

## OPEN INVITATION TO TENDER

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***'2nd European skills and jobs survey: Data collection on impact of digitalisation and technological change on skill mismatch of EU workers'***  
**AO/DSL/KPOUL-MSERA/ESJS/001/19**

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REFERENCE: *Contract notice – 2019/S 127-309714*

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Dear Madam/Sir,

Thank you for the interest you have shown in this procurement procedure.

The procurement documents consist of the contract notice, this invitation letter, the draft contract(s) and tender specifications with their respective annexes. All documents are available at the following TED e-Tendering website<sup>1</sup>:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5105>

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 must be submitted **exclusively** via the electronic submission system (e-Submission) available from the above e-Tendering website<sup>2</sup>. Tenders submitted in any other way (e.g. e-mail or by letter) will be disregarded.

In order to submit a tender using e-Submission, tenderers (each member of the group in the case of a joint tender) will need to register in the European Commission's [Participant Register](#) - an online register of organisations participating in EU calls for tenders or proposals. On registering each organisation obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the above register. Instructions on how to create a PIC can be found in the PIC-management [Quick Guide for Economic Operators](#)<sup>3</sup>. Tenderers already registered in the Participant Register shall reuse their existing PICs when preparing tenders in e-Submission.

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<sup>1</sup> Subscription to the call for tender at the above link allows interested economic operators to receive e-mail notifications when new information or documents are published. Subscription is free of charge and does not involve any commitment to submit a tender. For urgent issues concerning any technical problems, please contact e-Tendering: [OP-ETENDERING-HELPDESK@publications.europa.eu](mailto:OP-ETENDERING-HELPDESK@publications.europa.eu)

<sup>2</sup> For detailed instructions on how to submit a tender please consult the *e-Submission Quick Guide* available at: [https://webgate.ec.europa.eu/supplier\\_portal\\_toolbox/quickGuide/SP\\_quickGuide\\_en.pdf](https://webgate.ec.europa.eu/supplier_portal_toolbox/quickGuide/SP_quickGuide_en.pdf). In case of technical problems, please contact the e-Submission Helpdesk (at +32 229 71063 or [DIGIT-ESUBMISSION-SUPPORT@ec.europa.eu](mailto:DIGIT-ESUBMISSION-SUPPORT@ec.europa.eu)) as soon as possible.

<sup>3</sup> For convenience, the above mentioned guides are also annexed to the *Tender Specifications (Annex L)*, however we recommend that you download the most updated versions of the guides directly from the web-links provided above.

3. Tenders must be submitted **not later than the date and time specified in the timetable in point 8 below**, where local time shall be understood as **Greek local time at Cedefop's location**.<sup>4</sup>

A tender received after the time-limit for receipt of tenders will be rejected. The tender reception confirmation provided by e-Submission with the official date and time of receipt of the tender (timestamp) constitutes proof of compliance with the time-limit for receipt of tenders.

Tenderers must ensure that their submitted tenders:

- are signed by an authorised representative of the tenderer (the *Declaration on exclusion criteria* and the *Tender Report* must either be hand signed or electronically signed - more details are provided in [Annex 1](#), attached to this invitation to tender);
- are perfectly legible so that there can be no doubt as to words and figures;
- contain all the information and documents required by the contracting authority at the time of submission as set out in the procurement documents and its relevant annexes.

**Tenderers should not disclose their financial offer** in any other part of their tender (technical proposal, supporting documents) other than the relevant section (Financial tender) in *the e-Submission application*.

4. After submitting a tender, but **before** the deadline for receipt of tenders, a tenderer *may* definitively withdraw its tender, or withdraw it and replace it with a new one<sup>5</sup>. In these cases the tenderer must send a [withdrawal/replacement](#) notification, clearly specifying the call for tender's reference and the e-Submission ID of the tender<sup>6</sup> being withdrawn/replaced (for more information please refer to [Annex 1](#), attached to this invitation to tender). The notification **must** be dated, signed by the tenderer or the group leader in case of a joint tender and sent as follows:

- if signed using an advanced electronic signature based on a qualified certificate: by e-mail sent **before the deadline** for receipt of tenders to Cedefop's e-mail address: [C4T-Services@cedefop.europa.eu](mailto:C4T-Services@cedefop.europa.eu)
- if signed by hand: by letter, with an advanced scanned copy by e-mail ([C4T-Services@cedefop.europa.eu](mailto:C4T-Services@cedefop.europa.eu)), **both sent before the deadline** for receipt of tenders to Cedefop's address:

By post or by courier:

Cedefop  
(Procurement Service)  
**'SERVICE POST'**  
Europe 123'  
57001 Thermi (Thessaloniki)

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<sup>4</sup> Eastern European Time

<sup>5</sup> To submit a new version, the tenderer must create a new tender in e-Submission and include all the information and documents required in the procurement documents with the submission of a tender, even if some of them have already been included in the replaced tender. For more information please refer to the [Quick Reference Guide for Economic Operators](#).

<sup>6</sup> The e-Submission ID of the tender can be found on the left-hand side of the screen of the tender in e-Submission as well as in the tender reception confirmation.

Greece

*[Insert tender title and reference]*

5. **Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions.** The submitted tender 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 premises on the date and time specified in **the timetable in point 8 below where local time shall be understood as local time at Cedefop's location (Thessaloniki, Greece)**. Each tenderer may be represented at the opening of tenders by maximum two representatives. The names of the persons attending the opening **must be notified in writing** by e-mail to: [C4T-Services@cedefop.europa.eu](mailto:C4T-Services@cedefop.europa.eu) at least three (3) working days prior to the opening session. **The representatives will be required to present the tender reception confirmation generated by e-Submission and to sign an attendance sheet.** For organisational and security reasons, visitors are requested to identify themselves with a valid identity card or passport. Cedefop reserves the right to refuse access if the above information or the tender reception confirmation is not provided as required.

The public part of the opening session will be strictly limited to the following aspects:

- verification that each tender has been submitted in accordance with the submission requirements of the call for tender;
- announcement of the tenders received: the names of the tenderers (all members in the case of a joint tender) will be announced;

Once Cedefop has opened the tender, it becomes its property and it shall be treated confidentially.

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 procurement documents.

Any request for additional information must be made **in writing only**, via the e-Tendering website at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5105> using the "Questions and Answers" tab, by clicking "Create a question" (registration on TED e-Tendering is required to be able to create and submit a question).

Cedefop is not bound to reply to requests for additional information received **after** the date and time as specified in the timetable in point 8 below.

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 the above e-Tendering website.

The [e-Tendering website](#) will be updated regularly and it is the tenderer's responsibility to check for updates and modifications during the submission period.

## 7.2 Contacts during the Evaluation phase (after the opening of the tenders):

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.

Any such need for additional information or clarification/and or supporting documents identified by the Evaluation Committee during the evaluation process or if obvious clerical errors in the tender need to be corrected, Cedefop may contact tenderer/s in writing. In this regard, 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.

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 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 financial offer during a clarification (beyond the correction of any obvious clerical/calculation errors), this offer will be automatically rejected.

8. Timetable:

| MILESTONES   | DATE       | TIME  | COMMENTS  |
|--|------------|-------|---|
| Deadline for request for any clarifications from the Contracting Authority (Cedefop) | 10/09/2019 | N/A   | Requests for clarifications <b>must</b> be made through the 'Questions & Answers' section of e-Tendering.   |
| Last date on which clarifications are issued by Cedefop                              | 12/09/2019 | N/A   | All answers to requests for clarifications will be published through the 'Questions & Answers' section of e-Tendering   |
| Deadline for <b>electronic reception</b> of tenders via e-Submission                 | 18/09/2019 | 16:00 | <b>Central European Time (CET)</b><br><br>Please refer to <i>point 3</i> of the invitation to tender and " <a href="#">how to submit your offer</a> – e-Submission application guide" |
| Validity of the tenders  | 17/03/2020 |       |   |
| Tenders opening session  | 20/09/2019 | 11:00 | <b>Greek local time</b>   |
| Estimated contract signature date  | 10/12/2019 |       | Estimated   |

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 of validity.
10. All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.
11. Up to the point of signature, the contracting authority (i.e. Cedefop) 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 or Specific Contract 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 (EU) 2018/1725<sup>7</sup> 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://www.cedefop.europa.eu/en/about-cedefop/public-procurement>  
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. More information can be found at:  
[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).
- The tenderer's personal data may be registered in the Early Detection and Exclusion System (EDES) if the tenderer is in one of the situations mentioned in Article 136 of the Financial Regulation<sup>8</sup>. For more information, see the privacy statement:  
[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm).
14. Tenderers will be notified of the outcome of this procurement procedure **by e-mail only**. The notification will be sent to the e-mail address provided in the e-Submission application for the tenderer (group leader in case of a joint tender) under the section *Tender Contact Info*. The same e-mail address will be used by the contracting authority for all other communications with the tenderer. It is the tenderer's responsibility to provide a valid e-mail address and to check it regularly.

## Cedefop Procurement Service

*Annex 1: e-Submission application guide*

*Annex 2: Tender specifications and annexes*

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<sup>7</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC - Text with EEA relevance.

<sup>8</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

## Annex 1-

### e-Submission application guide

You must submit your tender electronically via the e-Submission application available from the e-Tendering website before the time limit for receipt of tenders.

The e-Submission application allows economic operators to respond to calls for tenders by preparing their tenders electronically in a structured and secured way, and submitting their tenders electronically.

The e-Tendering is the starting point for launching the e-Submission application.

**Make sure you submit your tender on time: you are advised to start completing your tender early. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that you submit your tender several hours before the deadline. A tender received after the deadline indicated in the procurement documents will be rejected.**

#### 1. HOW TO SUBMIT YOUR TENDER IN E-SUBMISSION

You can access the e-Submission application via the corresponding call for tender in TED e-Tendering, as specify in <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5105>.

In order to have access to e-Submission, you will need to "Subscribe to call for tenders" on TED eTendering first. To subscribe, you will need to login with your an [EU Login](#)<sup>9</sup>. In case you don't have an [EU Login](#), you can [create an account](#) at any moment. For more information see the [EU login help](#). After logging in with your EU Login password, the e-Tendering will then display a button 'submit your tender' and you will be able to access the e-Submission.

##### 1.1. Information to be filled in

In the e-Submission application, fill in and upload all necessary fields and documents as appropriate. All tenders must be clear, complete and consistent with all the requirements laid down in the procurement documents, including:

- **Signed declaration on Honour(s).** All members of a joint tender, including subcontractors – if applicable – must upload the signed and dated declaration on honour(s) using the template available in the procurement documents (Annex C).
- **Exclusion criteria.** If requested in Section 3, par. 3.1 of the Technical Specifications, the tenderer and all members of a joint tender, including subcontractors – if applicable – must provide the documentary evidence for exclusion criteria.
- **Selection criteria.** If requested in Section 3, par. 3.2 of the Technical Specifications, the tenderers and each member of the group in case of a joint tender including subcontractors (if applicable), must provide the documentary evidence for selection criteria at the stage of submitting the tender.

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<sup>9</sup> Previously called European Commission authentication system (ECAS)



- **Technical tender.** It must address all the requirements laid down in the Technical Specifications.
- **Financial tender.** The complete financial tender, including the breakdown of the price as provided in the procurement documents **ANNEX H/H1**.

For detailed instructions on how to submit your tender, download the [Quick Reference Guide for Economic Operators](#)<sup>10</sup> (pdf document), where you will find on:

- Technical requirements to use e-Submission,
- Step-by-step guide to help you submit your tender,
- Test call for tenders,
- Important advices and information and
- How to get technical support

***Please make sure all required documents and evidence are submitted with your tender.***

## 1.2. Documents to be signed and dated while creating your Tender

The following documents must be signed and dated during the creation of your tender in e-Submission:

- **Declaration on honour(s).** The tenderer and all members of a joint tender, including subcontractors must sign and date this declaration found in Annex C of the procurement documents. The declaration on honour must be converted to PDF format and then signed by an authorised representative of each member with advanced electronic signature based on qualified certificates or by hand.
- **Tender Report.** This report is generated by e-Submission while you are completing your tender and it contains the list of documents that you submit. The sole tenderer's or leader's authorised representative(s) must sign the report.

The above documents must be signed using any of the following 2 methods:

- *Electronically signed*, in this case you must sign with *an advanced electronic signature based on qualified certificates*.

*Hand signature*, in this case, you must print the documents (i.e *Declaration on honour* and *Tender Report*) and the authorised representative must hand sign them. Then, they have to be scanned and uploaded in the system.

In this case, the hand-signed originals **must be send by post or courier at the latest on the first working day following the electronic submission of your Tender**.

In case of a joint tender, the leader must collect all the original declarations signed by hand by the members of the group and send them by post or courier together with the Tender Report, if the latter was also signed by hand. The original documents must be sent to the postal address indicated in the section [5. Contact the Contracting Authority](#), stating the reference to the call for tenders and the Tender ID.

The documents which were signed with an advanced electronic signature based on qualified certificates are **not** required to be sent by post.

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<sup>10</sup> An [EU Login](#) is required to download the document *Quick Reference Guide for Economic Operators*



## 2. RE-SUBMISSION OR ALTERNATIVE TENDER

After submitting a tender, but within the time limit for receipt of tenders, you may still submit a new version of your tender. For more information please refer to the [Quick Reference Guide for Economic Operators](#).

In case of several submissions per lot, only the latest one submitted **before** the time limit for receipt of tenders will be considered. In case of omissions in the latest submission, tenderers will **not** be able to refer to earlier submissions and may be rejected if mandatory information is missing.

You must formally notify that the previous tender is withdrawn. You are also entitled to send several tenders to one call for tenders.

The notification must be sent to the address indicated in the section [5. Contact the Contracting Authority](#), stating the reference to the call for tenders and the Tender ID you wish to withdraw.

**If you submit a new Tender you must include ALL your Tender documents again, including the Qualification and Tender documents.**

## 3. WITHDRAWAL OF TENDERS

If after submitting a tender, you wish to completely withdraw your tender, **you must formally notify** that you wish to withdraw your submitted Tender(s). This notification **must be signed** by the same authorised legal representative(s) who previously signed the tender(s) in question.

The notification must be sent to address indicated in the section [5. Contact the Contracting Authority](#), stating the reference to the call for tenders and the Tender ID(s) you wish to withdraw.

## 4. DEADLINE FOR RECEIPT OF TENDERS

The tender (including all documents) must be fully uploaded and received before the deadline for receipt of tenders indicated in the invitation to tender.

**Please note that you are responsible to ensure that your full tender reaches the destination in due time.**

In case of problems with the submission of the electronic tender, we recommend that you call the helpdesk in reasonable time before the time limit for receipt. The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of concurrent submissions by other economic operators, the size of your tender and the type of internet service you are using.

If the contracting authority detects technical faults in the functioning of the electronic equipment used for submitting and receiving tenders due to which it is impossible to electronically submit and receive tenders, you will be informed of the extension of the time limit by the contracting authority at the e-Tendering link indicated in <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5105>.

## 5. CONTACT THE CONTRACTING AUTHORITY

**Original hand signed tender report and/or hand signed declaration on honour(s) must be sent** by post or courier immediately after submission, to the following address:

By post or by courier:

Cedefop  
(Procurement Service)  
**'SERVICE POST'**  
Europe 123'  
57001 Thermi (Thessaloniki)  
*[Insert tender title and reference]*

Notifications for re-submission or withdrawal of tenders must be sent to:

[c4t-services@cedefop.europa.eu](mailto:c4t-services@cedefop.europa.eu)

When communicating state the reference to the call for tenders and, if applicable, the Tender ID.

## **6. GET TECHNICAL HELP**

In order to get technical help please consult the [Quick Reference Guide for Economic Operators](#) or directly contact us by consulting the footer section on e-Submission application.