

Italy-Turin: Provision of writing services in English, Arabic and Russian

OJ S 124/2015 01/07/2015

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

General public services

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**

Provision of writing services in English, Arabic and Russian.

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

Services

Service category No 27: Other services

NUTS code

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: 750 000 EUR

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

The ETF seeks support in drafting effective and engaging written content about its activities in English for a range of communication and expertise material. The ETF also requires copy-editing in Arabic and Russian on the basis of source material normally submitted in English. Given the subject of the contract, participation in this call for tenders 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)

92312211 Writing agency 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

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)

Section III: Legal, economic, financial and technical information

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

Please refer to tender documents.

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

III.2. Conditions for participation

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

List and brief description of conditions: Please refer to tender documents.

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 legal representative (available for download at the following link: 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 (375 000 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 (375 000 EUR).

III.2.3. Technical and professional ability

List and brief description of conditions:

1. A list of services similar to those described in the terms of reference, implemented over the past 2 years, including dates, values and names of recipients of the service.
2. The CV of the person that the contractor proposes as the main point of contact for the ETF.
3. 2 CVs of writers that demonstrate the required experience in each of the following languages: English, Arabic and Russian.

Minimum level(s) of standards possibly required:

1. At least 2 years of experience in managing writing services.
2. The contractor must have a network of native language, or equivalent, writers or journalists who can work in English, Arabic and Russian and have 2 years' experience in writing about education, training, skills and labour market issues in emerging and transition economies.

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/0008.

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

28.8.2015

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: 4.9.2015 - 10:30

Place:

ETF premises, Turin, Italy.

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

Information about authorised persons and opening procedure: 1 representative for each 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

Tender documents will be available for download at the address indicated under the heading I.1. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.

VI.4. Procedures for review

VI.4.1. Review body

Official name: General Court

Postal address: rue du Fort Niedergrünwald

Town: Luxembourg

Postal code: 2925

Country: Luxembourg

E-mail: generalcourt.registry@curia.europa.eu

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: You may submit any observations concerning the award procedure to the contracting authority indicated under heading I.1.

If you believe there was maladministration, you may lodge a complaint to the European Ombudsman within 2 years of the date when you became aware of the facts on which the complaint is based (<http://www.ombudsman.europa.eu>). Such complaint does not have as an effect either to suspend the time limit to launch an appeal or to open a new period for lodging an appeal.

Within 2 months of the notification of the award decision you may lodge an appeal to the body referred to under heading VI.4.1.

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

VI.5. Date of dispatch of this notice

19.6.2015