

## Tender Specifications

### Introduction to ECVET TEAM consortium

ECVET TEAM consortium is a partnership established between ANFA (Association National pour la Formation Automobile), French Ministry of National Education and Chamber of Commerce and Industry Paris who is implementing the contract 2009 - 5133 / 001 - 001 LE3-ECVET "Support to the ECVET network".

The general objectives of this contract are:

- To enable the European Commission to support and guide the Member States in their efforts to achieve the objectives laid down in the Recommendation on the establishment of ECVET, i.e. to create the conditions and adopt the measures required for ECVET to be gradually introduced with effect from 2012, to promote ECVET, to support the development of partnerships and networks at national and European level and to make the necessary arrangements as regards quality assurance, information provision, coordination and guidance in the introduction of ECVET.
- To enable the European Commission to fulfil its obligations as regards monitoring, guiding, evaluating and improving the activities undertaken in cooperation with the Member States (both within those States and at European level), in accordance with the provisions laid down in the Recommendation which relate to the ECVET European network and the ECVET users' group.

In order to assist and support the Member States in the performance of their tasks for ECVET adoption an ECVET network has been created. The ECVET network includes different authorities of Member States, European social partners and VET providers working to promote and support ECVET implementation. All institutions having roles or responsibilities related to VET may become network members as long as they are actively involved in the promotion and development of ECVET in their countries or at European level.

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne - 92313 Sèvres Cedex  
Tél. : 01 41 14 16 18 - Fax : 01 41 14 16 00 - [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497- N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 - 20/12/2011



The network objectives are:

- supporting the initiatives and actions within the Member States;
- disseminating information, practices and experimentations related to ECVET implementation in different countries and VET systems;
- creating a long-term platform for sharing practices and experiences on ECVET between Member States.

Four major types of activity are provided to the ECVET network by the ECVET TEAM consortium:

- activities related to network development and running;
- services for the members of the network;
- information and communication activities;
- the administration and management of activities.

ECVET Team board participates and contributes to the work of various bodies and working groups related to ECVET, for example: productions, expertise, sessions' secretariat, technical support to members.

ECVET Team contributes also to general works on ECVET implementation and , among other, the study concerned by the current tender.

## Overview of this tender

### 1.1 Description and type of the contract

a) Title of the contract: **Accumulation, recognition and transfer of Learning Outcomes**

b) Short description of content of this contract:

The purpose of the contract is to carry out a study on existing regulation, procedures and mechanisms for accumulation, recognition and transfer of learning outcomes in different education and training systems in Europe, in the framework of ECVET implementation processes.

c) Type of contract: **Service contract**

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne - 92313 Sèvres Cedex  
Tél. : 01 41 14 16 18 - Fax : 01 41 14 16 00 - [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497- N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 – 20/12/2011

## 1.2 Place of delivery or performance

The tasks must be completed in the Contractor's premises.

## 1.3 Variants

Tenderers **may not** offer variant solutions to what is requested in the technical specifications.

## 1.4 Value of purchase

The estimated budget for the required services described in this call for tenders is of **30,000 Euro** excluding VAT.

## 1.5 Duration of the contract

The contract shall enter into force on the date of signature (February **2012**), and shall have a duration of **10 months**.

## 1.6 Main terms of financing and payment

Payments will be made **within 60 days** of submission of invoices and at the conditions set out in the draft contract.

## 2. Terms of Reference

### 2.1. Introduction

The development of a European credit system for vocational education and training (ECVET)<sup>1</sup> is one of the priorities for cooperation in the field of vocational education and training (VET). ECVET is the subject of a European Parliament and Council Recommendation. That recommendation was adopted by the European Parliament on 18 December 2008 and by the Council on 11 May 2009.

ECVET is an initiative that contributes to improving the quality of VET systems and practices and to matching qualification systems to the needs of both citizens and the labour market, as well as to strengthening the European dimension of VET.

<sup>1</sup> [http://ec.europa.eu/education/lifelong-learning-policy/doc50\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc50_en.htm)

ECVET is also one of the initiatives intended to improve the quality of geographical mobility for Community programme beneficiaries (in line with the European Quality Charter for Mobility<sup>2</sup>, which provides that the sending organisation of a person who spends time abroad for study or placement purposes should undertake to recognise successful periods of mobility by that person).

ECVET is applicable for all learning outcomes which should be in principle achievable through a variety of education and learning paths at all levels of the European Qualifications Framework for lifelong learning ('EQF'), and then be transferred and recognised.

The use of ECVET in the context of mobility depends on mutual trust between the different partners involved in the design of qualifications and qualification-award procedures, in the delivery of training programs, in the assessment of learning outcomes achieved for certification purposes, with a view to recognise the learning outcomes achieved during mobility.

ECVET is intended to facilitate the recognition of learning outcomes in accordance with national legislation, in the framework of mobility, for the purpose of achieving a qualification. ECVET does not imply any new entitlement for citizens to obtain the automatic recognition of either learning outcomes or points; therefore the use of ECVET for a given qualification is in accordance with the legislation, rules and regulations applicable in the Member States.

ECVET includes three indivisible technical aspects, as they are described in the technical specifications annexed to the European Parliament and Council Recommendation:

- description of qualifications in terms of learning outcomes (knowledge, skills and competence), organised in learning-outcome units that can be transferred, validated and capitalised;
- existence of a learning-outcome transfer process including the evaluation, validation, recognition and capitalisation of learning outcomes;
- use of a credit point system for qualifications and learning-outcome units.

---

<sup>2</sup> Annex to European Parliament and Council Recommendation (EC) No 2006/961 of 18 December 2006 on transnational mobility within the Community for education and training purposes; OJ L 394, 30.12.2006, p. 5 ([http://eur-lex.europa.eu/LexUriServ/site/en/oj/2006/l\\_394/l\\_39420061230en00050009.pdf](http://eur-lex.europa.eu/LexUriServ/site/en/oj/2006/l_394/l_39420061230en00050009.pdf))

In ECVET, units of learning outcomes achieved in one setting are assessed and then, after successful assessment, transferred to another setting. In this second context, they are validated and recognised by the competent institution as part of the requirements for the qualification that the person is aiming to achieve. Units of learning outcomes can then be accumulated towards this qualification, in accordance with national or regional rules. Procedures and guidelines for the assessment, validation, accumulation and recognition of units of learning outcomes are designed by the relevant competent institutions and partners involved in the training process.

According to the European Parliament and Council Recommendation the timetable for introducing ECVET provides for:

- a preparatory period until 2012, during which the Member States are asked to create the necessary conditions and to adopt measures with a view to gradually applying ECVET to VET qualifications at all EQF levels, to use ECVET for the purpose of the transfer, recognition and accumulation of individuals' learning outcomes achieved in formal and, where appropriate, non-formal and informal contexts;
- a period for gradual introduction of ECVET until 2014;
- possible revision of the Recommendation in 2014, based on an analysis of the action taken and of the tests and experiments carried out.

The process of ECVET adoption and introduction in the Member States differs in terms of:

- system level concerned: only for initial VET, for apprenticeship schemes, etc.;
- the purpose: for qualifications framework development, for geographical mobility, for validation of learning outcomes achieved in non-formal and informal contexts, etc.;
- the approach used: top-down (by setting-up special structures in charge of ECVET implementation and national implementation strategy and action plans, etc.) or bottom-up (by introducing and using the ECVET principles and technical specifications in the training programmes by the training providers)

An in-depth analyse of use of ECVET technical specifications for the accumulation, recognition and transfer of learning outcomes in some of the Member States could offer guidelines and source of inspiration for ECVET use in VET systems across Europe. This is the broader purpose of this call for tender.

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne – 92313 Sèvres Cedex  
Tél. : 01 41 14 16 18 - Fax : 01 41 14 16 00 – [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497- N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 – 20/12/2011



## 2.2. General purpose

The purpose of this tender is to conduct a research study in order to understand and analyse how processes of accumulation, recognition and transfer of the learning outcomes of individuals are working in different VET systems in Europe. This includes characterising the existing legislation/regulation, mechanisms, procedures and VET functioning conditions for VET systems in three to five Member States.

## 2.3. Research questions

The study includes two major issues addressed hereafter in terms of questions that should be integrated in the study. Each of the issues shall be analysed for each country proposed.

### **Issue 1: Analysis of the current use of accumulation, recognition and transfer of learning outcomes achieved by individuals**

Accumulation, recognition and transfer of learning outcomes might be currently used to answer needs by specific target groups (adult learners, individuals with work experience but without certification) or to address specific system levels or specific qualification types.

What regulation, mechanisms and procedures for accumulation, recognition and transfer exists?

Is it used for all VET programs? Are there specific requirements or conditions or assessments in order to access to qualification or awarding a qualification?

Is the use of accumulation, recognition and transfer a current practice which can be documented or is it still an objective to be reached?

Answering these questions implies an in-depth analysis of VET systems structure and functioning, qualifications design and awarding.

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne - 92313 Sèvres Cedex  
Tél. : 01 41 14 16 18 - Fax : 01 41 14 16 00 - [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497- N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 – 20/12/2011

## **Issue 2: Analysis of the relation between the use of accumulation, recognition and transfer of learning outcomes and ECVET implementation**

Accumulation of learning outcomes might be a feature of the qualification system; individuals can change the learning contexts or training pathways through recognition and transfer even before ECVET. Accreditation of prior learning (APL) might be in place for years.

Is ECVET the driver or the existing practices pave the way for ECVET implementation?

Which are the necessary changes to VET systems in order to use the accumulation, recognition and transfer of learning outcomes?

Are there any amendments of existing regulation, mechanisms and procedures needed to introduce ECVET?

### **2.4 Description of tasks and methodology**

The study shall focus on vocational education and training.

#### **2.4.1 Tasks**

The study requires rigor as far as terminology and working definitions. The tasks below will be carried out on the basis of a sample of minimum 3 - maximum 5 European Member States. The sample of countries needs to cover different VET regimes (dual system, school-based, combinations ...) and governance model (centralised, decentralised/regionalised) as well as the level of development of learning outcomes and unit-based approach to qualifications.

The contractor should carry out the following tasks:

**Task 1:** Produce an overview on the state-of-the-art of the use of accumulation, recognition and transfer of learning outcomes in VET in the countries proposed, covering the research questions for issue 1. This task implies using clear definitions of accumulation, recognition and transfer considering the ECVET Recommendation and the characteristics of the VET system analysed.

**Task 2:** Analyse the institutional, legal and regulatory aspects of accumulation, recognition and transfer against the ECVET technical specifications. This includes an analysis of strengths and weaknesses of different models and approaches used in the proposed countries as well as the expected developments for ECVET implementation. This task should cover the research questions for issue 2.

#### 2.4.2 Methodology

The study should take into account existing research as well as develop primary data collection. Analysis of recent policy decisions (and reports), international and national literature as well as research reports should be carried out. The issues to be analysed imply a thorough qualitative analysis of legal, regulatory and institutional frameworks for accumulation, recognition and transfer of learning outcomes in the countries surveyed (i.e. questionnaires, interviews with experts and stakeholders, and any other adapted means).

A mid-term seminar will be held in order to enrich the contents and to discuss the first outcomes of the study, the key policy messages and to the structure of the study report.

In the different development stages, the contractor will be working in close collaboration with the ECVET Team.

#### 2.5 Deliverables and timetable

The Contractor is required to submit:

An **inception report 4 weeks after the date of signature of the contract**, which refines the methodology proposed in the tender, including indication of the countries to be analysed, a proposal of research tools (e.g. draft questionnaires/interviews grids, tools for the analysis of secondary data, a detailed list of key stakeholders and institutions to be contacted, etc.) as well as an updated work plan and timetable.

**An interim report, within 5 months of the date of signature of the contract, which will comprise:**

- A complete overview of developments in the examined countries with intermediary findings;
- A summary of the developments and main findings to be provided for the meeting with the group of experts/researchers in the field of VET (see 2.6);
- A proposed outline of the final report.

**A draft final report, within 8 months of the date of signature of the contract, and a final report within 9 months of the date of signature, following the guidelines provided in these Technical Specifications and including:**

- An executive summary, highlighting the main findings and flagging up some key policy considerations for the future, which can also be distributed as a self-standing document;
- An in-depth analysis of approaches in the countries surveyed, identifying trends and actions, gaps and challenges across the countries under consideration, illustrated with selected examples that should be embedded in the text;
- Recommendations and lessons learned for the different stakeholders concerned with VET policy, researchers and practitioners at national and European level; and Annexes, such as a bibliography, list of abbreviations, research tools, and a full description of the methodology.

The contractor shall submit all deliverables in English, in hard copy and in electronic format. Figures and tables should be delivered separately in Excel or in Word, as appropriate. Excel charts should include the data used to be able to reproduce the charts.

The selected Contractor shall ensure that the final reports as submitted to ANFA ECVET Team have been subject to professional proof-reading and editing in English.

## 2.6 Meetings and Travel Expenses

The contractor (up to 2 persons) will be requested to attend following meetings organized in Paris, France:

- an one day kick off meeting with ECVET Team consortium team to fine tune the research methodology to be applied, the data sources to be used and the planning of the activities for conducting the study;
- an up to three days seminar with a group of experts in the field of VET, proposed by the contractor and validated by ECVET Team. The meeting will take place at half period of time before finalizing the research;
- a meeting to discuss and provide comments on the final outcomes and the draft of the final report.

All contractor costs incurred, including travel & accommodation related to as well as any travel expenses that may occur in performing the tasks as described in point 2.4, have to be included in the financial offer. The experts costs related to the mid-term seminar will be covered by ECVET team.

Any other travel, accommodation etc. expenses that may occur in performing the tasks as described in the Technical Specifications have also to be included in the financial offer.

Any extra travel expenses, besides those mentioned above, that might be needed to perform the tasks related to the contract, shall be subject to ANFA's prior written approval.

## 3. Specific information concerning participation to this tender

### 3.1 Selection criteria

The selection criteria concern the tenderer's capacity to execute similar contracts. The tenderers must submit documentary evidence (or statements, where required) of their economic, financial, technical and professional capacity to perform this contract. Each and all requirements for economic and financial capacity should be fulfilled by the tenderer - alone (in the case of single tenderers) or as a whole (in case the tenderer is a grouping/ consortium). Participation in tendering is open to all legal persons bidding either individually or in a grouping (consortium) of tenderers.

### 3.1.1 Economic and Financial capacity

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

**Requirements:**

- The average annual turnover of the tenderer for the last three financial years for which accounts have been closed **concerning the type of services covered in this call for tenders** should be at least 30.000€.

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

- signed statement(s) of the tenderer's turnover concerning the type of services covered in this call for tenders during each of the last three financial years to prove that the tenderer's average turnover over that period meets the minimum required.
- for consortium members or subcontractors who are natural persons/freelancers - a tax declaration and tax clearance statement for the last three financial years is sufficient.

In the case of a consortium (grouping) each member of the consortium and all sub-contractors must provide the required evidence for the economic and financial capacity, **but the assessment of whether the minimum requirement is met will bear on the consortium as a whole.**

### 3.1.2 Technical and professional capacity

**Requirements for Technical and professional capacity:**

Tenderers must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the technical specifications. In particular, the tenderer must comply with the following requirements:

- **The tenderer must have at least five (5) years experience** in the fields of **a) European education policy analysis and b) research on qualifications/VET systems in Europe**, and have the capacity to access data at national and European levels;
- The tenderer must demonstrate a good knowledge of European policies and instruments related to VET and a good understanding of ECVET principles and technical specifications;

- The tenderer must demonstrate capacity to analyse official documents linked to vocational education and training in the languages of the countries included in the survey, corresponding to level B218 of the Common European Framework of Reference for languages (CEF).

For the research team:

The proposed Team Leader must possess **all** the following requirements:

- **Minimum five (5) years** individual professional experience in managing research projects at European level;
- **Minimum five (5) years** individual professional experience in European comparative qualifications research **or** European Vocational Education and Training systems research;
- 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 (CEF)”).

For **each** researcher involved in the study:

- **Minimum three (3) years** individual professional experience in the field of European education policy analysis **or** qualifications/VET systems research in Europe;
- **Each member of the proposed research team must demonstrate knowledge/experience related to European policies and instruments related to VET (ECVET, EQF, EQVET)**
- Each member of the proposed research team must possess the linguistic ability to communicate and draft in English, and as a whole the team must demonstrate capability to communicate and draft to a high standard in English corresponding to level C1 as determined in “Language levels of the Common European Framework of Reference (CEF)”).

#### **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:

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne – 92313 Sèvres Cedex  
Tél : 01 41 14 16 18 - Fax : 01 41 14 16 00 – [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497- N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 – 20/12/2011

12



#### **For the tenderer:**

- Brief tenderer's profile that should also provide information as to experience relevant to the required fields of experience with a description of measures employed by the tenderer to ensure access to the required data;
- List of at least 3 contracts performed in the past three (3) years similar to the scope, size and nature of those required in this call for tenders, describing the subjects, the amounts, the dates, the percentage performed by the tenderer, and the contracting authorities;
- Description/Declaration of the tenderer's capacity to analyse official documents linked to education and training in the languages of the countries included in the survey, corresponding to level B2 of the Common European Framework of Reference for languages (CEF), including short profiles of the persons concerned.

#### **For the research team:**

- The detailed CVs of all members of the research team involved in the implementation of the contract (Team Leader and Researchers) with a brief description of professional experience, in particular in relation to the above required criteria including reference to linguistic abilities.

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

### **3.2 Legal Position**

Tenderers are requested to complete the Legal entity form found in Annex D and to provide the documents requested in the form. Tenderers must ensure to include the name and function of the individual(s) entitled to sign on behalf of the organisation in the case of contract award.

### **4. Additional information concerning participation to this tender**

#### **4.1 Joint Offers/ Groupings (Consortia)**

Groupings (consortia), irrespective of their legal form, may submit a tender. A consortium may be a legally-established permanent grouping, or informally constituted group of tenderers submitting an offer (joint offer) for a specific tender procedure.

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne - 92313 Sèvres Cedex  
Tél. : 01 41 14 16 18 - Fax : 01 41 14 16 00 - [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497- N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 - 20/12/2011



Such groupings (or consortia) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a tender.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria 'technical and professional capacity', the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

If awarded, the contract will be signed by the company or the person heading the project, the only contracting party responsible for the performance of this contract. Tenders from consortia of firms or groups of service providers, contractors or suppliers, must specify the role, qualifications and experience of each member or group.

#### 4.2 Subcontracting/Subcontractors

The subcontracting is not allowed for this tender.

#### 5. Award of the contract

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

**The contract shall be awarded to the tenderer with the highest score out of 100.**

#### 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 will be applied:

- ***Award criterion 1 – The level of understanding of the nature of the assignment, its context and results to be achieved (50 points)***
  - The level of understanding of issues of accumulation, recognition and transfer of learning outcomes, as well as the ECVET technical specifications (20 points).
  - The level of understanding of issues related to the learning outcomes and units-based qualification approach in education and training (20 points)

- The level of understanding of the impacts and challenges of VET policy, governance and legal frameworks in different Member States on the further development of geographical and professional mobility, and lifelong learning (10 points)
- **Award criterion 2 – The quality and appropriateness of the methods suggested to carry out the work (30 points)**
  - Relevance and appropriateness of the methodology proposed, concerning e.g. data collection and analysis, envisaged steps and data sources to be used to meet the requirements outlined in the Terms of Reference (20 points)
  - Rationale and proposed criteria for the selection of countries (10 points).
- **Award criterion 3 – The organisation and management arrangements (20 points)**
  - Allocation of tasks, type and degree of involvement of the proposed experts (10 points)
  - Capacity to perform the tasks as defined in the terms of reference within the deadline given (clarity, coherence and feasibility of the work programme and timetable), and assessment of likely difficulties in carrying out the work and proposed actions (10 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** of the technical evaluation will be eliminated from further evaluation.

Tenders scoring as a total **less than 65 (of a maximum of 100) points against the award (technical) criteria**, will not be considered acceptable and will therefore not have their financial proposal evaluated. Only the technically compliant (acceptable) tenders as per the above will be subject to Financial (Price) Evaluation.

## 5.2 Technical proposal

Tenderers are requested to organise the technical offer in headings or 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 evaluation of tenders against the technical award criteria.

The evaluation of the technical quality will be based on the ability of the tenderer to meet the aim of the contract as described in the technical specifications. For this purpose, the tenderer must provide the following documents and/or information to allow evaluation of their offer according to the technical criteria mentioned above:

All the information and means of proof provided commit the tenderer (and respectively the contractor) throughout the duration of the contract.

For the technical evaluation of the offer against the award (technical) criteria mentioned above, the tenderer must provide:

***For award criterion 1***

- A concise discussion demonstrating in-depth knowledge and understanding of accumulation, recognition and transfer of learning outcomes, as well as well as the ECVET technical specifications (maximum 10 pages);
- A concise discussion demonstrating in-depth knowledge and understanding of the conceptual issues regarding the learning outcomes and units-based qualification approach in education and training (maximum 10 pages);
- A concise discussion demonstrating in-depth understanding of the impacts and challenges of VET policy, governance and legal frameworks in different Member States on the further development of geographical and professional mobility, and lifelong learning (maximum 5 pages);

***For award criterion 2***

- A detailed description of the approach to be followed to carry out the overview in terms of terminology, methodology for data collection and analysis, envisaged steps and data sources to be used to meet the requirements outlined in the technical specifications (maximum 10 pages);
- An explanation for establishing the list of countries that will be considered in the study with regard to coverage of EU member states;

***For award criterion 3***

- A description of the work organisation and management, i.e. the team to be assigned to the project and the distribution of tasks among them;
- A detailed timetable with descriptions of the deliverables, and different stages of work, including an analysis of the difficulties likely to be encountered in carrying out the work and an indication of how the tenderer intends to address these difficulties.

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

**5.3 Financial proposal**

The financial offer must be clear and in compliance with the tender specifications. The Financial Proposal should indicate the total price in order to carry out all the activities indicated in the Terms of Reference. The tenderers must fill in the following table 1 - price schedule table and present a detailed breakdown of the price offered.

**Table 1: Price schedule table (all fields are mandatory)**

<i>Services</i>	<i>Price</i>
a) Price to carry out all the activities described in the technical proposal	(I) Number of person-days: ..... (II) Price per person-day: .....  <b>Sub Total (1) = (I) x (II); .....€ net of tax</b>
b) All estimated travel, accommodation, etc. expenses related to performance of the tasks (indication of total amount)	<b>Sub Total (2) = .....€ net of tax</b>
c) Attending 3 meetings in Paris premises (indication of total amount for all 3 meetings)*	<b>Sub Total (3) = .....€ net of tax</b>
<b>Total price: sum of sub totals (1+2+3):</b>	<b>.....€ net of tax</b>

\* The experts costs related to the mid-term seminar will be covered by ECVET team.

**Information concerning price**

- The prices quoted must be fixed and not revisable.
- Prices must be quoted in euro and include all expenses.

**6. Annex**

For ANFA



Yves TERRAL (Director)

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne – 92313 Sèvres Cedex  
Tél. : 01 41 14 16 18 - Fax : 01 41 14 16 00 – [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497- N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 – 20/12/2011

## ANNEX 1

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

The undersigned.....[name of the signatory of this form, to be completed]:

- in his/her own name..... (if the economic operator is a natural person or in case of own declaration of a director or person with powers of representation, decision making or control over the economic operator)  
or
- representing..... (if the economic operator is a legal person)

official name in full (only for legal person):.....

official legal form (only for legal person):.....

official address in full: .....

VAT registration number: .....

declares that the company or organisation that he/she represents / he/she:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;

(Annex 1 P1/3)

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne - 92313 Sèvres Cedex  
Tél : 01 41 14 16 18 - Fax : 01 41 14 16 00 - [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497- N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 - 20/12/2011



d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;

e) has not been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

f) is not the subject of administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of its obligation under contract covered by the budget.

In addition, the undersigned declares on their honour that:

g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;

h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;

j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;

k) that the information provided to A.N.F.A (which represents the consortium ECVET TEAM) within the context of this invitation to tender is accurate, sincere and complete;

(Annex 1 P2/3)

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne - 92313 Sèvres Cedex  
Tél. : 01 41 14 16 18 - Fax : 01 41 14 16 00 - [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497 - N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 - 20/12/2011

20



l) that in case of award of contract, they shall provide upon request the evidence that they are not in any of the situations described in points a, b, d, e above.

*For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.*

*For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required.*

*These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.*

*For any of the situations (a), (b), (d) or (e), where any document described in the two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.*

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under Article 134b in conjunction with Article 133a of the Commission Regulation (EC, Euratom) No 2342/2002 of 23/12/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, which may be applied by analogy by Cedefop if any of the declarations or information provided prove to be false.

Full name

Date

Signature

(Annex 1 P3/3)

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne - 92313 Sèvres Cedex  
Tél. : 01 41 14 16 18 - Fax : 01 41 14 16 00 - [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497 - N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 - 20/12/2011

21



## Annex 2 - Information concerning the Tenderer

### 1. Name(s) of the legal entity or entities submitting the offer

	Name(s) of the legal entity or entities submitting the offer	Name and first name of the legal representative
<b>Tenderer/ Leader of the group</b>		
<b>Member</b>		
<b>Member</b>		
<b>Etc.</b>		

### 2. Contact details for this tender

<b>Name</b>	
<b>Entity</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>E-mail</b>	

(Annex 2 P1/10)

Association Nationale pour la Formation Automobile

41-49, rue de la Garenne - 92313 Sèvres Cedex  
Tél. : 01 41 14 16 18 - Fax : 01 41 14 16 00 - [www.anfa-auto.fr](http://www.anfa-auto.fr)  
Association régie par la loi 1901 - N° SIREN : 784 671 497- N° SIRET 784 671 497 000 47

Tender Specifications

Tender reference: AO/ECVET/STUDY/01/11 - 20/12/2011

22

