OPEN INVITATION TO TENDER

Subject: Open invitation to tender for the supply and installation of Personal Computers, Monitors and the provision of related services, on the premises of the European University Institute – subdivided into three lots, each of which to be leased and/or purchased.

Dear Sir / Madam,

The European University Institute, an international research organization established by a Convention dated 19/04/1972 ratified by 20 Member States of the European Union, to provide 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, in the attached Special Tender Specifications, and in conformity with the rules and regulations of the Institute itself (Decision 8/2009 of the High Council establishing the regulatory and financial provisions of the Institute and Decisions of the President 8/2010 and 19/2010, establishing the criteria for the awarding of tenders).

N.B. This English language text us 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 text will be valid.
1. **GENERAL INFORMATION ON THE TENDER**

Object of the tender:
- Leasing and/or purchased of personal computers and related monitors (supply of equipment, delivery, after-sales assistance and maintenance, as described in Special Tender Specifications) (Lot 1 and Lot 2).
- Purchase of related services (as described in Special Tender Specifications) (Lot 3).

LOT 1
Ca. 700 Personal Computers

LOT 2
Ca. 700 Monitors

LOT 3
Configuration, distribution and maintenance of basic and application software.

2. **PRESUMED VALUE OF THE TENDER**

The basic tender figure for the three above-mentioned Lots is € 850,000.00 excluding VAT, subdivided as follows:

- Lot 1 € 550,000.00
- Lot 2 € 145,000.00
- Lot 3 € 155,000.00

This estimate is based on average market prices and is to be considered purely an indication; it shall be used merely to determine the presumed overall value of the tender and in no way commits the Contracting Authority to award a tender for the entire above-mentioned total sum.

3. **DURATION AND COMMENCEMENT OF THE TENDER**

The Institute intends to activate a finance leasing contract for a duration of five years, including a total or partial purchase option.

The European University Institute, however, requires an estimate of the total purchase cost, should it decide to have its rental financed by other parties.

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. Enrollment 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 the list of main goods and services provided in the 3-year period 2007-2008-2009, including the amounts, the dates and the public or private contracting authorities.

**Economic and financial capacity requirements**

4.9. 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.
Technical capacity requirements

4.10. To be in possession of valid UNI EN ISO 9001 certification.

4.11. To have no fewer than 16 employees.

4.12. To 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, to state that its content is accepted without reservations or conditions, in its entirety including all provisions, clauses, restrictions, limitations, liabilities, and furthermore to 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. Procedure for submitting an offer

All documentation relating to the tender (documents, administrative and technical reports, declarations, communications of any type, as well as any and all materials the tenderer shall be required to produce within the procedure, etc.) shall be written in English or Italian.

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

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

and be contained in a perfectly sealed envelope (if self-adhesive envelopes are used, they must be sealed with adhesive tape), and signed across the sealing tape. Failure to present offers in such a sealed envelope will warrant exclusion from the tender procedure. 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 12noon on 16th February 2011 (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 ComputingTender@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 OF PERSONAL COMPUTERS, MONITORS AND SERVICES.”

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

2. Bid bond of:
   - Lot 1 - €13,750.00 (thirteen thousand seven hundred and fifty/00), equivalent to 2.5% of the estimated value of the tender
   - Lot 2 - €3,625.00 (three thousand six hundred and twenty-five/00), equivalent to 2.5% of the estimated value of the tender
   - Lot 3 - €3,875.00 (three thousand eight hundred and seventy-five/00), equivalent to 2.5% of the estimated value of the tender

The Bid bond shall be:

- 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 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) all the documentation necessary to identify the technical characteristics and any improved conditions offered. **The Technical Offer** must be signed by the Company's Legal representative and must be drawn up according to the criteria briefly described below:

1. Presentation and description of the Company, with special attention to experience in the management of services similar to the object of this tender. For Lots 1, 2 and 3.

2. Detailed technical report on the technical and operational methodology to be followed in performing the service. Lot 3, see details in the Special Tender Specifications.
3. Curriculum and professional experience of the persons in charge and of all personnel involved in providing the service. Lot 3, see details in the Special Tender Specifications.

4. Estimate and simulation, for the services that are the object of this tender, of staff planning (quantity/hours) and of the use of resources on a weekly basis, highlighting on-site service activities and remote service activities. Lot 3, see details in the Special Tender Specifications.

5. Description of additional measures or improvements to achieve adequate service levels, that can be objectively evaluated and verified. Lot 3, see details in the Special Tender Specifications.

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, 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 (see Tables A3, B3, C3, listed below) with each sheet signed by the Legal representative of the bidding Company.

For Lot 1, the costs must be submitted on Table A3 in Annex A.

For Lot 2, the costs must be submitted on Table B3 in Annex B.

For Lot 3, the costs must be submitted on Table C3 in Annex C.

All prices must be quoted excluding VAT.
6. 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), and a score will attribute to each bid, out of a maximum score of 100, according to specific criteria and subdivided according to each Lot.

Provisional Awarding

For Lot nr 1 and Lot nr 2 the European University Institute will make a provisional awarding. The European University Institute will communicate via fax with the company that has submitted the most economically advantageous tender. Within three working days of receipt of the communication the successful company must deliver a sample hardware device identical to that described in its winning tender. If it fails to do so, it will lose the contract. In the case of Lot nr 1 the successful company must deliver a Personal Computer with the exact technical specifications declared in the winning tender. In the case of Lot nr 2 the successful company must deliver a Monitor with the exact technical specifications declared in the winning tender. Before taking the final decision on the awarding of the contract, the technical personnel of the European University Institute will ensure that the product conforms with the technical specifications declared and that the overall quality of performance is satisfactory and corresponds to the technical personnel’s expectations. If the product is found lacking the tender will be declared null and void.

6.1. Lot 1

Four evaluation criteria (A, B, C and D) have been identified for Lot 1. For each criterion there are one or more indicators (a1, b1, b2, etc.). For each indicator there is a maximum number of points to be assigned to each bid. The sum of the scores for each indicator will be the final score attributed to each bid. Maximum possible score is 100.
**EVALUATION CRITERION** | **MAXIMUM Score**
---|---
A | Total purchase cost 100
a1 | Cost of supply of PCs (see formula) 45

B | Financing costs and modalities 10
b1 | Financing cost (see formula) 8
b2 | Direct rental management or other improvement guarantees 2

C | Warranty and assistance services 15
C1 | Repair service response time: less than 8 hours 8
C2 | Provision of spare PCs (min 2%) 7

D | Product improvement characteristics (*) 30
D1 | Higher category processor 9
D2 | Increased RAM installed 6
D3 | Increased hard drive capacity 3
D4 | Double exit DVI 6
D5 | “Case” orientability and ergonomics 3
D6 | Other aesthetic and functional improvements 3

(* ) improvements in relation to minimum requirements in *Table A2 - PC Technical Specifications EUI2011 Lot 1* listing technical characteristics)

The following method will be used to attribute scores for economic aspects.

Maximum score (Pmax) in price evaluation will be assigned to the Company that submits the best price ($P_{\text{max}}=45$ for the cost of supply of the PCs, $P_{\text{max}}=8$ for the cost of financing). The other bidding Companies will be assigned a score (rounded up to the nearest decimal, where necessary) proportional to the ratio between the best price and the prices they have offered, calculated as follows:

\[
O_i = \frac{O_{\text{min}}}{P_{\text{max}}} \times P_i
\]

Where:

$O_i$ = economic offer of the bidder

$O_{\text{min}}$ = lowest economic offer
\[ P_i = \text{score assigned to the bidder} \]
\[ P_{\text{max}} = \text{maximum score assigned to the lowest economic offer (best price)} \]

The following method will be used to attribute scores for technical aspects.

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, a score will attribute at its discretion, motivating its evaluations.
6.2 Lot 2

Four evaluation criteria (A, B, C and D) have been identified for Lot 2. For each criterion there are one or more indicators (a1, b1, b2 etc.). For each indicator there is a maximum number of points to be assigned to each bid. The sum of the scores for each indicator will be the final score attributed to each bid. Maximum possible score is 100.

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>MAXIMUM Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Total purchase cost</td>
<td>45</td>
</tr>
<tr>
<td>a1  Cost of supply of Monitors (see formula)</td>
<td>45</td>
</tr>
<tr>
<td><strong>B</strong> Financing costs and modalities</td>
<td>10</td>
</tr>
<tr>
<td>b1  Financing cost (see formula)</td>
<td>8</td>
</tr>
<tr>
<td>b2  Direct rental management or other improvement guarantees</td>
<td>2</td>
</tr>
<tr>
<td><strong>C</strong> Warranty and assistance services</td>
<td>15</td>
</tr>
<tr>
<td>c1  Repair service response time: less than 8 hours</td>
<td>8</td>
</tr>
<tr>
<td>c2  Provision of spare Monitors (min 1%)</td>
<td>7</td>
</tr>
<tr>
<td><strong>D</strong> Product improvement characteristics (*)</td>
<td>30</td>
</tr>
<tr>
<td>d1  Higher screen resolution</td>
<td>9</td>
</tr>
<tr>
<td>d2  Height regulation</td>
<td>6</td>
</tr>
<tr>
<td>d3  Screen rotation capacity (Pivot)</td>
<td>6</td>
</tr>
<tr>
<td>d4  DVI and VGA entry ports</td>
<td>3</td>
</tr>
<tr>
<td>d5  Presence of lateral and/or posterior USB ports</td>
<td>3</td>
</tr>
<tr>
<td>d6  Further aesthetic and functional quality improvements</td>
<td>3</td>
</tr>
</tbody>
</table>

(*improvements in relation to minimum requirements in Table B2 - Monitor Technical Specifications EUI2011
Lot 2 listing technical characteristics)

The following method will be used to attribute scores for economic aspects.

Maximum score (P_max) in price evaluation will be assigned to the Company that submits the best price (P_{max}=45 for the cost of supply of the Monitors, P_{max}=8 for the cost of financing). The other bidding Companies will be assigned a score (rounded up to the nearest decimal, where necessary) proportional to the ratio between the best price and the prices they have offered, calculated as follows:
\[
O_{min} < P_i = \frac{O_i}{O_{max}} \times P_{max}
\]

Where:

- \(O_i\) = economic offer of the bidder
- \(O_{min}\) = lowest economic offer
- \(P_i\) = score assigned to the bidder
- \(P_{max}\) = maximum score assigned to the lowest economic offer (best price)

The following method will be used to attribute scores for technical aspects.
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, a scores will attribute at its discretion, motivating its evaluations.
6.3 Lot 3

Two evaluation criteria (A and B) have been identified for Lot 3. For each criterion there are one or more indicators (a1, b1, b2 etc). For each indicator there is a maximum number of points to be assigned to each bid. The sum of the scores for each indicator will be the final score attributed to each bid. Maximum possible score is 100.

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>MAXIMUM Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100</td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>Economic offer</td>
<td>35</td>
</tr>
<tr>
<td>a1 Cost of supply (see formula)</td>
<td>35</td>
</tr>
<tr>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Technical offer</td>
<td>65</td>
</tr>
<tr>
<td>b1 Processes and procedures for the provision of required Services</td>
<td>30</td>
</tr>
<tr>
<td>b2 Level of detail in the Technical Report</td>
<td>20</td>
</tr>
<tr>
<td>b3 Additional tools for service management (CRM/ITSM Systems)</td>
<td>10</td>
</tr>
<tr>
<td>B4 Improvements in relation to requested Service Level Agreements (S.L.A)</td>
<td>5</td>
</tr>
</tbody>
</table>

The following method will be used to attribute scores for economic aspects.

Maximum score ($P_{\text{max}}$) in price evaluation will be assigned to the Company that submits the best price ($P_{\text{max}}=35$). The other bidding Companies will be assigned a score (rounded up to the nearest decimal, where necessary) proportional to the ratio between the best price and the prices they have offered, calculated as follows:

$$P_i = \frac{O_{\text{min}}}{O_i} P_{\text{max}}$$

Where:
- $O_i$ = economic offer of i-th bidder
- $O_{\text{min}}$ = lowest economic offer
- $P_i$ = score assigned to i-th bidder
- $P_{\text{max}}$ = maximum score assigned to the lowest economic offer (best price)

The following method will be used to attribute scores for technical aspects.
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, a scores will attribute at its discretion, motivating its evaluations.
7. **ON-SITE SURVEY**

No on-site survey is envisaged.

8. **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 5% of the total amount of the tender awarded issued as a guarantee of the Company fully performing all obligations stipulated in the contract, to be submitted according to the same procedures as the submission of the bid bond. The bond must be valid for the entire duration of the tender, must 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.

2. Adequate insurance policy covering all risks connected to the activities relating to the contract.

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 Administration 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.

9. **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)

Further information and assistance on the tender documentation can be requested exclusively by fax at +39 055 4685205 or by e-mail sent to ComputingTender@eui.eu no later than 12noon on 16th February 2011. If queries are received in a timely manner, replies will be published on the website shown above. Information published on the website of the Institute shall be considered notification to all bidding Companies.
10. **PROJECT MANAGER FOR THIS TENDER PROCEDURE**

Dr. Giorgio Accorsi - e-mail: ComputingTender@eui.eu - fax 055 4685205 – has been appointed Project Manager of the Contracting Authority, in charge of this tender procedure.

11. **GENERAL NOTICES**

- 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); [http://www.eui.eu/AboutTheWebsite/DataProtection.aspx](http://www.eui.eu/AboutTheWebsite/DataProtection.aspx)
- in conformity with the Institute's regulations on data protection 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  
Marco Del Panta Ridolfi