

This notice in TED website: <https://ted.europa.eu/udl?uri=TED:NOTICE:557753-2021:TEXT:EN:HTML>

**Italy-Torino: Virtual Meeting Management Services
2021/S 212-557753**

Contract award notice

Results of the procurement procedure

Services

Legal Basis:

Regulation (EU, Euratom) No 2018/1046

Section I: Contracting authority

I.1) Name and addresses

Official name: European Training Foundation (ETF)

Postal address: Villa Gualino, Viale Settimio Severo 65

Town: Torino

NUTS code: ITC11 Torino

Postal code: 10133

Country: Italy

E-mail: Procurement@etf.europa.eu

Internet address(es):

Main address: <https://www.etf.europa.eu/en/about/procurement>

I.4) Type of the contracting authority

European institution/agency or international organisation

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title:

Virtual Meeting Management Services

Reference number: 21ETF01

II.1.2) Main CPV code

79950000 Exhibition, fair and congress organisation services

II.1.3) Type of contract

Services

II.1.4) Short description:

The ETF is seeking a provider who is able to deliver streamlined and state of the art organisation and management services for a range of online meeting types. In some cases the contractor will be requested to provide a limited set of activities, e.g. provision of simultaneous interpretation services and technical support for virtual meetings with only two participants for an hour or two. In other cases the contractor will be requested to provide a full range of services related to the pre/during/post virtual meeting organisation for invitees varying between 2-500 participants. The full spectrum of services would include provision of interpretation services and where necessary translation of documents and presentations for the meetings organized.

- II.1.6) **Information about lots**
This contract is divided into lots: no
- II.1.7) **Total value of the procurement (excluding VAT)**
Value excluding VAT: 1 000 000.00 EUR
- II.2) **Description**
- II.2.2) **Additional CPV code(s)**
79952000 Event services
- II.2.3) **Place of performance**
NUTS code: ITC11 Torino
Main site or place of performance:
At tenderer, EU and ETF partner countries.
- II.2.4) **Description of the procurement:**
See internet address provided in Section I.3).
- II.2.5) **Award criteria**
Quality criterion - Name: Composition of team proposed and division of tasks and responsibilities for provision of all requested services / Weighting: 5
Quality criterion - Name: Simulation of meeting / Weighting: 20
Quality criterion - Name: Contract management approach to ensuring smooth implementation and coordination of the contract, details of how the toolkit will be developed, quality and risk management, monitoring and assessment of performance. / Weighting: 15
Quality criterion - Name: Innovation and technology tools, IT solutions and web-based facilities offered and how they will be used in the daily implementation and organisation of virtual meetings, and their accessibility to ETF / Weighting: 15
Quality criterion - Name: Interpretation and Translation: how interpretation and translation services will be managed and sourced. / Weighting: 5
Cost criterion - Name: Average price/hour for Basic, Limited and Full packages / Weighting: 20
Cost criterion - Name: Price/hour for Interpretation EN/FR/RU/AR/PT / Weighting: 6
Cost criterion - Name: Price/hour for Interpretation other languages / Weighting: 4
Cost criterion - Name: Price per page for translation EN/FR/RU/AR/PT / Weighting: 6
Cost criterion - Name: Price per page for translation other languages / Weighting: 4
- II.2.11) **Information about options**
Options: no
- II.2.13) **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 operational appropriations
- II.2.14) **Additional information**

Section IV: Procedure

- IV.1) **Description**
- IV.1.1) **Type of procedure**
Open procedure
- IV.1.3) **Information about a framework agreement or a dynamic purchasing system**
- IV.1.8) **Information about the Government Procurement Agreement (GPA)**
The procurement is covered by the Government Procurement Agreement: no

IV.2) **Administrative information**

IV.2.1) **Previous publication concerning this procedure**

Notice number in the OJ S: [2021/S 122-322236](#)

IV.2.8) **Information about termination of dynamic purchasing system**

IV.2.9) **Information about termination of call for competition in the form of a prior information notice**

Section V: Award of contract

Title:

Virtual Meeting Management Services

A contract/lot is awarded: yes

V.2) **Award of contract**

V.2.1) **Date of conclusion of the contract:**

04/10/2021

V.2.2) **Information about tenders**

Number of tenders received: 15

Number of tenders received from SMEs: 15

Number of tenders received from tenderers from other EU Member States: 7

Number of tenders received from tenderers from non-EU Member States: 3

Number of tenders received by electronic means: 15

The contract has been awarded to a group of economic operators: no

V.2.3) **Name and address of the contractor**

Official name: tree s.r.l.

National registration number: 04921150878

Postal address: 95131

Town: Catania

NUTS code: ITG17 Catania

Country: Italy

E-mail: tree@pec.it

Telephone: +39 095430610

The contractor is an SME: yes

V.2.4) **Information on value of the contract/lot (excluding VAT)**

Initial estimated total value of the contract/lot: 1 000 000.00 EUR

Total value of the contract/lot: 1 000 000.00 EUR

V.2.5) **Information about subcontracting**

Section VI: Complementary information

VI.3) **Additional information:**

VI.4) **Procedures for review**

VI.4.1) **Review body**

Official name: General Court
Postal address: rue du Fort Niedergrünwald
Town: Luxembourg
Postal code: L-2925
Country: Luxembourg
E-mail: GC.Registry@curia.europa.eu
Telephone: +352 4303-1
Fax: +352 43032100
Internet address: <http://curia.europa.eu>

VI.4.3) **Review procedure**

Precise information on deadline(s) for review procedures:
See internet address provided in Section I.3).

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

26/10/2021