

## OPEN INVITATION TO TENDER

**Object:** Open invitation to tender for the supply and installation of furniture, curtains, lamps and accessories to furnish the new apartments for the European University Institute's researchers.

Dear Sir / Madam,

The European University Institute, an international research organization established by a [Convention](#) dated 19/04/1972, ratified by the Member States of the European Union, with the goal of providing academic training for doctoral degrees and post-doctoral research in the Social Sciences (<http://www.eui.eu>), is pleased to invite you to submit your tender in the open tender procedure for the above-mentioned supply of goods and services.

The tender procedure will be conducted according to the description contained in this Invitation and in the attached Special Tender Specifications.

### 1. GENERAL INFORMATION ON THE TENDER

The object of the tender is the supply of furniture, curtains, lamps and accessories for the fifty-nine new apartments built for the European University Institute's researchers. The apartments are of four different types, described in detail in Article 2 of the Special Tender Specifications; construction work shall be completed and all apartments delivered to the Institute by the end of June 2012, already complete with fitted kitchens and built-in wardrobes.

In order to assist the researchers in their choice of what type of apartment to rent, the Institute intends to furnish three sample apartments (one each of Types I, II and III) by 20 March 2012, complete with all fixtures and accessories. The furniture and furnishings of the remaining 56 apartments shall be delivered according to the terms specified in Article 7 of the Special Tender Specifications, i.e. no later than 31 July 2012.

The tender is divided into the following lots, which may be awarded separately:

- Lot 1 – Furniture for sleeping area and living area
- Lot 2 – Accessories and other furnishings

All items of furniture, furnishings and accessories shall comply with the specifications contained in the Special Tender Specifications and must further comply with all current safety regulations as well as with the requirements laid down in Legislative Decree 81/08 and all subsequent amendments and integrations.

## 2. PRESUMED AMOUNT OF THE TENDER

The estimate for the tender for the supply and installation amounts to € 260,000.00, excluding VAT, subdivided as follows:

- Lot 1 - Furniture for sleeping area and living area - € 210,000
- Lot 2 - Accessories and other furnishings - € 50,000

The estimate is based on the minimum needs of furniture, furnishings and accessories for each type of apartment, as described in the attached Annexes D and E, as well as in the Offer Form. Tenderers, based on their experience and in compliance with the content of the Special Tender Specifications, may propose their own projects providing for more functional solutions, offering more efficient use of the spaces available, as well as improving on the minimum requirements in the specifications, using for this purpose the detailed “dwg” (AutoCAD) plans of the apartments in Annexe D of the Special Tender Specifications, which can be accessed under the heading “Tenders” from the website: [www.eui.eu/About/Tenders.aspx](http://www.eui.eu/About/Tenders.aspx).

Since the supplies are to be installed in newly constructed buildings, there will be no overlapping of other construction or installation operations being carried out at the same time; it is therefore not necessary to draw up the document assessing interference risks contemplated in Legislative Decree 81/2008. For this reason, no extra charges have been calculated to compensate for safety risks related to interference with other construction or installation work.

## 3. DURATION AND COMMENCEMENT OF THE TENDER

The delivery deadline for all supplies and installation thereof shall be of 30 (thirty) natural and consecutive days, starting from the date on which the Contracting Authority notifies the Company that operations can begin (expected date: 29/06/2012), unless the offer submitted by the tenderer proposes an earlier deadline.

## 4. MINIMUM REQUIREMENTS FOR TAKING PART IN THE TENDER

To be included in the tender procedure Companies must possess all the following requirements. Tenderers in default in even one of the requirements listed below will be excluded from the procedure.

### General requirements

- 4.1. Enrolment in the Chamber of Commerce, Industry, Arts and Crafts Registry of Companies (foreign Companies must be registered in one of the professional or commercial Registries of their country of residence), including the “antimafia” certificate; and their corporate mission must include or at least be consistent with the object of the tender.
- 4.2. Certification of non-impediment to participate in public tenders in compliance with article 38 of Italian Legislative Decree 163 dated 12 April 2006 and subsequent amendments, and non-impediment to enter into contractual agreements with the Public Administration.
- 4.3. To be in conformity with provisions disciplining the right to work of disabled persons, in compliance with Law 68/1999.
- 4.4. To be in conformity with the provisions contained in Law 383/2001 (Individual legalization of undeclared employees).

- 4.5. Declaration that the Company is not in a condition of control — as disciplined by Article 2359 of the Italian Civil Code containing a civil law notion of controlled companies — in relation to other bidding companies, or in a condition that implies that tenders submitted originate from a single decision-making central unit; or, alternatively, a declaration that the Company is in a condition of control as described in Article 2359, but that the bid submitted was elaborated in full autonomy. Such a declaration must include the name of the bidder with whom such a relationship exists and must be documented in such a way as to prove that the controlling interest in no way influenced the content of the bid.
- 4.6. To be in conformity with all obligations related to social security payments on behalf of employees, in compliance with contractual agreements for the sector, and furthermore to undertake to abide by such conditions for the entire duration of the contact, should the tender be awarded to the Company.
- 4.7. To be in conformity with all obligations related to safety, to possess a document proving risk evaluation has been performed, and to have appointed a person in charge of prevention and protection in compliance with Legislative Decree 81/2008 and subsequent amendments.
- 4.8. To submit, in case the tender is awarded to the Company, all information required in order to demonstrate its fulfilment of all social security obligations (DURC), in compliance with the requirements of existing legislation.
- 4.9. Declaration that the Company has duly taken note of all general, particular and local circumstances, excluding none, and of any other element which may directly or indirectly influence the provision of goods and services that are the object of this tender or that may influence the offer submitted; thereby declaring that the offer submitted is remunerative and shall remain valid and binding for 180 (one hundred and eighty) days, from the deadline for submission of tenders.

#### **Economic and financial capacity requirements**

- 4.10. To be in possession of 2 (two) bank references from prime banks, or intermediaries authorized pursuant to Legislative Decree 385/1993, issued after the date of this Invitation to tender, proving that the Company has always met its obligations punctually and regularly and that it possesses the economic and financial capacity to perform the services that are the object of this tender.
- 4.11. To have recorded over the past three years (2008 – 2009 - 2010) an overall turnover, excluding VAT, not lower than € 600,000.00 (six hundred thousand/00) on goods such as the ones for Lot 1, and € 150,000.00 for goods such as those for Lot 2.

#### **Technical capacity requirements**

- 4.12. Certifications of conformity of goods to the quality and safety standards in compliance with existing legislation, with the characteristics described in the Special Tender Specifications and in the technical annexes.
- 4.13. The Company shall submit the list of main goods and services provided in the 3-year period 2008 - 2009 - 2010, including the amounts, the dates and the public or private contracting authorities.
- 4.14. The Company shall declare that this Invitation to Tender, including the Special Tender Specifications and its annexes, has been examined in detail and — in compliance with Article 1341 of the Italian Civil Code — shall state that its content is accepted without reservations or conditions, in its entirety including all provisions, clauses, restrictions, limitations, liabilities, and furthermore shall declare

that the services that are the object of this tender will be performed and conducted in conformity with all agreements, procedures and conditions as provided for in the tender documentation.

## 5. ON-SITE SURVEY

In order to participate in the tender, and on pain of exclusion, all Companies are obliged to carry out an on-site survey of the new apartments for the university researchers located in the municipality of Florence, in Via Faentina - Località Ponte alla Badia, where the furniture and furnishings shall be installed. Such an on-site survey is necessary in order to verify accurately the arrangement of spaces, to check the volumes, measurements, the position of existing installations and any other element that may be necessary in order to supply complete and perfectly functioning furniture and furnishings.

The on-site survey will be assisted by the Contracting Authority's staff and will be open to the Managing Director or the Legal Representative of the bidding Company, or a person delegated by them (bearing an identity document as well as a proxy signed by the Legal Representative, accompanied by a photocopy of the latter's valid ID).

In compliance with the principle of equal treatment and uniformity of information, the on-site survey shall take place on 12 January 2012: the appointment is for 10 am at the EUI's headquarters at Badia Fiesolana, Via Badia dei Roccettini 9, San Domenico di Fiesole. Tenderers intending to participate shall fill out the "On-site survey request" form (Annexe C) and send it to the Logistics Service, by fax (fax +39 055 4685344), **no later than 12 noon on 11 January 2012**. If a proxy is envisaged, a copy shall be faxed at the same time. The original of the proxy shall be delivered to the EUI staff person on the day of the survey.

At the end of the on-site survey, the EUI staff person shall deliver to the Company a **certificate confirming that the Company has carried out the on-site survey, which certificate shall be attached, on pain of exclusion, to the administrative documentation** to be submitted with the tender.

Having been granted the opportunity to survey the premises to be furnished, the Company awarded the tender will be required to ensure the supply and installation of furniture, furnishings and accessories in total compliance with the quality/functional/aesthetic specifications described in the Special Tender Specifications and in the attached technical annexes, with the exception of any improvements the tenderer may wish to offer.

Therefore, the Company awarded the tender shall have no right to claim misunderstandings, or to raise objections, or to demand further time or payments due to the position, the spaces, the volumes, the characteristics of the floor surface, or for any difficulties that may arise and place in jeopardy the functional efficiency of the supply and its conformity to the specifications of the tender.

## 6. PROCEDURE FOR SUBMITTING AN OFFER

The offer must be submitted in three copies (the original and two photocopies) to the following address:

**ISTITUTO UNIVERSITARIO EUROPEO**  
**Ufficio Protocollo**  
**Via dei Roccettini, n. 9**  
**50014 San Domenico di Fiesole (FI)**

and be contained — on pain of exclusion — in a perfectly sealed envelope, and signed across the sealing tape. Offers submitted must be sent exclusively via overnight courier or hand-delivered to our "Ufficio

Protocollo” (incoming mail registration service) on weekdays (Mon - Fri), during working hours (8.30 am - 1 pm and 2 pm - 5 pm), **no later than 5 pm on 20 January 2012** (absolute deadline). If sent by courier, the date of the courier's deposit slip must meet the deadline.

Tenderers are required to notify the Institute by e-mail — to [Logistics.Tender@eui.eu](mailto:Logistics.Tender@eui.eu) — that their offer has been sent. The Institute shall acknowledge receipt of the e-mail.

In addition to sender and addressee, the outside of the envelope must also state:

**“TENDER FOR THE SUPPLY AND INSTALLATION OF FURNITURE, CURTAINS, LAMPS AND ACCESSORIES TO FURNISH THE NEW APARTMENTS FOR THE EUROPEAN UNIVERSITY INSTITUTE'S RESEARCHERS.”**

The outer envelope must — **on pain of exclusion** — contain three envelopes, as follows:

**A)** – A first sealed envelope (if self-sealing, it must also be sealed with adhesive tape) and signed across the sealing tape, bearing on the outside the name of the bidder and the words: **“Envelope no. 1 – Administrative documents”**; it shall contain in three copies (one original and two photocopies distinguishable from the original), on pain of exclusion, the following documents:

1. Certificates and declarations required in Item 4 of this Invitation to tender, as well as a copy of the Special Tender Specifications signed in acceptance.

All declarations must be signed by the Company's Legal Representative. If the bidder is a Temporary Association of Companies (TAC), said documents must also be signed by the Legal Representative of each of the Companies that have temporarily formed an association for the purpose.

A photocopy of a valid identity document of each signatory must be attached to the declarations.

2. A declaration committing the bidder to make available samples of the goods being offered, to be visible at a warehouse or other facility located in the territory of the Province of Florence.
3. Certificate of registration in the Prefecture's Registry (only for cooperatives).
4. **In the case of an already established TAC:** a special collective power of attorney, demonstrated by a privately drawn up contract or an authenticated copy of such contract, through which representation is conferred upon one company by the delegating companies. The power of attorney must be conferred upon the person legally representing the lead company, and must include a declaration by the lead company specifying which parts of the service will be provided by each of the companies, including the lead company;

**In the case of a TAC that has not yet been formally established:** the commitment, in case the tender is awarded to it, to confer a special collective power of attorney upon one of the companies (to be specifically named), which shall be given power of representation and which will enter into the contract in its own name and in the name and on behalf of the others, as well as the declaration of which parts of the service will be provided by each of the companies, including the lead company (or designated lead company).

A company may not take part in the tender both individually and as a member of a TAC, **on pain of exclusion** from the tender of both the company and the TAC.

No company, not even as a member of a TAC, having a relationship of control (either as controller or controlled, as provided for in Article 2359 of the Italian Civil Code) with other companies submitting bids individually or as members of TACs may participate in the tender, **on pain of**

**exclusion** from the tender procedure of both the controlling company and the controlled companies, as well as the TACs they may have membership in.

5. Bid bond for 2.5% of the estimated value of the Lot for which the bidder is submitting an offer: € 5,250.00 for Lot 1 and € 1,250.00 for Lot 2, consisting in:
  - a bank guarantee or insurance policy or a policy issued by financial brokers included in the special register provided for in Article 107 of Italian Legislative Decree 385/93 and subsequent amendments. This guarantee provides surety against the risk that the Company awarded the tender may fail to sign the contract itself.

The bid bond must have a validity of at least 180 (one hundred and eighty) days from the deadline for submission of offers, and must contain the clause that, in any case, it will only cease to be valid after the Contracting Authority has issued a Release statement; the bond must also provide for waiver of the right to enforce prior payment from the main debtor, and become operational within fifteen days upon a simple written request by the Contracting Authority.

No form of bid bond other than the above-mentioned will be accepted. Companies submitting guarantees issued by financial intermediaries that the Bank of Italy has forbidden from undertaking new transactions will be excluded from the tender procedure.

**B)** A second sealed envelope (if self-sealing, it must also be sealed with adhesive tape) and signed across the sealing tape, bearing on the outside the name of the bidder and the words: “**Envelope no. 2 – Technical Offer**”; it shall contain in three copies (one original and two photocopies distinguishable from the original) a detailed description of products and services offered, which must conform to the specifications contained in the Special Tender Specifications.

The Technical Offer must be signed by the Company's Legal Representative (in the case of TACs, by the Legal Representative of each of the companies that have temporarily formed an association) and must contain all the documentation necessary to identify the technical, qualitative, functional and aesthetic characteristics of the products offered and any improved conditions offered.

The Technical Offer shall constitute an integral and substantial part of the contract; the company awarded the tender is obliged to provide the goods and services in exact conformity to the declarations and content of the documentation submitted for the tender procedure.

The Technical Offer must contain:

1. Detailed technical report relating to each of the products offered, accompanied by detailed technical specifications showing clearly and beyond any possibility of misunderstanding the technical, qualitative, functional and aesthetic specifications of products being offered, with reference to the requirements described in the Special Tender Specification; for each product offered the documentation shall provide clear indication of materials used, size, UNI certifications relating to technical and performance characteristics, surface finish, colours available and manufacturing company;

2. Graphic and/or photographic material, illustrated colour brochures and catalogues (referring to the products offered), and charts of available colours, providing a clear understanding of the characteristic features of each product offered;
3. Declarations as to the provenance and type of wood used in the production of the furniture offered;
4. Graphic designs of each type of apartment, including a detailed descriptive report illustrating the furnishing solution offered, including ground-plans and drawings at a 1:50 scale of the fully furnished apartments, and including at least three coloured three-dimensional renderings. The design proposal may be submitted using the “dwg” (AutoCAD) plans of the apartments attached to the Special Tender Specifications (Annexe D), although the Contracting Authority stresses that ascertaining the precise measurements of the apartments is the responsibility of the bidders, before they draw up their design proposals.
5. A design proposal for the construction, in the two basement rooms shown in the basement ground-plan (Annexe F), of 96 lockable storage spaces enabling each resident to store any object that cannot, for reasons of space, be kept in the apartment;

The bidding Company must declare which, if any, of the information elements provided in the context of the offer submitted are technical and commercial secrets, and therefore to be considered confidential.

**C)** A third sealed envelope (if self-sealing, it must also be sealed with adhesive tape) and signed across the sealing tape, bearing on the outside the name of the bidder and the words: “**Envelope no. 3 – Economic Offer**”; it shall contain in three copies (one original and two photocopies distinguishable from the original) the economic offer drawn up on the forms provided (Annexes A and B), with each sheet signed by the Legal Representative of the bidding Company (in the case of TACs, the offer must be signed by the Legal Representative of each of the companies that have temporarily formed an association).

All prices must be quoted excluding VAT.

## 7. AWARDING CRITERIA AND PARAMETERS FOR THE EVALUATION OF OFFERS

The tender will be awarded according to the principle of “**the best value for money**”, based on the evaluation performed by the Institute's internal committee (Advisory Committee on Purchases and Markets), which will attribute a score to each bid, out of a maximum score of 100, according to specific parameters, as follows:

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

The total score of each bid shall consist in the sum of points awarded for its economic offer and points awarded for its technical offer:

Total score of each bid = Economic evaluation points + Technical evaluation points

The Company achieving the highest score shall be awarded the tender.

### **A - Awarding of points in relation to the technical and quality aspects of Lot 1**

**In cases where the evaluation parameter is solely objective, the score will be assigned to bids that have included the parameter in question. In cases where a comparative analysis between different bids can be performed, the Committee will attribute scores at its discretion, motivating its evaluations.**

	DESCRIPTION	Maximum score
<b>A1</b>	DESIGN PROPOSALS	<b>20</b>
	The score will be awarded based on the evaluation of the descriptive report and the graphic designs illustrating the furnishing proposals for the different types of apartment. Any improvements on the basic components, detailed in the Special Tender Specifications and its technical annexes, proposed by the bidder will also be evaluated. In determining the score, the evaluators will take into consideration the overall congruity of the design, awarding higher scores to design projects providing for more functional solutions, offering more efficient use of the spaces available, as well as improving on the minimum requirements in the specifications.	
<b>A2</b>	TECHNICAL, QUALITATIVE, AESTHETIC AND FUNCTIONAL CHARACTERISTICS OF THE FURNITURE	<b>10</b>
	Points will be awarded based on an evaluation of the quality of materials, finishings and accessories, taking into consideration the certification of standards as well as the innovative technical aspects. Other elements that will be taken into consideration in the evaluation: a greater range of finishes and colours available and the overall stylistic harmony of all components.	
<b>A3</b>	WARRANTY OFFERED AND EXTENDED PERIOD FOR THE SUPPLY OF REPLACEMENT PARTS	<b>10</b>
	The score of a total of 10 points will be subdivided as follows: Warranty period exceeding two years, as envisaged by law, for products subjected to normal conditions of use.	5
	Extension of the period for guaranteed supply of replacement parts, which is given as 5 years in the Special Tender Specifications.	5

A minimum threshold of 25/40 points has been established for the technical evaluation. Bidders whose technical offer does not reach such a threshold are advised that their economic offer will not be evaluated.

### **B - Awarding of points in relation to technical and quality aspects of Lot 2**

	DESCRIPTION	Maximum score
<b>B1</b>	QUALITATIVE, FUNCTIONAL AND AESTHETIC CHARACTERISTICS OF THE PRODUCTS	40
	Points will be awarded based on the qualitative, functional, aesthetic and safety characteristics of each product.	

### **C - Awarding of points on the economic evaluation**

The maximum score on the economic evaluation (60 points) will be assigned to the company that offered the lowest price.

The other bidding companies will be assigned scores proportionately (rounded to the second decimal figure, if necessary), as an expression of the ratio between the lowest price and the price each one of them offered.

$$P = 60 \times \frac{\text{Lowest price}}{\text{Price offered}}$$

P = points to be assigned to the bid.

### **OBLIGATIONS AFTER BEING AWARDED THE TENDER**

In order for the definitive adjudication of the tender to enter into force, the Company that is awarded the tender must submit the following, within the date established by the Contracting Authority:

1. A performance bond equal to 10% of the amount of the tender awarded, as a guarantee that the Company will fully perform all obligations as stipulated in the contract; to be submitted according to the procedures described in Article 22 of the Special Tender Specifications.
2. A suitable and adequate insurance policy, covering any and all risks accruing from the fulfilment of the activities envisaged in the contract, as specified in Article 23 of the Special Tender Specifications.
3. A certified true copy of the certifications specifying all the technical characteristics and features of products offered, and those certifications — if any — that the bidding company has declared as being in its possession.

4. In the case of TAC, the articles of association of the TAC, alongside the privately drawn up power of attorney — certified by a notary — delegating the Legal Representative of the lead company to represent the other delegating companies that are members of the TAC.

If the Company that is awarded the tender does not comply in a timely fashion with the above obligations, does not submit all the required documentation, or does not provide evidence of the self-declared prerequisites contained in the offer submitted, or if such evidence is not considered in conformity with the declarations submitted in the offer, the Contracting Authority reserves the right to revoke the tender award from the Company, and to award the tender to the Company having achieved the next highest score, or to launch a new tender procedure, holding the defaulting Company liable for any increase in cost for the Contracting Authority. The defaulting Company's bid bond will be withheld and any further penalty envisaged by the law in force will be applied.

If the above-listed verification activity is performed adequately, the Company will effectively be awarded the tender and will be formally invited to sign the contract.

The Institute reserves the right to demand further clarifications and/or additional materials to complete the documentation submitted.

## **8. TENDER DOCUMENTATION AND FURTHER INFORMATION**

The text and all documents relating to the tender can be accessed under the heading “Tenders” on the website:

[www.eui.eu/About/Tenders.aspx](http://www.eui.eu/About/Tenders.aspx)

Requests for further information and assistance on the tender documentation can be sent exclusively by fax to +39 055 4685344 or by e-mail to [Logistics.Tender@eui.eu](mailto:Logistics.Tender@eui.eu) no later than 12 noon on 16/01/2012. Replies to queries will be published on the website shown above.

## **9. PROJECT MANAGER FOR THIS TENDER PROCEDURE**

Dr. Claudio Barzini, head of the purchasing office of the Logistics Service, has been appointed Project Manager for the Contracting Authority as person in charge of this tender procedure: e-mail: [claudio.barzini@eui.eu](mailto:claudio.barzini@eui.eu), phone 055 4685384 - fax 055 4685344.

## **10. GENERAL NOTICES**

- timely delivery of the offer is exclusively the liability of the sender, should the envelope for any reason not reach the Institute before expiry of the deadline;
- no payment or reimbursement shall be due to the bidding Companies for having drawn up and submitted the offer, for having drafted projects or any other type of documentation submitted;

- the documentation submitted will not be returned, even if the bidder is not awarded the tender;
- the Institute reserves the absolute right to choose not to award the tender or to extend the deadline for submission, and none of the bidding Companies can exercise any right over these decisions;
- the regulatory provisions underpinning this tender are the internal regulations of the Institute, and especially the Decision of High Council 8/2009 laying down the regulatory and financial provisions and the Decision of the Institute's President 8/2010 (both documents can be made available upon request);
- in conformity with the Institute's regulations on data protection (<http://www.eui.eu/AboutTheWebsite/DataProtection.aspx>), all data submitted by bidding Companies will be used exclusively for the purposes of the procedures for which they were submitted.

Yours Faithfully.

The Secretary General

Pasquale Ferrara

**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 errors or omissions, only the original Italian will be valid. Any disputes in the tender procedure and contract implementation shall be governed by the laws of the Republic of Italy.**