

LETTER OF INVITATION

Registered Mail

To the kind attention of:

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OBJECT: Open call for tender for maintenance services and construction works, civil engineering, infrastructure and mechanics concerning the construction, renovation and maintenance of buildings including civil, industrial and related infrastructure of the European University Institute and the Historical Archives of the European Union.

To Whom It May Concern,

With this, the European University Institute, an international research organisation created with [the Convention](#) of 19/04/1972 between Member States of the European Union for the attainment of doctoral degrees and post-doctoral specialisation in the social sciences (<http://www.eui.eu>), is pleased to open the invitation to participate in the tendering for the services at object.

The tender will be carried out according to the internal regulations of the Institute, and in particular the High Council Decree No. 8/2009 determining the Institute regulations and financial provisions, and Decree No. 8/2010 of the President of Institute.

Participation in the tender procedure involves the complete acceptance of the cited regulations.

1. GENERAL INFORMATION ON THE PROCUREMENT

The procurement is divided into the following lots, which are also able to be adjudicated separately:

- **LOT A:** assignment of preventive and incidental maintenance services;
- **LOT B:** procurement of all works, operations and carrying out of labour for specific tasks relative to the areas contained in a building (structural, mechanical, electrical, carpentry, painting, etc.).

Full signature of Legal Representative for acceptance

Company Stamp

The locations for execution of the activities covered by the contract are the offices and residences of the European University Institute and the Historical Archives of the European Union referred to in Article 7 of the Special Contract Specifications, the plans for which are outlined in Attachment H.

The services subject to this contract must be performed in compliance with the regulations in force, in accordance with the schedule of activities and closures of the Institute (Attachment L) and must constantly ensure an optimal quality standard in all environments, infrastructure and all that included in the service at object.

2. ESTIMATED VALUE OF THE TENDER

The total value of the tender is estimated, for its entire duration of 5 (five) years, to be:

- **LOT A:** €2,000,000.00 (two million/00) for the five-year period; €400,000.00 (four hundred thousand/00) annually excluding VAT;
- **LOT B:** € 1,000,000.00 (one million/00) for the five-year period; €200,000.00 (two hundred thousand/00) annually, excluding VAT.

These amounts have been determined by the Contracting Authority on the basis of comparison between the costs incurred for the activities over the years 2010-2011-2012-2013 and the costs of labour and materials as stated in the [Price List for the carrying out of public works and maintenance of the Municipality of Milan 2013 and annexes](#): Volume 1.1 (Civil and Urbanisation Work Calculations), Volume 1.2 (Electrical and Mechanical Infrastructure Work Calculations), Volume 2.1 (Unitary and Maintenance Costs for Civil and Small Urbanisations), Volume 2.2 (Unitary and Small Electrical and Mechanical Maintenance Costs), 2013 amendments and relative Technical Specifications.

The amount has been calculated on the basis of presumed and unforeseeable requirements as well as statistics relating to previous years, subject to variation throughout the period of validity of the contract. The indicated amount is intended as being non-binding for the Institute.

LOT B: Whereby expenditure reaches the total value for the planned budget prior to the natural expiration of the contract resulting from the present procedure, the Institute shall undertake the launch of a new tender process.

Tenders greater than the aforementioned amounts shall not be accepted.

3. DURATION AND TERM OF THE CONTRACT

The tender, except as provided for in Articles 28, 35, 37 and 38 of the SCS, has a duration period of sixty (60) consecutive months from 01/01/2014 to 31/12/2018.

Upon expiry of the contractual relationship on 31st December 2018, it shall not be necessary to provide any written cancellation between the parties since the deadline is to be considered exhaustive and without the possibility of tacit renewal.

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4. MINIMUM REQUIREMENTS FOR TENDER PARTICIPATION

To be accepted for tender, competitors must be in possession of the prerequisites outlined below. The lack of even one shall result in exclusion from participation.

GENERAL REQUIREMENTS - LOT A AND B

- 4.1 Inclusion in the Chamber of Commerce Register of Companies (in case of the undertaking company having their head office abroad, subscription with one of the Professional or Trade Registries from the State of residence), with the object company being in accordance or otherwise consistent with the tender object.
- 4.2 Anti-mafia certification.
- 4.3 Declaration in which the company declares the inexistence of impediments to participation in public tenders as referred to in Article 38 of Legislative Decree No. 163 of 12th April 2006 and subsequent amendments, or in situations of incapacity to contract with the PA.
- 4.4 Compliance with the rules governing the right to employment of persons with disabilities in accordance with Law 68/1999.
- 4.5 Compliance with provisions of Law 383/2001 (Piani Individuali di Emersione).
- 4.6 Declaration in which the company claims not to be in situations of control, as referred to in Article 2359 of the Civil Code, with other competing companies or in circumstances that would lead the tender to be under a single decision-making body or, alternatively, a statement to be in a situation of control as referred to in Article 2359 of the Civil Code yet having independently expressed the offer. This statement will have to outline the relationship with the competitor where there is any relationship and must be accompanied by the documents necessary to prove that the control situation has not influenced the formulation of the offer.
- 4.7 Compliance with obligations relating to the payment of social security contributions for workers, according to the current legislation, and application of contractual norms within the field.
- 4.8 Compliance with safety regulations and to be in possession of a risk assessment evaluation document as well as having appointed a person to be in charge of prevention and protection as per Legislative Decree No. 81/2008 and subsequent amendments.
- 4.9 The commitment, in case of award, to supply any relevant information to verify the regularity of contributions ("DURC"), pursuant to the regulations in force.
- 4.10 Number of employees non-inferior to 60.
- 4.11 Attestation of having performed the inspection referred to in paragraph 5 of this Letter of Invitation.
- 4.12 Attestation of acknowledgement that for this contract there are risks of interference and to have taken these into account in formulating the offer.

Declaration of having knowledge of all general, particular and local circumstances, without exception, and of every other element that may directly or indirectly have an effect on the execution of service or on the determination of the offer, which is therefore, declared profitable, with the commitment to maintain it valid and binding for one hundred and eighty (180) days from the date of the submission deadline.

- 4.13 **LOT A:** To have a place of business in the city a Florence or, alternatively, undertake to establish one in the case of award, within thirty (30) days of notification of award.

REQUIREMENTS OF ECONOMIC CAPACITY – FINANCIALS OF LOTS A AND B

- 4.14 Possession of two (2) bank references issued by major banks or authorised brokers pursuant to Legislative Decree No. 385/1993 dated after the invitation to the present Letter of Invitation, in which it is shown that the company has always met its commitments with regularity and punctuality and to be in possession of the economic and financial capacity to perform the services forming the object of the tender.
- 4.15 Budget excerpt from the previous three (3) years (2010-2011-2012), constituting an essential condition for participation in the tender, the lack of which shall lead to exclusion from the same, showing the total global turnover of the company resulting from the last three (3) financial years to be not less than:
- **LOT A:** € 4,000,000.00 (four million/00) net of VAT;
 - **LOT B:** € 2,000,000.00 (two million/00) net of VAT.
- 4.16 To have carried out in the three years preceding the publication of the notice (2010-2011-2012), on behalf of a single client, public or private, services similar to the subject of tender for amounts of at least:
- **LOT A:** €400,000.00 (four hundred thousand/00) net of VAT;
 - **LOT B:** €200,000.00 (two hundred thousand/00) net of VAT.

REQUIREMENTS OF TECHNICAL CAPACITY - LOTS A AND B

- 4.17 List of the principal services similar to those put forth for tender having been carried out in the last three (3) financial years (2010-2011-2012) with the descriptions of the object, the respective amount, dates and recipients, public or private, with the express declaration of the regular execution of the same. Attached to the declaration shall be supplied certificates issued and endorsed by the administrations of the contracting stations for which the services were performed.
- 4.18 An essential condition for participation in the tender, under penalty of exclusion from the same, is that the sum of the turnover for services similar to those covered by the tender over the past three (3) financial years (2010-2011-2012) is at least:
- **LOT A:** €800,000.00 (eight hundred thousand/00) net of VAT;
 - **LOT B:** €400,000.00 (four hundred thousand/00) net of VAT.

- 4.19 Possession of the following quality certifications with on-going validity: UNI EN ISO 9001:2008, code EA28 - Construction, infrastructure installation and service companies; UNI EN ISO 14001:2004; OHASAS 18001:2007; SA 8000:2008; in case of TGCs certification will have be possessed by all within the TGC; in case of consortium, the entire consortium in consideration.
- 4.20 SOA certifications in accordance with Presidential Decree 207/2010 - Attachment A:
- OG11 LEVEL II
 - OS3 LEVEL II
 - OS19 LEVEL II
 - OS28 LEVEL II
 - OS30 LEVEL II
- 4.21 For those from other countries of the European Union and lacking the SOA certifications: documentation must be submitted pursuant to Article 62 of the Presidential Decree 207/2010 demonstrating all the requirements for participation of Italian companies to the tender as per Articles 78 and 79 of the Presidential Decree 207/2010.
- 4.22 **LOT A:** Declaration signed by the legal representative of the company in which the capacity to provide infrastructural maintenance and manufacturing services for civilian use and in compliance with the timelines outlined in Article 8.2.a of the SCS.
- 4.23 **LOT B:** Certificate of participation in an AUTOCAD course (LT 2000 or successive version) of at least 3 days by at least one individual within the specialised technical personnel proposed.
- 4.24 Declaration to have reviewed the present Letter of Invitation and the Special Contract Specifications and all attachments, and to accept entirely without any reservations or conditions, all provisions, clauses, restrictions, limitations and responsibilities contained there within, in accordance with Article 1341 of the Italian Civil Code, declaring that the service subject to the tender will be effectuated and conducted in compliance with all covenants, terms and conditions of the documents referred to therein.

5. INSPECTION

LOTS A and B:

To participate in the tender, the economic entities are obliged to effectuate, at risk of exclusion, an inspection of the buildings subject to the tender. The inspection shall enable competitors to become more aware of the particularities of the buildings, to measure the surface areas of the premises where services shall be carried out and to identify the areas shown in the diagrams and tables provided in the tender documents (Attachment H) on the basis of which the works shall be performed and their periodicity defined.

Permitted to the assisted site inspection shall be the owner or legal representative of the competing company or delegate (providing, as well as their own valid identity document, a specific delegation document signed by the legal representative and a photocopy of their valid identity document).

The site inspection, in accordance with the principles of equality of treatment and uniformity of information will be provided on the day of **15/10/2013** with the appointment at **10:00 am** at the headquarters of the Badia Fiesolana on Via dei Roccettini, 9, San Domenico di Fiesole (FI). To this end, the competitors must send to the Real Estate and Facilities Service the inspection application form, in accordance with the copy provided in Attachment D of the TGC, with a copy of any eventual delegation. The request must be submitted by fax to +39 055 4685344, no later than **12:00 pm** on **14/10/2013**, under penalty of exclusion from the tender procedure. The originals of these documents must be presented on the day of the site inspection to the accompanying Institute representative.

At the end of the accompanied site inspection the EUI representative will provide each party in attendance with a document declaring attendance to the inspection, which will have to then be attached, under penalty of exclusion, to the administrative documentation submitted for tender participation.

Familiarisation of the locations and areas subject to the tender will impart upon the winning contender the obligation to ensure maintenance services respond perfectly to the qualitative, functional and performance characteristics outlined in the Special Contract Specifications, save for any improvements offered within the tender.

6. MODALITY OF OFFER SUBMISSION

The offer will have to be submitted in paper form in triplicate (the original plus two photocopies easily distinguishable from the original) as well as in digital format to the following address:

EUROPEAN UNIVERSITY INSTITUTE

Ufficio Protocollo

Via dei Roccettini, n. 9

50014 San Domenico di Fiesole (FI)

The documentation must be contained, under penalty of exclusion, in perfectly sealed envelopes signed along the seal. Tenders must be sent by courier (for overnight courier, the date of delivery to the courier service shall be considered) or hand delivered to the Protocol Office (from Monday to Friday during business hours of 8.30 am-1.00 pm and 2.00 pm-5.00 pm) no later than **5.00 pm on the day 30/10/2013**, being the final deadline. Any other type of sending and/or delivery of the documentation shall result in exclusion from the tender procedure.

Competitors will have to confirm to the address MaintenanceAndWorks@eui.eu the sending of the documentation. The Institute will acknowledge receipt of the aforementioned email.

The envelope must bear externally, in addition to the sender and the recipient details, the following wording:

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“GARA D’APPALTO PER L’AFFIDAMENTO DEI SERVIZI DI MANUTENZIONE E DEI LAVORI EDILI, DI GENIO CIVILE, IMPIANTISTICA E MECCANICA, RIGUARDANTI LA COSTRUZIONE, RISTRUTTURAZIONE E MANUTENZIONE DI FABBRICATI DI TIPO CIVILE, INDUSTRIALE E DI INFRASTRUTTURE ANNESSE DELL’ISTITUTO UNIVERSITARIO EUROPEO E DEGLI ARCHIVI STORICI DELL’UNIONE EUROPEA–LOTTO A.”

Participation in the procedure is permitted for either a single lot or for both. In case of submission for both lots, two (2) separate envelopes must be sent, each containing **ALL** of the required documentation.

The envelope, under penalty of exclusion from the tender, must contain three envelopes of which:

A) LOTS A and B - the 1st envelope sealed (with adhesive tape) and signed off on the seal, showing externally in addition to the name of the competing firm, the following statement: "**Busta n. 1 - Documenti amministrativi**" and must contain three printed versions (one original and two photocopies distinguishable from the original) and in digital form, under penalty of exclusion from the tender, the following documents:

1. **Checklist** completed and signed (Attachment A).
2. **Tender participation request**, dated and signed by the legal company representative or by a person duly authorised to sign, utilising the form attached (Attachment B).
3. **Substitution declaration**, signed by the legal representative of the company and made pursuant to and in the manner provided for in DPR No. 445/2000, utilising exclusively the form provided in Attachment C.

In the case of the TGC, the document must be countersigned by each legal representative of the temporarily grouped companies.

The declaration must be accompanied by a photocopy of a valid identity document of the undersigning persons.

4. **Site inspection certificate** issued by the Contracting Authority.
5. **A copy of this Letter of Invitation, the Special Contract Specifications (SCS) and Draft Contract** without any additions, modifications or integrations, signed on each page and bearing on the last the stamp of the competitor and the full signature of the owner or legal representative.
6. **Only for cooperatives:** Certificate of registration with the Prefecture;
7. **In the case of pre-existing TGC:** a special collective mandate with representation given by the principals, resulting from authentic private agreement documentation, or certified copies thereof. Proxy must be given to the legally representative agent as well as the company in a statement issued by the company concerning the elements of the service to be carried out by the individual companies, including the mandated company.

In the case of not yet established TGC: the commitment, if awarded the contract, to confer the special collective mandate with representation by one party (to be explicitly specified) as qualified agent, who will sign the contract in the name and on behalf of the principals, including an indication of the elements of the

service to be carried out by individual companies, including the mandated company (or designated as such).

Participation by companies competing singling and also as part of an TGC is not permitted, **under penalty of exclusion** from the tender for both the company and the TGC concerned.

It is further not allowed the participation of businesses, including as TGC, in situations of control (either as a parent or subsidiary) pursuant to Art. 2359 of the CV, with other companies participating in the tender individually and as members of TGC, **under penalty of exclusion** from tender for both the parent company and their subsidiaries, as well as the TGC which may participate.

8. **Provisional deposit** corresponding to 2% of the estimated value of tender, equal to:

- **LOT A:** € 40,000.00 (forty thousand/00);
- **LOT B:** € 20,000.00 (twenty thousand/00).

The deposit must be made by:

- bank guarantee or insurance policy, or by policy issued by financial intermediaries entered into the special list referred to in Art. 107 of Legislative Decree No. 385/93 and subsequent amendments, with the deposit offering guarantee against failure to sign the contract.

The deposit should be operational within fifteen (15) days upon written request of the Contracting Authority and have a minimum duration of one hundred and eighty (180) days from the date of expiry of the tender submission deadline. It should also contain a clause providing for the termination of operations only following a specific release letter from the Contracting Authority, even after the aforementioned termination; to be expressly foreseen is the waiving of benefits upon preventative exclusion of the principal debtor.

Please note that forms of security deposit other than those specified above shall not be accepted and competitors presenting guarantee policies issued by brokerage firms banned from issuing new operations by the Bank of Italy shall be excluded.

It is further emphasised that the European University Institute, as an international body, is not required to observe the Legislative Decree 163/2006. Therefore deposits of less than 2% will not be accepted.

B) LOTS A and B - the 2nd envelope sealed (with adhesive tape) and signed off on the seal, must bear externally, in addition to the name of the competing firm, the following statement: "**Busta n. 2 – Offerta tecnica**" and must contain three printed versions (one original and two photocopies distinguishable from the original) and in digital form, a detailed description of the service offered on the basis of the points indicated in the following paragraph, including any additional services and improved conditions. Particular emphasis will be given to the degree of detail, clarity and descriptive method of the technical project presented.

The technical offer must be signed by the legal delegate of the company (or in case of TGC, by the legal representative from each of the temporarily grouped companies).

The technical offer will form an integral and substantial part of the contract, carrying the obligation for the company awarded the contract to carry out the service in accordance with that stated and contained in the documents submitted in the tender.

LOT A

The aforementioned offer, outlined on the forms provided in Attachment E - LOT A, must contain:

1. a detailed technical structure of the organisational system of activities subject to the tender.
 - 1.1 For preventive maintenance, this is to be presented in detail for each building and taking into account the specific characteristics and any additional services and/or improvements offered by the company, the technical-operational methodologies adopted for the execution of the necessary periodic activities, included in the "Preventive maintenance manual" and a relative maintenance plan including timetable, the annual working hours and a description of the manual that will be provided for the management of the activities.
 - 1.2 For **incidental maintenance**, detailed methodologies adopted for the technical-operational methods and for the execution of the services based on the varying types of intervention as per Article 8.2 of the SCS, also indicating the proposed timeframes and the number of dedicated employees available upon request to the Institute.

By virtue of the kind of tender that awards greater points to the technical factors and in particular to the organisational and operational system proposed by the competing company, data shall not be provided concerning staff currently used for the provision of service by the outgoing company.
2. A report describing the organisational structure and explicate proposed logistics of activities requested, distinguishing between preventive and incidental maintenance. It must present in detail all measures, checks, interventions and actions needed, in accordance with the new tender, to ensure the continuity of service. The total annual number of hours for non-permanent employees may not be less than, upon penalty of exclusion, 7,800 (seven thousand eight hundred) hours.
3. The description of the organisational and operational modes which would be adopted for replacements due to holidays, sick leave, sudden absences or other motives provided for by the work ratio (methods of staff rotation and replacement), in order to ensure continuity in service provision, particularly during the summer months and in periphery offices.
4. The description of organisational and operational means concerning the management of emergencies such as, but not limited to: management of urgent requests even on holidays and during the night, timeliness of intervention in the event of flooding, strikes, availability of resources and dedicated staff, etc.

5. An indication of training methods for staff dedicated to the service, describing the training plan containing clear distinctions provided for management personnel as opposed to operational staff. In particular, to be guaranteed are: professional training courses for new infrastructural technologies, construction, workplace safety, use of resources, equipment and products; training and refresher courses on safety, fire fighting and first aid.
6. A detailed description of the web-based management system offered for the traceability of actions undertaken and the results obtained, also presenting evidence of functionality, for example in the form of screen-shots or anything else that could be useful for a full and detailed evaluation; also to be presented is a monitoring plan pertaining to the respecting of the planned work scheduling and for the management of reporting failures and malfunctions received via the Institute's ticketing system.
7. A detailed report on the system of self-management that the competing company intends to adopt to ensure the compliance with the activities carried out in respect of the contractual obligations and a mode of communication for checks carried out. To be taken into specific consideration will be the qualifying tools and solutions aimed at providing a full account of the service provided and any means to ensure prompt restoration of quality and quantity required by the contract. It must be indicated and shall be evaluated in terms of incisiveness and timeliness: the type, frequency, mode and the timing in the adoption of corrective actions that will be taken by the company based on the results of the quality assurance system adopted.
8. A description of the amount, type and characteristics of instruments, spare parts, tools, work equipment and machinery that will be offered for the carrying out of the service. Evaluations will be on the basis of quantity, quality, multi-functionality, efficiency, safety and ease of use. Describing the consumable products and supplies offered for the service performance, with the use of consumable products and materials with environmental labelling shall be more favourably evaluated.
9. A description of the environmental management measures that the bidding company shall undertake to adopt during the execution of service and of the reduction of environmental impact for the activities carried out. Also to be evaluated favourably shall be those methodologies involving procedures, tools, machinery and materials that reduce water and energy consumption.
10. A presentation and description of any auxiliary services and/or improvements in service that the tenderer wishes to offer to the Contracting Authority at no additional cost (referring to Article 23 of the TGC). It is requested to indicate separately any proposals relating to preventive maintenance activities and any incidental services, as well as detailing the methodologies that will be implemented to make sure these are respected. To be exclusively taken into consideration will be, at the indisputable discretion of the adjudicating Commission, that which is deemed valid and effectively useful for the improvement of service. In the event that the Commission does not

consider the proposals to actually be an improvement to the service, the competitor will be assigned a score of zero (0). Similarly, if the description is not sufficient to carry out an overall assessment of the proposal, the Commission shall not proceed with the evaluation and the competitor will be assigned score of zero (0).

LOT B

The above offer, produced on the forms provided in Attachment E - LOT B, must contain:

- I. A detailed technical report in order to present the organisational system including how this shall ensure the completing of the service requirements in respect of the characteristics and terms as specified in the bid documents. To be presented is the complete management process for a generic assignment, from receipt of quotation request to the emission and final invoice, paying attention, among other parameters, to the criteria and methodologies for assignment acceptance, creation of a work plan, managing the authorisation and execution of "variations during work in process", for the delivery of the project to the Institute. In this, the contracting agency must indicate the maximum "time of initiation of work" (TI) that the company shall take in respecting any type of project. The TI must be expressed in working days (see Article 17 of the TGC).
By virtue of the kind of competition awarding greater points to the technical factor and in particular to the organisational system and operational system proposed by the competing company, data on staff currently used for the provision of the service by the outgoing company shall not be provided.
- II. A report that presents the proposed organisational structure and logistics for service in question. This must provide all necessary measures, implementations, interventions and actions needed to ensure continuity of service, in accordance with any proposed improvements, quality of execution and the success of the work. Indicate the minimum number of team personnel dedicated to the needs of Institute, the professional figures made available and the operating modes for checking work progress and any eventual onset of potential criticisms regarding cost, time and quality.
- III. A description of the organisational and operational modes to be adopted for any substitutions during holidays, sick leave, sudden absence or any other absences foreseen within the employment relationship (staff rotation and replacement methods) in order to ensure the continuity of service supply, in particular during in the summer months and in periphery offices.
- IV. A description of the organisational and operational modes dedicated to the management of emergencies. By way of example and not limited to: management of urgent requests even on holidays and during the night, the timing of intervention in case of emergencies, management of strikes concurrent with planned and/or urgent activities, etc..
- V. Indications of training methods for staff dedicated to the service, describing the formation plan containing clear distinction for management figures versus direct operation personnel. In particular, it must be guaranteed: professional training courses for new infrastructure technologies,

construction, work safety, utilisation of resources, equipment and products, training and refresher courses on safety, fire fighting and first aid practices.

- VI. A description of the methodology to be used in managing a single project of a significant amount (greater than €300,000.00) and for the management of various contemporary projects of less significant amounts (for example, 10 projects amounting to €25,000.00).
- VII. A detailed report on the system of self-checks that the competing company intends to take to ensure compliance of the activities carried out with respect to contractual obligations and a means of communication for the checks carried out. Particularly considered qualifying are the instruments and solutions aiming to provide full accounting of the service provided and to then promptly restore the quality and quantity required by the contract. To be indicated for evaluation in terms of incisiveness and timeliness are: the type, frequency, modality and scheduling for adoption of corrective actions that will be taken by the company, based on the results of the quality assurance system adopted.
- VIII. A description of the environmental management measures that the bidder shall strive to undertake during the implementation of service and for the reduction of environmental impact of activities carried out. To be evaluated and rewarded are methodologies that will involve procedures, tools, machinery and materials that reduce water and energy consumption.
- IX. A presentation and description of any auxiliary services and/or improvements that the tenderer wishes to offer to the Contracting Authority at no additional cost (refer to the contents of Article 23 of the TGC). This requires separate specifications for each such proposal pertaining to the activities for preventive maintenance and incidentals, describing the methods that will be implemented to ensure compliance. To be taken into consideration shall be only proposals that, at the discretion of the adjudicating Commission, are considered valid and actually useful for the improvement of service. In the event that the Commission does not consider the proposed improvement to be valid, the bidder shall be given a score of zero (0). Similarly, if the description is not sufficient to undertake an overall assessment of the proposal, the Commission shall not proceed with the evaluation and the competitor will be given a score of zero (0).

C) LOTS A and B

The competitor company must declare which information provided concerning the tender submitted constitutes technical or trade secrets, and therefore deemed covered by an obligation of confidentiality.

B) LOTS A and B - the 3rd envelope sealed (with adhesive tape) and signed off on the seal, must bear externally, in addition to the name of the competing firm, the following statement: “**Busta n. 3 - Offerta Economica**”. It must be inserted in triplicate hard copy (original plus two photocopies distinguishable from the original) and in digital form, the bid drawn up solely on the forms provided in Attachment F – LOT A and LOT B and be signed by the legal representative of the competitor (in the case of TGC the tender must be signed by each legal representative of the temporarily grouped companies).

LOT A: The offer consists in the proposal of one (1) discount factor that, when applied to the total estimated by the Article 5 of the TGC, will determine the amount of maintenance taken as a whole for the entire period of validity of the contract. The annual amount will be calculated proportionately.

For acquisitions and/or disposal of property, portions thereof, and/or individual infrastructures and systems, the relative variation of the annual amount of maintenance is determined by applying:

- in the case of property and/or portions thereof, the maintenance costs per m² **C1** and **C2** in respect of the extent of internal and external areas subject to their variation;
- in the case of facilities and/or systems, the coefficient **K** to the value of their acquisition (for a more detailed description refer to Articles 9 and 10 of the TGC).

All coefficients and parameters must be defined in such a way that the resulting amounts are inclusive of the cost of labour, equipment, products, spare parts, consumables and everything that may be necessary for the execution of all preventive and incidental maintenance required during the term of the contract resulting from this procedure.

LOT B: The prices of reference for the bid shall be those shown in the [Price list for the carrying out of public works and maintenance of the Municipality of Milan 2013 and annexes](#). The company, for each entry in the economic offer Attachment F - LOT B, must offer the Institute a special discount on the price, given in % (percentage). For a more accurate offer formulation, provided in the offer module is the economic impact percentages on the total of assets for each item listed.

Lots A and B: Prices are to be understood net of VAT being that the Institute is exempt on services and purchases under the normal course of business for amounts exceeding Euro 300.00 pursuant to Art. 72-paragraph 1, letter e) and paragraph 2 of Presidential Decree 633 of 26/10/1972 and subsequent amendments.

7. AWARD CRITERIA AND PARAMETERS OF EVALUATION OF TENDERS

LOTS A and B

The award will occur on the basis of "**the offer proving overall more advantageous**" following the assessment made by the competent authority of the Institute (the Consultative Committee for Procurement and Contracts), which will assign a score to each offer to a maximum of 100, apportioned based on the following parameters:

MAXIMUM SCORE	
Technical and quality evaluation	60/100
Economic evaluation	40/100

The total score of the offer shall be the sum of the technical and economic score obtained:

Offer P = economic evaluation P + technical evaluation P

The bidder obtaining the highest overall score shall result the winner of the tender.

A - ALLOCATION OF POINTS FOR SERVICE METHODOLOGY, TECHNIQUES AND QUALITY

Each parameter will be assigned a certain weight, with the maximum amount being equal to 60, which, multiplied by the coefficient of quality assigned at the discretion of the deciding Commission (between 0 and 1, as shown in Table II), will determine the score attributed to each individual bid, as indicated in the following Table I (LOT A) and Table II (LOT B).

LOT A – PREVENTIVE AND INCIDENTAL MAINTENANCE						
TABLE I						
DESCRIPTION				MAXIMUM SCORE		
A1	Organisational system of the service and the technical and operational methodologies (6.B.1-6.B.4)				31	
	A1.1	Organisation of service (6.B.1)		20		
		Preventive maintenance (1.1)				10
		incidental maintenance (1.2)				10
	A1.2	Organisational structure and continuity of service (6.B.2)		5		
	A1.3	Absence management (6.B.3)		3		
	A1.4	Emergency management (6.B.4)		3		
A2	Training of personnel (6.B.5)				5	
A3	Systems of traceability and management reportage (6.B.6)				5	
A4	Self-inspection systems (6.B.7)				5	
A5	Machinery, equipment, tools, spare parts, supplies, and products used (6.B.8)				4	
A6	Measures to reduce environmental impact (6.B.9)				5	
A7	Improvements and/or additional services proposed (6.B.10)				5	

LOT B - BUILDING, CIVIL ENGINEERING, INFRASTRUCTURE AND MECHANICAL ENGINEERING WORKS RELATING TO CONSTRUCTION, RESTAURATION AND MAINTENANCE OF CIVIL AND INDUSTRIAL BUILDINGS PLUS RELATED INFRASTRUCTURE.				
TABLE II				
DESCRIPTION				MAXIMUM SCORE
B1	Organisational system of the service			26
	B1.1	Organisation of service - appointment process (6.B.I)	8	
	B1.2	Organisation of service - structure and specific roles (6.B.II)	8	
	B1.3	Absence management (6.B.III)	5	
	B1.4	Emergency management (6.B.IV)	5	
B2	Training and retraining of personnel (6.B.V)			9
B3	Technical and operational methodologies (6.B.VI)			10
	B3.1	Management of significant value projects	5	
	B3.2	Management of multiple non-significant contemporary projects	5	
B4	Methods of self-control and accountability for service quality (6.B.VII)			5

B5	Measures to reduce environmental impact (6.B.VIII)	5
B6	Improvements and/or additional services proposed (6.B.IX)	5

LOTS A and B

The minimum score for contract suitability is 35/60. Competitors who fail to achieve this minimum shall not proceed to the point of assessment for the economic offer.

In the case of award, the entire technical offer and all provisions within the Special Contract Specifications shall form part of the contract.

It should be noted that the coefficients of quality will attributed on the basis as set out in Table III.

TABLE III		
EVALUATION	EVALUATION	COEFFICIENT
GREAT	Well-structured project that develops the requested project in a clear, precise and in-depth manner, adding additional value in respect to the expectations of the Institute.	1.00
GOOD	Suitable project that develops the topic with no particular insights.	0.75
SUFFICIENT	Acceptable design but poorly structured with limited application to the provisions of the SCS.	0.50
LOW	Mediocre project that is under-developed.	0.25
INSUFFICIENT	Insufficient project that is generic and inadequate.	0.00

B - ALLOCATION OF POINTS RELATIVE TO PRICE

LOTS A and B

The maximum points available for the price (40 points) shall be assigned to the bidder that proposing the best price.

The other companies shall be given scores (rounded to two decimal places, if necessary) proportional to the ratio between the best price and that offered by each bidder.

<p>Minimum Price</p> <p>$P = 40 \times \frac{\text{Minimum Price}}{\text{Price offered}}$</p> <p>Price offered</p>

P = points assigned to the offer.

Deemed ineligible and therefore to be excluded from the proceeding, shall be the offers in which:

1. **LOT A:** The annual number of hours scheduled for the four (4) permanent workers proves to be inferior to 7,800 hours.
2. **lots A and B:** The cost of labour is lower than the rate established by the national labour contract authority (CCNL) and social security laws in force at the date of presentation of the offer, as well as conditions resulting from subsequent amendments and additions and, in

general, from any other collective agreement subsequently entered into by category, applicable in the Province of Florence.

8. STEPS NECESSARY FOR THE AWARD

LOTS A and B

The company offered the contract, on the date set by the Contracting Authority for the purposes of final award, will have to present:

1. a performance bond equal to 10% of the award amount, given as a guarantee for fulfilment of the obligations inherent and consequent to the contract, to be paid in the manner described in Article 39 of the SCS;
2. insurance adequate to cover all risks associated with the contractual activities, as regulated in Article 40 of the SCS;
3. a copy of original compliance certifications demonstrating all requirements stated in the tender, the technical characteristics and safety of products offered;
4. **in the case of TGC:** the constitutive act of union with the mandate given to the legal representative of the parent company from the leading company within the group, as resulting from a private deed notarised by a public notary.

In the event that the awarded company does not promptly execute the fulfilment of the above, fails to present all documentation requested or does not provide proof of possession of all requirements declared in the tender, as well as if any checks reveal failure of compliance with the declarations submitted during the bidding process, the Contracting Authority reserves the right to declare a compliance failure and to award the tender to the following contender in the list or to instigate a new call for tender, which in either case shall result in the forfeited bidder having to bear any addition costs incurred by the Contracting Authority. In these circumstances, in respect to the failing company, a temporary deposit will be forfeited, whilst proceedings for the application of any additional penalties provided by law may be pursued.

In case of a positive result from the above verification activities, the award shall be in favour of the winning competitor who will be then formally invited to sign the contract.

The Institute reserves the right to proceed to request clarification and/or completion of product documentation.

The Institute reserves the right to withhold the signing of the contract pursuant to anti-mafia certification from the competent Prefecture.

9. TENDER DOCUMENTS AND INFORMATION

LOTS A and B

Documents relating to the invitation for bids for the tender in question are available at the following address: www.eui.eu/About/Tenders.aspx. Information and clarification on the bid documents may be requested only by fax to +39 055 4685344 or e-mail to the address MaintenanceAndWorks@eui.eu no later than the final time of **12:00 pm on 23/10/2013**.

All clarification requests received until this time shall be replied to anonymously via response published on the web page above.

10. TENDER REFERRALS

LOTS A and B

Reference for this contract shall be assigned to the management of the Real Estate and Facilities Service, Dr. Claudio Barzini - tel. +39 055 4685384 - fax +39 055 4685344 - email: claudio.barzini@eui.eu, and the head of the European University Real Estate, Ing Walter Pugliese - tel. +39 055 4685242 - fax +39 055 4685344 - email: [walter.pugliese @ eui.eu](mailto:walter.pugliese@eui.eu).

11. PROCEDURE CALENDAR

Description	Deadline
Start of sending offers	30/09/2013
Deadline for reserving site inspection visit	14/10/2013, by 12:00 pm
Site inspection	15/10/2013, 10:00 am at the Badia Fiesolana
Deadline for sending comments and/or clarification requests	23/10/2013, by 12:00 pm
Deadline for submission of applications	30/10/2013, by 5.00 pm
Tender evaluation	November 2013
Communication of award	December 2013
Signing of the contract	January 2014

12. GENERAL INFORMATION – LOTS A AND B

- The addressing of the envelope is at the sole risk of the sender, if for any reason the same does not arrive to the destination in good time.
- No compensation or refund will be due to the companies for the compiling of the offer, for any project or any other documentation submitted.
- Documentation submitted shall not be returned even if the bidder does not prove successful in the tender process.
- The name of company awarded the tender will be stated via publication on the website of the Institute and followed by the according communication due to all participating companies.
- The Institute reserves the complete discretion not to proceed with the tender or to extend the date, without competitors having any pretence to this end.
- The penal responsibilities for incurred in the case of providing false declarations are hereby reiterated. The Institute will execute appropriate checks on the veracity of affidavits and, if they demonstrate to be not valid due to the contents thereof, the declarant shall not proceed to any eventual benefits and shall forfeit the deposit paid as well as facing any resulting criminal complaint.
- In accordance with the provisions of legislation of Institute on privacy, details for which are available at the address <http://www.eui.eu/AboutTheWebsite/DataProtection.aspx>, it is stated that data provided by competitors shall only be used for purposes connected to the reasons for which they have been requested.

Yours sincerely,

Dr. Pasquale Ferrara
Secretary-General

Full signature of Legal Representative for acceptance

Company Stamp