

Annex 15
(Tender Form)

N.B. This English language text is a translation from the original Italian, to enable foreign bidders to participate in the tender. In case of doubt, dispute or involuntary translation errors, or omissions, only the original Italian text will be valid

To: **EUROPEAN UNIVERSITY INSTITUTE**

I, the undersigned born in (town, county, state).....
in my capacity as legal representative of
with its head office in (full address)
VAT No Tax number
in order to compete for the award of the “*tender for the in-house management of the European University Institute Print Shop and the all-inclusive rental of multifunctional digital photocopiers, desktop and network printers*”, hereby submit the following bid in numbers and in words, excluding VAT:

1. RENTAL SERVICE FOR MULTIFUNCTIONALS AND DESKTOP AND NETWORK PRINTERS.

In order to render the evaluation of costs homogeneous and the same for all tenderers, we have drawn up two scenarios requiring a certain number of devices with particular specifications and the installation of three print servers in the computer rooms of the purchaser, over which to distribute the flow of documents generated by the various academic and administrative units, and the relative accounting software. It is agreed that, in accordance with point 5, letter B of the invitation to tender, the tenderer may present a project which is structured differently.

It is hereby stated that the aforementioned scenarios are not binding for the Contracting Authority either as far as the number and specifications of the devices to be installed are concerned, nor as to the attainment of the number of copies indicated therein.

Scenario A (*All-inclusive rental of multifunctional systems and network printers*); economic appraisal for the production of no. 6,000,000 (six million) copies in b/w and no. 300,000 (three hundred thousand) in colour to be produced over a period of one year, using a pool of sixty machines possessing the minimum specifications set out in Annex 7, as follows:

- no. 10 b/w multifunctional systems speed 20 p/m
- no. 20 b/w and colour multifunctional systems speed 30 p/m
- no. 15 b/w multifunctional systems speed 40 p/m
- no. 9 b/w multifunctional systems speed 60 p/m
- no. 6 b/w network printers speed 50 p/m

A.1 – The total cost inclusive of equipment rental, technical assistance and consumables not including paper, for the volume of copies as set out above, is €..... (.....) and is split as follows into: cost per copy in b/w: €.... (.....); cost per colour copy €..... (.....).

The costs listed above are to be broken down under the following headings in order to highlight the incidence of each single element.

These costs are made up as follows:

Euros

Cost of b/w multifunctional system speed 20 p/m
Cost of b/w and colour multifunctional system speed 30 p/m
Cost of b/w multifunctional system speed 40 p/m
Cost of b/w multifunctional system speed 60 p/m
Cost of b/w network printer speed 50 p/m
Cost of technical assistance with daily in-house presence
Cost of hardware for server accounting
Cost of hardware for print server
Cost of software licences for the print servers
Cost of licences for accounting software
Cost of accessories:	
• Adobe PostScript 3
• Faxes
• Binding and stapling kit
Total

A.2 –Additional cost for copies exceeding the volume indicated in the previous point; for each copy in b/w exceeding the presumed 6,000,0000, the cost amounts to €..... (.....); for each copy in colour exceeding the presumed 300,000 copies, the cost amounts to € (.....)

The costs of any other accessories and/or services which might be required during the lifetime of the contract should also be specified:

Cost of additional hardware (server accounting and print server)
Cost of additional licences (accounting and management software).....
Software for creating PDF with multilingual text search facility
Hourly cost for technical assistance on public holidays
Hourly cost for technical assistance at night
Cost per ream of plain A4 paper*
Cost per ream of recycled A4 paper*
Cost per ream of plain A3 paper*
Cost per ream of recycled A3 paper*

* The minimum specifications for paper are set out in Annex 16

Scenario B (*All-inclusive rental of desktop printers*)

B.1 –Economic appraisal for the production of 140,000 (one hundred and forty thousand) copies in b/w and 100,000 (one hundred thousand) in colour to be produced over a period of one year, using 80 desktop printers possessing the minimum specifications set out in Annex 7.

The total cost, inclusive of equipment rental, technical assistance and consumables, not including paper, for the volume of copies as set out above, is €..... (.....) and is split as follows: cost per b/w copy €.....(.....); cost per colour copy €.... (.....).

B.2 – Additional costs for copies exceeding the volumes indicated in the previous point; for each copy in b/w exceeding the presumed 140,000 copies, the cost amounts to €.....(.....); for each copy in colour exceeding the presumed 100,000 copies, the cost amounts to €.... (.....).

2. IN-HOUSE MANAGEMENT SERVICE FOR THE E.U.I. PRINT SHOP.

In order to render the evaluation of bids homogeneous and the same for all tenderers, and to evaluate the economic benefit of allowing the successful contractor to use the Print Shop premises for printing work outside the tender, as well as for the Institute's reproduction requirements, two Tender Forms have been drawn up, both of which providing for the same volume of copies and finishing as set out in Annex 5. In the first, the use of the above-mentioned premises is limited exclusively to work commissioned by the Institute; in the second, within the limits set out in article 10.2 of the Special Tender Specifications (STS), the contractor may also use the premises for outside jobs.

For the same reasons which apply to the all-inclusive rental of multifunctional systems, in this case too, the presumed volumes serve merely to make the tenders uniform and comparable, and do not bind the contracting party to attaining them.

Scenario C (*Use of the premises exclusively for the reproduction of E.U.I documents.*)

C.1 – The total cost inclusive of equipment rental, software, technical assistance, staff responsible for document reproduction and consumables including paper and coloured and/or embossed card of which the technical specifications are detailed in Annex 16, exclusively for the reproduction of documents commissioned by E.U.I. for an overall annual volume of 3,000,000 (three million) copies, of which 2,800,000 (two million eight hundred thousand) in b/w and 200,000 (two hundred thousand) in colour amounts to €..... (.....) and is split as follows: cost per copy in b/w €..... (.....); cost per copy in colour €..... (.....). The cost must be broken down under the following headings in order to highlight the incidence of each single element.

The costs are made up as follows:

Euros

Cost of printer/photocopiers
Cost of staff responsible for printing
Cost of software for managing print dispatching requests
Cost of software for the assisted production of business cards
Cost per ream of plain A4 paper*
Cost per ream of recycled A4 paper*
Cost per ream of plain A3 paper*
Cost per ream of recycled A3 paper*

* The minimum specifications for paper are set out in Annex 16

Any costs for additional services which may be required during the lifetime of the contract should also be specified:

Hourly cost of printing staff on public holidays

Hourly cost of printing staff at night.

C.2 –Additional cost for copies exceeding the volume indicated in the previous point; for each copy in b/w exceeding the presumed 2,800,000, the cost amounts to €(.....); for each copy in colour exceeding the presumed 200,000 copies, the costs amounts to €..... (.....).

Scenario D (*Also allows the use of the premises for work not commissioned by E.U.I.*).

D.1 – The total cost inclusive of equipment rental, software, technical assistance, of staff and consumables including paper and coloured and/or embossed card, of which the specifications are set out in Annex 16, for the non-exclusive reproduction of documents commissioned by E.U.I. for a total volume of copies of 3,000,000 (three million) of which 2,800,000 (two million eight hundred thousand) in b/w and 200,000 (two hundred thousand) in colour amounts to € (.....) and is split as follows: cost per copy in b/w €..... (.....); cost per copy in colour €.... (.....).

The above costs must be broken down under the following headings in order to highlight the incidence of each single element.

The cost is made up as follows:

Euros

Cost of printer/photocopiers
Cost of staff responsible for printing
Cost of software for managing print dispatching requests
Cost of software for the assisted production of business cards
Cost per ream of plain A4 paper*
Cost per ream of recycled A4 paper*
Cost per ream of plain A3 paper*
Cost per ream of recycled A3 paper*
Cost of consumables

* The minimum specifications for paper are set out in Annex 16

Also specify the cost of any additional services which may be required during the lifetime of the contract:

Hourly cost of printing staff on public holidays

Hourly cost of printing staff at night.

D.2 - Additional cost for copies exceeding the volumes indicated in the previous point; for each copy in b/w exceeding the presumed 2,800,000, the cost amounts to €.....(.....); for each copy in colour exceeding the presumed 200,000 copies, the costs amounts to €..... (.....).

3. OFFSET PRINTING

During the course of the year, the Institute commissions a number of offset printing jobs, a selection of which are set out below to be bid on including the estimated number of working days to delivery from the moment of final approval to print

<u>ID</u>	<u>Product description</u>	<u>Numbers</u>	<u>Cost</u>	<u>Days</u>
<u>01</u>	<u>Brochure cm 42x29,5 – Double-sided colour print – opaque 135 g coated paper – Central folding and 3-panel</u>	<u>2,500</u>		
<u>02</u>	<u>Poster cm 47 x 68 – Single-sided colour print – opaque 150g coated paper - Quadrifold</u>	<u>1,200</u>		
<u>04</u>	<u>A3 Leaflet – Double-sided colour print - opaque 150g coated paper</u>	<u>3,000</u>		
<u>07</u>	<u>A4 Poster – Single-sided colour print – opaque 170g coated paper</u>	<u>1,000</u>		
<u>08</u>	<u>A4 Brochure - Double-sided colour print – opaque 170g coated paper - Tri-fold</u>	<u>5,000</u>		
<u>19</u>	<u>A3 Brochure – Double-sided colour print - 56 sides – opaque 115g coated paper - Saddle- stitched</u>	<u>5,550</u>		
<u>20</u>	<u>A3 Brochure - Double-sided colour print – 36 sides – opaque 115g coated paper – Saddle stitched</u>	<u>6,000</u>		
<u>23</u>	<u>A4 Brochure – Double-sided colour print - opaque 115g coated paper – Tri-fold</u>	<u>500</u>		

<u>24</u>	<u>A3 leaflet Single-side colour print– opaque 150g coated paper – Bi-fold.</u>	<u>100</u>		
<u>27</u>	<u>A4 brochure – Double-sided colour print – 56 internal sides opaque 115g coated paper – Cover double-sided colour print opaque/glossy 250g paper - Paperback</u>	<u>540</u>		
<u>41</u>	<u>Brochure 21 x 30 – colour print – 170g embossed paper – Tri-fold</u>	<u>2,000</u>		
<u>45</u>	<u>300 page volume B/W print except for 5 colour pages – 300g Bindakote cover Single-sided colour print - Paperback</u>	<u>200</u>		
<u>46</u>	<u>A3 brochure – Inside double-sided B/W print on 80g paper – Cover colour printed card - Saddle stitched.</u>	<u>100</u>		
<u>47</u>	<u>A4 brochure – Double-sided colour print – inside 28 sides opaque 130g coated paper – Cover double-sided colour print opaque 170g coated paper - Paperback</u>	<u>3,000</u>		
<u>48</u>	<u>A4 notepads – inside 50 80g sheets printed in 2 colours machine-made paper with hand-made look – neutral 380g backboard + 160g cover glued and double- scored – mono colour print + 4 holes for filing</u>	<u>500</u>		
<u>49</u>	<u>A5 notepads – inside 50 80g sheets 2-colour printed machine-made paper with hand-made look– neutral 380g backboard + 160g cover glued and double scored – mono colour print</u>	<u>500</u>		

To this end

I DECLARE

That the prices quoted provide just recompense, are inclusive of everything necessary for proper provision of the service and are sufficient to afford the employees or members (if a cooperative) the remuneration, social security contributions and safety provisions required by law.

(full, legible signature of the legal representative, or in the case of a TAC the signature of each legal representative)