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**Greece-Thessaloniki: Learning cultures in organisations  
2015/S 071-125430**

**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](mailto: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:**

Learning cultures in organisations.

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

Services

Service category No 8: Research and development services

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

NUTS code GR122

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

The notice involves the establishment of a framework agreement

**II.1.4) Information on framework agreement**

Framework agreement with a single operator

**Duration of the framework agreement**

Duration in months: 24

**Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT: 400 000 EUR

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

The ultimate aim of this contract is to identify cultural patterns (values, beliefs and attitudes) within enterprises and across sectors in respect to the support of learning. By means of extensive case studies, a holistic overview about practices that support workplace learning within successful enterprises in selected sectors will be developed and analysed. Further inquiry will be made into what ways workplace learning supports business success. The information derived from the study will be processed and made available to different target groups (e.g. HR managers, entrepreneurs, employees' representatives, VET institutions, researchers).

**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 400 000 EUR (without VAT) over a 2-year period.

The 2 following assignments are foreseen under this framework contract, each one corresponding to a separate order form:

assignment 1 — estimated amount of 200 000 EUR;

assignment 2 — estimated amount of 200 000 EUR.

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 abovementioned 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 order forms.

**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 within 30/60 days of submission of invoices and at the conditions set out in the draft contract (Annex B to the tender documents). 3 payments for each work assignment/order form are foreseen:

- 30 % prefinancing,
- 30 % interim payment following submission of 2nd interim report, and
- 40 % payment of the balance.

**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 documents:

- 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 (identified as per any of the 2 bullet points in paragraph 4 of Article 4.2 of the tender documents) 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 or her economic and financial capacity by any other document which Cedefop considers appropriate. Cedefop reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

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 tender should be at least 200 000 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 company profile with clear reference to its experience and expertise in the field areas of the study,
- list of contracts performed in the past 10 years describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed by the tenderer,
- the CVs of only the key experts whose involvement will be crucial for performing the contract.

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 for technical and professional capacity:

- at least 3 contracts performed in the past 10 years similar to the size and nature of those required in this call for tenders,
- the tenderer's key experts, whose involvement will be instrumental for the implementation of the contract, must have profiles relevant to the subject of the contract, knowledge and experience for its successful implementation.

Team leader:

university degree, e.g. in organisational sociology, organisational psychology, education, human resources, vocational education and training;

a minimum of 5 years of professional experience in managing projects at European/international level;

a minimum of 5 years of experience in comparative analysis on education and training or organisational studies or human resources at international, including European, level;

linguistic ability to communicate and draft in English: level C1 of the common European Framework of reference for languages.

Senior expert (at least 4 members, 1 per country):

university degree;

a minimum of 8 years of professional experience in conducting case studies in enterprises by applying qualitative research methods (e.g. narrative interviews, participatory observation, structured expert interviews);  
a minimum of 5 years of research experience in total in 1 or more of the following fields of research: workplace learning, workplace studies, industry/sector studies, economic sociology, HR management, anthropology (each senior expert must have experience in at least 1 of the above specified fields and the team of senior experts as a whole should cover all specified fields of research);  
linguistic ability to communicate and draft in English: level C1 of the common European framework of reference for languages.  
Junior expert (at least 4 members):  
university degree;  
a minimum of 3 years of experience in applying qualitative research methods;  
a minimum of 3 years of experience in 1 of the following fields of research: workplace learning, workplace studies, industry/sector studies, economic sociology, HR management, anthropology (each junior expert must have experience in at least 1 of the above specified fields);  
linguistic ability to communicate and draft in English: level B2 of the common European framework of reference for languages.

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/DSL/ABARA/GRUSSO/learning cultures in organisations/002/15.

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**  
28.5.2015

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: 28.11.2015

IV.3.8) **Conditions for opening of tenders**  
Date: 11.6.2015 - 11:00

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](mailto: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 tenders.  
Cedefop will be closed on 1.5.2015.

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 point VI.4.1

VI.5) **Date of dispatch of this notice:**  
1.4.2015