

CFT/EUI/REFS/2013/002

To the attention of:
EUROPEAN UNIVERSITY INSTITUTE
REAL ESTATE & FACILITIES SERVICE
Via dei Roccettini, 9
50014 San Domenico di Fiesole FI

OBJECT: OPEN TENDER FOR THE ENTRUSTING OF THE CLEANING SERVICE, INCLUDING PROVISION OF HYGIENE AND SANITARY PRODUCTS AND OVERSEEING ACTIVITIES, OF WORKING LOCATIONS AND UNIVERSITY RESIDENCES OF THE EUROPEAN UNIVERSITY INSTITUTE AND THE HISTORICAL ARCHIVES OF THE EUROPEAN UNION.

ECONOMIC OFFER

I, the undersigned _____
born in _____ on _____,
resident of _____ with fiscal code _____
in the role of _____
for the company/ TAC/ Consortium _____
with registered office in _____
and administrative office in _____

PRESENT AN ECONOMIC OFFER FOR THE SERVICE OF OBJECT AND IN RELATION TO THIS OFFER:

<i>Building Name/Service</i>	<i>Annual amount for routine cleaning</i>	<i>Annual amount for periodic cleaning</i>	<i>Total annual amount</i>
Badia Fiesolana (incl. gym)	€	€	€
Complex of Villa Schifanoia (incl. Casale, Villino, Crèche, Cappella)	€	€	€
Villa Raimondi	€	€	€
Villa Malafrasca	€	€	€
S. Domenico	€	€	€
Villa Pagliaiuola	€	€	€
Villa Sanfelice I	€	€	€
Villa Sanfelice II	€	€	€
Villa La Fonte	€	€	€
Villa S. Paolo	€	€	€
San Paolino	€	€	€
Villa Il Poggiolo	€	€	€
Villa Salviati - Ipogeo (Archivi Storici)	€	€	€
Villa Salviati - Manica (I.U.E.)	€	€	€
Researchers' residence PDM		€	€
Researchers' residence PAB	€	€	€
Permanent on-site worker for cleaning and small portorage			€
Comprehensive annual amount	€	€	€
Comprehensive five-year amount:		€	

Extraordinary services upon request

<i>Name of Service</i>	<i>Unit Price</i>	<i>Rate per sqm</i>	<i>Yield smq/h</i>
Ordinary labour	€	€	€
Extraordinary labour	€	€	€
Night-time labour	€	€	€
Public holiday labour	€	€	€
Sanitation of workstations (PC, PC accessories, telephone)	€	€	€
Thorough cleaning and scrubbing of sinks, wash basins and toilets.	€	€	€
Wet dusting of blinds and shutters - vertical, roller, ect.	€	€	€
Dismounting and washing of curtains in fabric, including wet dusting of surrounds before repositioning of washed curtains	€	€	€
Cleaning of the abbey premises of Badia Fiesolana with approx. Extension of 600 sqm. The project involves cleaning and washing of floors and wet dusting of furniture and furnishings.	€	€	€
Thorough washing of pedestrian areas , walkways, squares and cloisters through the use of appropriate equipment for the removal of any moss or stains present.	€	€	€
Actions of disinfection, dis-infestation , rodent control, prophylaxis against crawling insects, winged pests paper and schelodermi.	€	€	€
Snow removal and salt spreading from car access areas and walkways to create passage transit ways that allows access to all entryways of the various buildings.	€	€	€
Wet dusting of signage internal and external.	€	€	€
Wet dusting high-placed furniture (shelves, bookcases, etc.).	€	€	€
Dust, even via electromechanical means , shelves, cabinets both internally and externally, and any other furniture present positioned at any height; radiators, fans, lighting and radiating devices located within the offices and public areas.	€	€	€
Treatment interior tiled floors (including washing with mono-brushing, removal of stains with specific products and subsequent retreating the surfaces with various coatings of specific products)	€	€	€

<i>Name of Service</i>	<i>Unit Price</i>	<i>Rate per sqm</i>	<i>Yield smq/h</i>
Treatment exterior tiled floors (including washing with mono-brushing, removal of stains with specific products and subsequent retreating the surfaces with various coatings of specific products)	€	€	€
Treating stone floors (including washing with a mono-brush, removal of stains with specific products and any waxing and polishing via spray cleaning).	€	€	€
Washing carpeted floors, sisal rugs, mats, etc.. (including vacuuming, steam cleaning and removal of stains with specific products and subsequent sanitizing treatment).	€	€	€
Treating "parquet" wood flooring (inclusive of light sanding, steam cleaning and removing stains with specific products and subsequent protective treatment).	€	€	€
Treatment of flooring in linoleum, rubber, etc. (inclusive of light sanding, steam cleaning and removing stains with specific products and subsequent protective treatment).	€	€	€
Steam-cleaning lounges and armchairs in fabric, imitation leather, etc. (inclusive of light sanding, steam cleaning and removing stains with specific products and subsequent protective treatment) including also any costs involved in transporting the furniture to an appropriate work area.	€	€	€
Dusting of library books deposited in external storage sites (including the cost for emptying the shelves, the repositioning of titles, and washing the racks with specific products).	€	€	€

IN ADDITION, DECLARE

- to find that the Letter of Invitation, of the Special Tender Specifications and its Appendixes, defines adequately and completely the object of the tender and allows a complete understanding of all elements for an exact evaluation of these and related charges, consequential and necessary for the execution of the service;
- to possess the organizational and technical, human and financial resources to perform the service conditions set forth in the tender documents and the draft contract, to have been assured or able to ensure the supply of materials and the use manpower needed to fully meet the needs of the service and any eventual unforeseen requirements;
- to have taken into account, in the formulation of the offer, all obligations associated with the provisions on safety and protection of workers, as well as working conditions and social security and assistance requirements in force where the contract is to be performed, as well as under the provisions of Legislative Decree 81/2008 and subsequent amendments and the single risk assessment and interference document;
- to be aware of all the circumstances and the contractual conditions which could affect both the execution of the service and the determination of the offer and to judge, therefore, the bid submitted to be remunerative;
- that this offer is irrevocable and binding for the undertaking, which is representative for up to 180 days after the date of expiry of the deadline fixed for the receipt of tenders;
- to have taken into account that this offer will not be in any way binding on the Contracting Authority;
- that the formulation of this offer has taken into account any increases in prices that may occur during the execution of service, renouncing here and now to any action or exception in this regard, except as expressly provided in the Special Contract Specifications;
- to undertake to respect and to ensure the same respect of employees and associates the obligation of confidentiality in respect of all information, data, documentation and news related to the Contracting Authority that is not intended for public distribution and to put in place to this end, all the necessary preventive measures required to prevent the diffusion and utilisation of confidential information.

Place and date _____

Signature of the legal representative _____

Please find attached to this declaration a non-authenticated photocopy of an identity document in course of validity belonging to the signatory.