

INVITATION LETTER TO TENDER

**Subject: OPEN CALL FOR TENDERS FOR THE SUPPLY OF STATIONERY AND OFFICE SUPPLIES,
USING A DIGITAL PLATFORM TO DISPATCH ONLINE ORDERS**

Ref: OP/EUI/REFS/2015/002

Dear Sir/Madam,

1. The European University Institute (EUI), a postgraduate research centre based at the Badia Fiesolana, Via dei Roccettini, n. 9, in San Domenico-Fiesole (Florence, IT), is launching an Open Call for Tenders for the supply of stationery and office supplies, using a digital platform to dispatch online orders.

The tender documentation consists in this letter, the tender specifications (including the technical specifications) with its annexes and the draft contract.

2. If you are interested in this contract, you should submit a tender in one of the official languages of the European Union (with preference for the use of English) provided you comply with the conditions for participation to tenders as set out in Article 2.4 of President's Decision N° 44/2014 of 5 December 2014 implementing title V concerning procurement of the EUI's Financial Rules (Public Procurement Regulation).

3. Submission of tenders

Tenders must be submitted exclusively on paper, in one original and two (2) copies, and must be placed inside two sealed envelopes, addressed as indicated below (Double envelope system).

The inner envelope must bear, in addition to the name of the department to which it is addressed, as indicated in the invitation to tender, the words 'Call for tenders — Not to be opened by the internal mail service'. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

The outer envelope must be sealed with adhesive tape and signed across the tape. The outside of the envelope must give the following information:

- the code referring to this tender procedure: OP/EUI/REFS/2015/002;
- the name of the Service to which it is addressed to (Real Estate and Facilities);
- the caption 'Call for tenders — Not to be opened by the internal mail service';
- the name of the Tenderer;

The content of the inner envelope must be subdivided into three envelopes, according to the following instructions, on pain of exclusion from the tender procedure.

Envelope no. 1: sealed with adhesive tape and signed across the tape, bearing on the outside the name of the Tenderer and the words “**Envelope no. 1 – Administrative Documents**”; this envelope shall contain 1 original, 2 paper copies (clearly distinguishable from the original), and a digital copy of the following documents:

1. **Checklist**, filled in and signed (*Annex A*).
2. **Self-certification form**, dated and signed by the Company's Legal Representative, or by a person entitled to sign on behalf of the Company; this request may only be submitted using *Annex B*.
3. **Declaration on Honour on exclusion criteria and absence of conflict of interest**, signed by the Company's Legal Representative, using *Annex C*.

A photocopy of a valid identity document of the signatory shall be attached to the Declaration.

4. Copies of the **Invitation to Tender Letter, of the Special Tender Specifications and of the Draft Contract**, without any additions, amendments or changes, initialled on each page and bearing the Tenderer's stamp and full signature of the owner or Legal Representative on the last page.

Envelope no. 2: sealed with adhesive tape and signed across the tape, bearing on the outside the name of the Tenderer and the words “**Envelope no. 2 – Technical Offer**”; this envelope shall contain 1 original, 2 paper copies (clearly distinguishable from the original), and a digital copy of the Technical offer to be filled in the form Annex E.

The Technical Offer (Annex E) shall be signed by the Tenderer's Legal representative.

Each and every element of the Technical Offer submitted shall be deemed an integral part of the contract, and the successful Company shall be obliged to comply with it.

The Tenderer must declare which information in the documentation is an industrial and/or commercial secret, and must therefore be considered strictly confidential.

Envelope no. 3: sealed with adhesive tape and signed across the tape, bearing on the outside the name of the Tenderer and the words “**Envelope no. 3 – Economic Offer**”; this envelope shall contain 1 original, 2 paper copies (clearly distinguishable from the original), and a digital copy of the Economic Offer, to be detailed in the form Annex F, and signed by the Company's Legal representative.

In order to properly evaluate the tenders, it is also necessary the submission of a further parcel:

Envelope no. 4: a parcel sealed with adhesive tape and signed across the tape, bearing on the outside the name of the Tenderer and the words “**Envelope no. 4 – Samples related to the Technical Offer**”, containing samples of the products listed in the table below.

Please note that the brands and the models indicated in the table below should be considered only as a reference to the quality standards requested for the products object of the present call for tenders, therefore tenderers are not bound to supply items belonging to the listed brands and models.

Envelope no. 4 is to be considered as integral part of the Technical Offer and it will be opened and evaluated at the same time as Envelope no. 2.

The samples submitted to the EUI might be pulled back by the interested companies within 10 (ten) days from the end of the procurement procedure.

PRODUCT DESCRIPTION	Brand and Model of reference
DESKTOP STAPLER <i>capacity 100 staples max. up to 15 strips</i>	LEITZ Art. 5547
SMALL HOLE PUNCH <i>pace 8 cm punching capacity 25 sheets</i>	LEITZ Art 5008
OFFICE SCISSORS <i>safety end, steel, cm.18, abs grip</i>	SOENNECKEN EDELSTAHL
EUROPOST LETTER TRAY <i>Made of antistatic styrofoam Dim. (25,5x34,5x6,5)</i>	ESSELTE Art. 1165
BLACK PENCIL HB-2	STAEDTLER Art. 120-2
PENCIL SHARPENER 2 graphite holes	STAEDTLER Art. 512-20
PLASTIC ERASER	STAEDTLER Art. 526-50
BALLPOINT PEN <i>Blue color</i>	MAPED Green Ice
FELT TIP PEN <i>Blue color – water ink</i>	Tratto PEN Art. 8000
PERMANENT MARKER <i>Round tip 4m/m Black color</i>	PILOT V MARKER - MID- F-B
HIGHLIGHTER <i>4 mm – yellow color, water ink</i>	STABILO BOSS
NOTEBOOK F.to A4 <i>70 sheets- Lined</i>	ARISTON Art. 233

TRANSPARENT L POCKET <i>f.to A4 – blue color</i>	LEITZ Art 4100
REPORT FOLDER WITH FILING CLIPS - TRANSPARENT COVER <i>f.to A4 Blue color</i>	LEITZ Art 4191
TRANSPARENT POCKET DOCUMENT HOLDER <i>Made of polypropylene f.to 22x30 standard punching</i>	FAVORIT 1725/15
RING BINDER 8 with hard paper cover <i>F.to A4</i>	LEITZ Art. 1080
MAGAZINE FOLDER <i>f.to A4</i>	ESSELTE DELSOLINE F13
TIPP-EX Liquid <i>Correction fluid</i>	Pentel ZL63-W
POST-IT MM. 76 x 76 <i>notes 654</i>	3M Art. T654
MARKER SOLUBRE FOR WHITEBOARD <i>Line 3-6</i>	VELLEDA Ref.1781
PIN / CLIP NAME BADGES <i>f.to 5,4x9</i>	LEBEZ 31090

You must submit the tender:

- a) either by post or by courier service not later than 12 am **27/07/2015**, to the address indicated below, in which case the evidence of the date of dispatch shall be constituted by the date of dispatch, the postmark or by the date of the deposit slip.
- b) or delivered in person by the tenderer or candidate in person or by an agent to the premises of the Institute no later than 12 am on **27/07/2015** to the address indicated below. In this case, the tenderer must obtain a proof of receipt, signed and dated by the EUI's agent in the Protocol Office who took delivery.

The EUI's Protocol Office is open from Monday to Friday during business hours between 8.30 am-1.00 pm and 2.00 pm-5.00 pm. It is closed on Saturdays, Sundays and EUI public holidays and closure days (see Annex D).

Address where tenders must be submitted (by post/by courier or in person):

CALL FOR TENDER: "SUPPLY OF STATIONERY AND OFFICE SUPPLIES, USING A DIGITAL PLATFORM TO DISPATCH ONLINE ORDERS - OP/EUI/REFS/2015/002"
EUROPEAN UNIVERSITY INSTITUTE
Protocol Office
Via dei Roccettini, n. 9
50014 San Domenico di Fiesole (FI)
Italia

All Tenderers are required to notify the Institute that they have sent a bid by writing to the e-mail address: infoREFS@EUI.eu . The Institute shall acknowledge receipt of this message.

Once the Offer has been received by the Contracting Authority, all the documents become the property of the Institute and shall be treated with the strictest confidentiality.

4. Signature and legibility of tender documents

All tenders must:

- be signed by an authorised representative of the tenderer;
- be perfectly legible so that there can be no doubt as to words/terms and figures included;
- include the costing sheet or other model documents as indicated in the technical specifications;
- be drawn up using the model reply forms in the tender specification, adding further attachments if deemed necessary;

Joint venture or consortium

If a tenderer is a joint venture or consortium of two or more persons, the tender must be a single one with the object of securing a single contract, each person must sign the tender and will be jointly and severally liable for the tender and any contract. Those persons must designate one of their members to act as leader with authority to bind the joint venture or consortium. The composition of the joint venture or consortium must not be altered without the prior written consent of the European University Institute in its capacity as Contracting Authority.

The tender may be signed by the representative of the joint venture or consortium only if it has been expressly so authorised in writing by the members of the joint venture or consortium, and the authorising contract, notarial act or deed must be submitted to the Contracting Authority. All signatures to the authorising instrument must be certified in accordance with the national laws and regulations of each party comprising the joint venture or consortium together with the powers of attorney establishing, in writing, that the signatories to the tender are empowered to enter into commitments on behalf of the members of the joint venture or consortium.

5. Period of validity of submitted tenders

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is six (6) months from the date indicated in point there (3) of the present invitation letter.

6. Legal obligations related to the submission of a tender

Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

7. Costs

All costs incurred during the preparation and submissions of tenders are to be borne by the tenderers and will not be reimbursed.

8. Contacts

Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

- Before the deadline for submission of tenders, as indicated in point 3:
- * At the initiative/request of tenderers, the Institute may communicate additional information solely for the purpose of clarifying the nature of the contract. Such information shall be communicated on the same date to all interested tenderers.

Any requests for additional information must be made in writing only to infoREFS@EUI.eu, no later than five (5) working days before the deadline for submission of tenders.

The contracting authority is not bound to reply to requests for additional information received less than five (5) working days before the final date for submission of tenders.

- * The Institute, may, on its own initiative, contact the tenderers, if it discovers an error, a lack of precision, an omission or any other type of clerical defect in the text of the contract notice, invitation to tender or specifications and will inform all the persons concerned on the same date and in a manner identical with that applicable in respect of the original invitation to tender.
- * Any additional information including that referred to above will be posted on <http://www.eui.eu/About/ProcurementattheEUI/Callfortenders.aspx>
The website will be updated regularly and it is your responsibility to check for updates and modifications during the tendering period.

- After the opening of tenders

- * If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, the responsible officer may contact the tenderer(s), although such contact may not lead to any alteration of the terms of the tender.

9. Opening of tenders

The opening of tenders aims to assess that:

- The tenders were sent within the deadline;
- The tenders were submitted according to the “double envelope system”

10. Waiver

This invitation to tender is in no way binding on the EUI. The EUI's contractual obligation commences only upon signature of the contract with the successful tenderer.

11. Right of the Institute to cancel the procedure

Up to the point of signature, the Institute may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision will be substantiated and the candidates or tenderers notified.

12. Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

12. Ownership of tenders

Once the EUI has opened the tender, the document shall become the property of the EUI and shall be treated confidentially.

13. Award notice and information to tenderers

You will be informed of the outcome of this procurement procedure by e-mail with delivery receipts and by publication of the name of the successful tenderer on EUI's website: www.eui.eu/About/Tenders/Index.aspx.

It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check both the mailbox and the EUI's website regularly.

14. Data Protection Policy

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to the [EUI's Data Protection Policy \(President's Decision No 40/2013 regarding Data Protection at the European University Institute\)](#).

Unless indicated otherwise, your replies to the questions and any personal data requested required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Director of the Service in charge, acting as Data Controller.

Details concerning the processing of your personal data are available on the privacy statement at: <http://www.eui.eu/AboutTheWebsite/DataProtection.aspx>.

15. Dispute settlement

Any dispute relating to a procurement procedure under the present rules shall be submitted in good faith by either party to mediation under the International Mediation Rules of the Milan Chamber of Arbitration. The request for mediation shall be submitted in writing to the Secretariat of the Milan Chamber of Arbitration at the latest within thirteen (13) days from the

notification of the results of the adjudication pursuant to Article 38 of the EUI's Public Procurement Regulation (outlined in EUI President's Decision No. 44/2014 of 5 December 2014).

If for any reason the dispute remains unsettled sixty (60) days after the request for mediation, it shall be subject to arbitration under the Rules of the Milan Chamber of Arbitration to be commenced within the following thirty (30) days. The seat of the arbitration shall be Milan and the language of the arbitration shall be English. The award shall be final and binding.

The arbitral tribunal shall apply the EUI's relevant regulatory acts, including the EUI's regulation on Public Procurement and the EUI's Financial Rules, complemented, where necessary, by the law of Italy.

16. Applicability of the Protocol on the Privileges of the European Institute

The tenderer acknowledges that the Protocol on the Privileges and Immunities (attached to the [Convention setting up a European University Institute](#)) of the European University Institute applies to all contracts signed with the Institute.

Date and signature of the Legal Representative

Pasquale FERRARA
Secretary General
(signed)