

Italy-Turin: Travel management services
OJ S 62/2015 28/03/2015
Contract notice
Services

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: ETF

Postal address: Villa Gualino, viale Settimio Severo 65

Town: Turin TO

Postal code: 10133

Country: Italy

For the attention of: Procurement Officer

E-mail: fincop.procurement@etf.europa.eu

Telephone: +39 0116302222

Fax: +39 0116302204

Internet address(es):

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

Electronic access to information: http://www.etf.europa.eu/web.nsf/pages/Open_tenders

Additional information can be obtained from:

the abovementioned address

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:

the abovementioned address

Tenders or requests to participate must be submitted: the abovementioned address

I.2. Type of the contracting authority

European institution/agency or international organisation

I.3. Main activity

Education

Other: Human resources development, labour market, vocational education and training.

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

Travel management services.

II.1.2. Type of contract and place of performance or delivery

Services

Service category No 27: Other services

Main site or place of performance: Turin.

NUTS code ITC11 Torino

II.1.3. Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

II.1.4. Information about framework agreement

Framework agreement with a single operator

Duration of the framework agreement

Duration in years: 4

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

Estimated value excluding VAT: 2 800 000 EUR

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

The ETF is looking for a qualified service provider able to arrange for:

- booking, modification and cancellation of flights/train tickets,
- booking, modification and cancellation of accommodation, including where appropriate, meals,
- provision of visas where needed,
- provision of airport/train station car transfers in particular in countries where safety is at risk.

In addition, the ETF wants to improve the cost-efficiency of its travel management, ensuring safety for its travellers.

Given the subject of the contract, participation in this call for tender is open to all natural and legal persons that are established (domicile or headquarters respectively) in the EU, Albania, the former Yugoslav Republic of Macedonia, Iceland, Liechtenstein, Montenegro, Norway and Serbia.

II.1.6. CPV code(s)

63516000 Travel management services

II.1.7. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: 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. Scope of the procurement

II.2.1. Total quantity or scope

Estimated value excluding VAT: 2 800 000 EUR

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

This contract is subject to renewal: yes

Number of possible renewals: 3

In the case of renewable supplies or service contracts, estimated timeframe for subsequent contracts:

in months: 12 (from the award of the contract)

II.3. Duration of the contract or time limit for completion

Duration in months: 12 (from the award of the contract)

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them

III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: no

III.2. Conditions for participation

III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

III.2.2. Economic and financial ability

List and brief description of conditions: 1. The presentation of financial statements for the past 3 financial years for which accounts have been closed, signed by the legal representative.

2. The table on the tenderer's financial stability duly filled in and signed by the legal representative, available for download at: http://www.etf.europa.eu/web.nsf/pages/Open_tenders

Minimum level(s) of standards possibly required: The tenderer must be able to prove that he is in a stable financial position and meets the following financial stability parameters.

For profit-making organisations:

1. the ratio between short term assets and short term debts should be above 1;
2. the ratio between own funds and total liabilities should be above 0,2;
3. the net profit should be positive;
4. the annual global turnover should be at least twice the average contract value for a year (1 400 000 EUR).

For non-profit organisations:

1. the ratio between short-term assets and short-term liabilities should be above 1;
2. the ratio between net assets or equity and total liabilities should be above 0,2;
3. the gross operating surplus should be positive;
4. the annual global revenues should be at least twice the average contract value for a year (1 400 000 EUR).

III.2.3. Technical and professional ability

List and brief description of conditions:

A detailed list, using the table in the tender dossier, of principal services provided in the past 2 years including: date, client, type of services, estimate overall budget.

Minimum level(s) of standards possibly required:

At least 2 years' experience in the field of travel agency as a core business.

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. Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

Open

IV.1.2. Information about the limits on the number of candidates to be invited

IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

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

CFT/15/ETF/0002.

IV.3.2. Previous publication concerning this procedure

no

IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document

IV.3.4. Time limit for receipt of tenders or requests to participate

11.5.2015

IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.3.6. Languages in which tenders or requests to participate may be submitted

Any EU official language

IV.3.7. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.3.8. Conditions for opening of tenders

Date: 18.5.2015 - 10:30

Place:

ETF premises, Turin TO, Italy.

Persons authorised to be present at the opening of tenders: yes

Information about authorised persons and opening procedure: 1 representative per tenderer.

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.2. Information about European Union funds

The procurement is related to a project and/or programme financed by European Union funds:
yes

Identification of the project: ETF is an EU agency.

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court of the Court of Justice of the European Union

Postal address: boulevard Konrad Adenauer

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

Telephone: +352 4303-1

Fax: +352 4303-2100

Internet address: <http://curia.europa.eu>

VI.4.2. Review procedure

Precise information on deadline(s) for review procedures: 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 to suspend this period or to open a new period for lodging appeals.

VI.4.3. Service from which information about the review procedure may be obtained

VI.5. Date of dispatch of this notice

18.3.2015