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**Italy-Turin: Provision of writing services in English, Arabic and Russian
2015/S 124-226380**

Contract notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

ETF

Villa Gualino, viale Settimio Severo 65

For the attention of: Procurement Officer

10133 Turin TO

ITALY

Telephone: +39 0116302222

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

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

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

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 location of works, place of delivery or of performance

Services

Service category No 27: Other services

NUTS code

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 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) Common procurement vocabulary (CPV)

92312211

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:

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 relating 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) Other particular conditions

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: Please refer to tender documents.

III.2.2) Economic and financial ability

Information and formalities necessary for evaluating if the requirements are met: 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 capacity

Information and formalities necessary for evaluating if the requirements are met:

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) 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: no

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:**
CFT/15/ETF/0008.
- IV.3.2) **Previous publication(s) concerning the same contract**
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) **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**
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
Additional 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 contract is related to a project and/or programme financed by European Union funds: yes
Reference to project(s) and/or programme(s): 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 appeal**
- VI.4.1) **Body responsible for appeal procedures**
General Court
rue du Fort Niedergrünwald

2925 Luxembourg
LUXEMBOURG
E-mail: generalcourt.registry@curia.europa.eu
Telephone: +352 4303-1
Internet address: <http://curia.europa.eu>
Fax: +352 4303-2100

VI.4.2) **Lodging of appeals**

Precise information on deadline(s) for lodging appeals: 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 lodging of appeals may be obtained**

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

19.6.2015