y is the weighting for price (TFO) and for this tender procedure it is fixed to (40).

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 1 and 2 and in total a minimum of **65** out of 100 points (TQV) in the technical evaluation – see below).

5.1. 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:

Award criterion 1: Level of understanding of the services required (20 points)

Award criterion 2: Quality of the interview (80 points). The tenderers will be assessed on the following sub-criteria:

- Sub-criterion 1: their competences related to the services requested (20 points);
- Sub-criterion 2: their understanding of the role of an EU medical officer in relation to the staff and management (20 points); ;
- Sub-criterion 3: their knowledge and awareness of the main issues in preventive and occupational health (20 points);
- Sub-criterion 4: their ability to work within the Centre's multi-cultural environment, including as regards their related communication skills (20 points).

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 1 and 2, and
- obtain an overall total score (Total Quality value) 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 (5.3).

5.2. Technical proposal

The tenderer's technical proposal should consist of a clear and comprehensive response to all requirements as per the Terms of Reference in point 2 above providing a practical, detailed description of the goods or services proposed for performance of the contract.

Tenderers are requested to structure it in such a way so as to ensure that the content of the technical offer meets the requirements set out in the Terms of Reference as closely as possible and to facilitate the subsequent evaluation of tenders against the technical award criteria.

It is up to the tenderer to present in his Technical Proposal a detailed organisation such that they fulfil (comply in full with) all requirements outlined in the Terms of Reference.

Tenderers are requested to include their technical proposal (envelope B) in one original and three hard copies.

For award criterion 1:

Written concise description (maximum 2 pages in English) of the scope and quality of professional services offered, demonstrating an understanding of the services required (as illustrated by the proposed organisation and methodology, including an indication of availability outside of the weekly schedule);

For award criterion 2, the tenderer must be available for a 45-minute interview in English

NB: All the information and means of proof provided commit the Contractor throughout the duration of the contract.

5.3. 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 1 and 2 will have their financial proposal evaluated. The evaluation will be made on the basis of the proposed total hourly rate in Euro VAT excluded (all inclusive, i.e. recurrent travel expenses to and from Cedefop, administrative management of the contract, etc).

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

Financial score = (cheapest Financial Proposal / Financial Proposal of the tender considered) Y.*
Where Y = price weighting (see the complete formula under point 5 above)

Information concerning price

- The prices quoted must be fixed and nor revisable for the first year of the contract. From the 2nd year onwards, Articles I.5.2 and II.20 of the Contract shall apply (see draft Framework Contract at Annex B).
- Prices must be quoted in EURO and include all expenses.
- 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.
- In view of payment, the amount of 20% corresponding to the 'tax withheld on freelance service providers' shall be deducted and delivered by Cedefop to the Greek State on a regular basis, as required by local legislation. The balance (i.e. invoiced amount minus the tax withheld) will be transferred to the Contractor's bank account as identified in the contract.

5.3.1. 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 price on the basis of the economy of the services or supplies 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 points 5, 5.1 and 5.3 above). The actual deviation will be calculated as % 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.

5.3.2. Financially unacceptable tenders

In the context of financial evaluation, the Evaluation Committee could find that tenders are unacceptable because the price is abnormally low (see point 5.3.1);

Such tenders will have to be rejected by the Evaluation Committee, independently of their quality value as determined in the preceding (technical) evaluation stage.

5.4. Financial Proposal

Tenderers should not disclose their financial offer in any part of their tender (technical proposal, cover letter) other than the sealed envelope C.

The Financial Proposal should indicate the total hourly rate in Euro VAT excluded (all inclusive, i.e. recurrent travel expenses to and from Cedefop, administrative management of the contract, etc), in order to carry out all the activities indicated in the Terms of Reference. The tenderers must fill-in the Financial Proposal presented in Annex G.

The VAT amount must be indicated separately.

Please note that Cedefop estimates for quantities are indicative and do not constitute any kind of legal obligation for the Centre.

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 restricted invitation to tender.

In addition, below you will find details of the required documentation.

6.1. Envelope A - Supporting documents (first step)

One original and one copy of:

- the “**Declaration on honour on exclusion criteria and selection criteria**” 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
- the Legal Entity Form as requested in point 3.3 and found in Annex D
- the Financial Identification Form as found in Annex E

6.2. Envelope B – Technical proposal (second step)

One original signed version and three copies of:

- cover letter, signed by the person/s (name and position) that is/are authorised to sign the contract in case of contract award in Annex F
- the Technical Proposal providing all information requested in point 5.2, including information relevant to subcontracting, if any, as requested in point 4.2.

6.3. Envelope C – Financial proposal (second step)

One original signed version and three copies of:

- the Financial Proposal in Annex G containing all information requested in point 5.4.

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 (first step)

**“Declaration on honour on exclusion criteria and
selection criteria”**

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

ANNEX D (first step)

Legal Entity Form

ANNEX E (first step)

Financial Identification Form

PLEASE NOTE:

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

ANNEX F (second step)

Cover letter

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

ANNEX G (second step)

Financial Proposal

The Financial Proposal should indicate the total hourly rate in Euro, VAT excluded (all inclusive, i.e. recurrent travel expenses to and from Cedefop, administrative management of the contract, etc), in order to carry out all the activities indicated in the Terms of Reference.

Hourly rate:

VAT amount:

Signature:

Information concerning price:

- *The prices quoted must be fixed and nor revisable for the first year of the contract. From the 2nd year onwards, Articles I.5.2 and II.20 of the Contract shall apply (see draft Framework Contract at Annex B).*
- *Prices must be quoted in EURO and include all expenses.*
- *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.*
- *In view of payment, the amount of 20% corresponding to the 'tax withheld on freelance service providers' shall be deducted and delivered by Cedefop to the Greek State on a regular basis, as required by local legislation. The balance (i.e. invoiced amount minus the tax withheld) will be transferred to the Contractor's bank account as identified in the contract.*