



ACADEMIC SERVICE
OP/EUI/AS/2017/001

Open Call for tender for teaching of Italian and English language to members of the EUI community and for the provision of English text revision and editing for academic purposes



ANNO 2017

Index

Contents

CHAPTER I – GENERAL INFORMATION REGARDING THE TENDER	4
Article 1 – Presentation of the European University Institute	4
Article 2 – Definitions	4
Article 3 – Object of the tender	4
Article 4 – Duration of the contract.....	5
Article 5 – Estimated value of the tender.....	5
CHAPTER II – DESCRIPTION OF SERVICES	6
Article 6 – General Specifications.....	6
6.1.A-LOT A - Teaching of Italian language to EUI members, i.e. staff (both academic and administrative), researchers, fellows, and trainees.....	7
6.1.B-LOT B - Teaching of English for Academic Purposes (EAP) to researchers and fellows at the EUI	7
6.1.C- LOT C - Teaching of English language skills to staff members of the EUI.....	8
6.1.D-LOT D -English text revision and editing for academic purposes	8
6.2 Premises where the teaching activities shall be carried out.....	10
CHAPTER III – OBLIGATIONS AND CHARGES	11
Article 7 – Obligations and charges to be borne by the Contractor.....	11
Article 8 – Safety provisions	11
Article 9 – Liability	11
CHAPTER IV – BREACH OF CONTRACT AND SANCTIONS.....	12
Article 10 – Penalties	12
CHAPTER V - EXCLUSION, SELECTION AND AWARDING CRITERIA	14
Article 11 – Exclusion criteria	14
Article 12 – Selection criteria	14
Article 13 – Awarding criteria	16
Article 14 – Award requirements	19
CHAPTER VI – ADMINISTRATIVE INFORMATION	19
Article 15 – Subcontracting and outsourcing	19
Article 16 – Payment arrangements.....	19
CHAPTER VII – FINAL PROVISIONS.....	20
Article 17 – General information.....	20
Article 18 – Person responsible for the contract.....	20



Article 19 - Reference person of the contract..... 20

Article 20 – Indicative timeline..... 21

Article 21 - Final provisions 21

Signature of the Legal Representative

.....

CHAPTER I – GENERAL INFORMATION REGARDING THE TENDER

Article 1 – Presentation of the European University Institute

The European University Institute (EUI) is a postgraduate and post-doctoral research institute in the field of social sciences, established by a [Convention](#) dated 19 April 1972, ratified by the Member States of the European Union, with the aim of providing advanced academic training for doctoral researchers and of promoting research at the highest levels. The Convention setting up the EUI includes the “Protocol on the Privileges and Immunities of the EUI”.

There are about 1.300 EUI members. Researchers, academic and administrative staff are mainly – but not exclusively – citizens of the EU Member States.

The EUI's headquarters are at the Badia Fiesolana, Via dei Roccettini 9, in San Domenico di Fiesole (near Florence, Italy).

For more information, please see the EUI's official website at www.eui.eu.

Article 2 – Definitions

“Contractor” means the provider to which the tender has been awarded and to which the provision of the services, subject of these Tender Specifications (T.S.) is entrusted. “Tenderer” refers to the subject that presents a bid. “Company” refers to structured economic operators, including organisations.

“Contracting Authority”, “EUI” and “Institute” mean the European University Institute, which entrusts the services which are the object of these Tender Specifications to the Contractor.

Article 3 – Object of the tender

The Institute launches the present open call for tender with the aim of identifying and awarding a Framework Contract to language teachers and editors in English, and language teachers in Italian, in order to offer Italian and English courses and English revision and editing services to the members of the EUI community.

This procedure is divided into four (4) lots for the conclusion of four separate framework contracts in cascade with at least three contractors (if applicable) for:

- Teaching of Italian language to EUI members, i.e. staff (both academic and administrative), researchers, fellows, and trainees - OP/EUI/AS/2017/001/LOT-A;
- Teaching of English for academic purposes to researchers and fellows at the EUI - OP/EUI/AS/2017/001/LOT-B;
- Teaching of English language skills to staff members of the EUI - OP/EUI/AS/2017/001/LOT-C;
- English text revision and editing for academic purposes - OP/EUI/AS/2017/001/LOT-D.

The conclusion of framework contracts in cascade for the provision of the services that is object of the present tender must ensure the outstanding quality and continuity of the activities of the Institute.

The cascade will be composed at maximum of:

- LOT A: 8 contractors
- LOT B: 3 contractors
- LOT C: 3 contractors
- LOT D: 3 contractors

A tenderer may participate both in one and in more lots. A specific tender shall be submitted to participate in each lot, completed with all the required documents and the specific technical and economic offers (please refer to articles 12 and 13); only one “Envelope no. 1 – Administrative Documents” is required also in case of participation in more than one lot (please refer to Letter of invitation, article 3). Lots may be awarded either collectively or individually.

Article 4 – Duration of the contract

The duration of the contract is established for a maximum of 5 (five) years from the date of signature of the framework contract.

If, at the end of the natural term of the contract, the Institute has not yet awarded a contract for covering the provision of these services for the immediately following period, the Contractor shall be obliged to continue the supply for a period not exceeding 6 (six) months, under the same contractual conditions in force when the contract expired.

The initial 6 (six) months of the service contract shall be intended as a probationary period in order to allow the Contracting authority to reach an overall assessment of the quality of the work. If during this period the execution of the services does not correspond to the requirements of these tender specifications or to any improvements offered by the contractor, the Institute shall be entitled to recede from the contract with a 15 (fifteen) day period of notice that will be sent to the Contractor via registered letter with acknowledgement of receipt.

Article 5 – Estimated value of the tender

The estimate of the total value of the tender amounts to €580.000,00 (five hundred eighty thousand/00), VAT excluded, based on an annual estimation of €116.000,00 (one hundred sixteen thousand/00), VAT excluded, composed as follow:

- LOT A: €60.000
- LOT B: €10.000
- LOT C: €10.000
- LOT D: €36.000

The above-mentioned estimated amount for teaching and text revision and editing services takes into account the average costs incurred by the Institute in the years 2014-2016.

The signature of the FWC imposes no obligation on the Institute to purchase. Only the performance of the FWC through order forms or specific contracts is binding on the contracting authority.

CHAPTER II – DESCRIPTION OF SERVICES

Article 6 – General Specifications

The European University Institute is a multilingual research environment and its Language Centre offers a range of courses and services designed for its members during their stay at the EUI. Its mission is to provide language training in oral and written academic communication skills and to facilitate socializing in academic environments.

Each year the EUI organizes language-learning activities to ensure that participants achieve a high linguistic competence covering written and oral comprehension and expression. The ultimate objective for participants is to gain sufficient command of the language chosen to allow them to use it in the context of their work.

Contractors should be aware that language training is provided for adults. The teaching material, aids and methods used must be suitable for an audience of skilled, professional adults.

Courses will be delivered by the contractor according to the procedures laid down by the Institute (timetables, days/periods of training, levels, enrolment procedures, access to training and classrooms, EUI calendar of working days, etc.). Teaching needs are subject to seasonal peaks, especially at the beginning of the academic year (period September-December). Therefore, flexibility is a key requirement since schedules and programmes may vary depending on academic and institutional needs. The contractor shall ensure the continuity of the service accordingly.

The EUI also offers a service of English revision and editing for academic texts.

Text revision and editing is required by EUI members during the entire year, but it is subject to seasonal peaks in the period between February and May each year. The contractor shall ensure the continuity of the service accordingly.

Hours

The performance of the services concerned by this call for tender is strictly connected to the daily institutional activities and future development of the EUI. It is therefore not possible to give a precise indication of the total amount of hours for teaching and text revision and editing required each year. Taking into account that both number of hours and work assigned may vary depending on the activities of the EUI, please consider only as a reference that in the current year 2017, the EUI has committed a total of:

- LOT A: Teaching of Italian language to EUI members: 1200 hours circa
- LOT B: Teaching of English for Academic Purposes to researchers and fellows at the EUI: 500 hours circa
- LOT C - Teaching of English language skills to staff members of the EUI: 200 hours circa
- LOT D -English text revision and editing for academic purposes: 800 hours circa

According to current EUI internal procedures, a teacher can teach up to 300/350 hours per year therefore the services will be performed by several experts.

Please be aware that the Institute reserves the right to assign small jobs to third parties if this is deemed necessary, such as jobs requiring specific intellectual and pedagogical expertise.

The signature of the FWC imposes no obligation on the Institute to commit the hours indicated here. The EUI will appoint the contractor(s) on the basis of its real needs.

6.1.A-LOT A - Teaching of Italian language to EUI members, i.e. staff (both academic and administrative), researchers, fellows, and trainees

Nature of duties

- Provide support to members needing to learn or improve their Italian language skills
- Organise and teach language courses for various groups at all levels according to the academic calendar of the EUI
- Contribute to syllabus and course planning
- Prepare, select and use appropriate materials, including preparing own materials
- Provide feedback and assistance appropriate to individual researcher needs where required

Minimum requirements

- Education requirements
 - BA
 - Post-graduate qualification in pedagogy, language, linguistics, social sciences or humanities **or** teaching certificate in Italian as a Foreign Language
- Professional experience requirements
 - Experience in teaching international groups in a doctoral and postdoctoral research environment
 - Experience in teaching from beginner level to advanced level
- Knowledge of languages
 - Italian as mother tongue
 - A satisfactory knowledge of English (at least B1 (CEFR))

Advantageous

- Master in didattica per insegnare italiano agli stranieri
- Knowledge of other official language(s) of the European Union (at least B1 (CEFR))

6.1.B-LOT B - Teaching of English for Academic Purposes (EAP) to researchers and fellows at the EUI

Nature of duties

- Provide support to members of the EUI needing to enhance their academic English language and rhetorical skills in the area of humanities and social sciences
- Organise and teach academic skills courses at all levels according to the academic calendar of the EUI
- Contribute to syllabus and course planning
- Prepare, select and use appropriate materials for academic English, including preparing own materials
- Provide feedback and assistance appropriate to individual researcher needs where required
- Text revision and pedagogical feedback
- Testing of writing and speaking academic skills

Minimum requirements:

- Education requirements

- BA in language, linguistics, social sciences or humanities
- Post-graduate qualification or teaching certificate
- Professional experience requirements
 - Experience in teaching EAP courses to international groups in Higher Education contexts
 - Experience of developing and/or adapting EAP courses for international post-graduate and post-doctoral researchers
 - Sound experience in ICT skills for both teaching purposes and record-keeping
- Knowledge of languages
 - English as mother tongue
 - A satisfactory knowledge of another official language of the European Union (at least B2 (CEFR))

6.1.C- LOT C - Teaching of English language skills to staff members of the EUI

Nature of duties

- Provide support to administrative staff of the EUI needing to improve their English language skills
- Organise and teach language courses at all levels according to the academic calendar of the EUI and the availability of staff
- Syllabus and course planning
- Design, prepare and revise materials
- Liaise with Language Centre secretariat

Minimum requirements:

- Education requirements
 - BA in languages, linguistics or literature
 - Post-graduate qualification or Teaching certificate
- Professional experience requirements
 - Experience in teaching international groups
 - Experience in teaching workplace English
 - Experience in teaching international certificate courses
- Knowledge of languages
 - English as mother tongue
 - A satisfactory knowledge of another official language of the European Union (at least B2 (CEFR))

6.1.D-LOT D -English text revision and editing for academic purposes

Nature of duties

- Provide linguistic revision, proofreading and editing on research papers
- Provide oral feedback on texts face-to-face, either virtually (e.g. via Skype) or at EUI premises.
- Availability from September to June, with a peak in the workload from February to March

Minimum requirements:

- Education requirements
 - BA in language, linguistics, social sciences or humanities
- Professional experience requirements
 - Text revision and editing of articles for publication in learned journals/publication on the Web
 - Text revision and editing in the social sciences and humanities
 - Sound experience of ICT skills for both revision and editing purposes and record-keeping
- Knowledge of languages
 - English as mother tongue
 - A satisfactory knowledge of another official language of the European Union (at least B2 (CEFR))

External Experts

The external experts involved shall be professional in the exercise of their duties and have proven experience in their field.

The external experts are obliged to observe professional ethical standards and to respect confidentiality whilst carrying out their duties.

Each external expert shall submit his/her own Europass CV.

The external experts will be asked to participate in interviews and/or written tests to ascertain whether or not they possess the requirements detailed in Article 6. During the interviews, the candidates participating in lot A, B and/or C will be asked to give a short lesson of 5/10 minutes maximum.

The exact dates of the interviews shall be agreed once all bids have been analysed. The time frame envisaged for the interviews is indicated in Article 20.

The interviews will be carried out at EUI premises and/or via Skype. Please indicate your preference in Annex II C- Self-certification form.

Companies only

The Company is obliged to inform the Institute if one or more staff members are to be replaced, the EUI reserves the right to accept or reject, following an interview, the proposed staff member(s).

The Contracting Authority reserves the right to ask the Company to replace any staff deemed unfit for well-founded reasons.

The company shall ensure that its employees have good wage conditions and that it fulfils all social security obligations.

The Contractor also agrees to provide the Contracting Authority with the criminal record certificate of their staff involved in the provision of the required services.

Target Public

The target public is composed of members of the EUI community: i.e. staff members Ph.D. researchers, fellows, etc.

The contractor should be aware that classes will consist of people with different educational backgrounds, different nationalities, different mother tongues, working in different areas and carrying out different tasks and duties.

6.2 Premises where the teaching activities shall be carried out

The teaching activities shall be carried out at the premises of the European University Institute. Their updated list is specified hereinafter.

At present the Institute's site covers approximately 34.000 square meters where about 200 employees are employed, and approx. 800 researchers and fellows and around 300 visitors per year.

Most of the buildings are historical buildings and are not provided with elevators and sometimes are not easy to access.

EUI Premises:

- **Badia Fiesolana**, Via dei Roccettini, 9 - 50014 San Domenico di Fiesole (FI);
- **Villa Sanfelice**, Via dei Roccettini, 5 - 50014 San Domenico di Fiesole (FI);
- **Villa Paola**, Via dei Roccettini, 5 - 50014 San Domenico di Fiesole (FI);
- **Villa Pagliaiuola**, Via delle Palazzine, 17/19 - 50014 San Domenico di Fiesole (FI);
- **Villa Malafrasca**, Via Boccaccio, 151 - 50133 Firenze (FI);
- **Convento di San Domenico**, Via delle Fontanelle, 19 - 50014 San Domenico di Fiesole (FI);
- **Complesso di Villa la Fonte**, Via delle Fontanelle, 10 - 50014 San Domenico di Fiesole (FI);
- **Complesso Villa Schifanoia – Casale – Villino - Cappella**, Via Boccaccio, 115/121 - 50133 Firenze (FI);
- **Villa Raimondi**, Via Boccaccio, 111 - 50133 Firenze (FI);
- **Villa il Poggiolo**, Piazza Edison, 11 - 50133 Firenze (FI);
- **Complesso di Villa Salviati – Castello - Manica (sede IUE) - Ipogeo** (sede Archivi Storici Unione Europea), Via Bolognese, 156 – 50133 Firenze (FI).

CHAPTER III – OBLIGATIONS AND CHARGES

Article 7 – Obligations and charges to be borne by the Contractor

The contractor shall bear all the obligations and charges relating to the service covered by this procedure, in compliance with the existing laws on health, safety and hygiene in the workplace. The Contractor is also bound by the provisions included in these Tender Specifications, in the Annexes enclosed to its tender and in the invitation Letter.

The Contractor shall be held directly accountable for any injury and/or property damage and any damage to the Institute; any compensation shall be borne completely and exclusively by the Contractor.

The Contractor agrees to hold harmless and indemnify the EUI against any damage as well as criminal and civil liability towards third parties and/or property, directly and indirectly, also as a partial result or consequence of the entrusted services.

The Contractor undertakes to respect and enforce among its staff and/or collaborators in various capacities, the EUI Data Protection policy, as mentioned in the Decision of the President no. 40 of 27 August 2013, accessible on <http://www.eui.eu/AboutTheWebsite/DataProtection.aspx>.

Article 8 – Safety provisions

In order to ensure safety in the workplace, the Contractor is required to adhere strictly to the legislation on the protection of the health and safety of workers referred to the current legislation on this matter.

All the activities relating to the services covered by these Tender Specifications must be carried out in such an orderly manner, including all necessary precautions, so as to prevent any damage or injury to staff and third parties, and not to cause damage to floors, furniture, doors and jambs, walls and paintwork, etc.).

Article 9 – Liability

In relation to the obligations deriving from the submission of its tender, the Contractor expressly releases the Contracting Authority from any and all liability in cases of injuries or damage that may be incurred by staff, property, resources and valuables belonging to the Contracting Authority, to the Contractor, to third parties, and having occurred in relation to activities performed in carrying out its duties (see also Article II.3 of the draft framework contract).

CHAPTER IV – BREACH OF CONTRACT AND SANCTIONS

Article 10 – Penalties

The Contractor shall guarantee that it is able to fulfil every obligation in accordance with the modalities envisaged by these Tender Specifications and the instructions and time schedule defined by the Academic Service.

Without prejudice to other actions the law provides for, the Contracting Authority, in case of non-regular and unsatisfactory provision of the service requested in the tender documents, reserves the right, to apply the following penalties:

- Table 1 - Minor penalties

	Events	Penalties
LOT A LOT B LOT C	Not arriving on time (reported up to three times)	Written communication requiring justification.
	Poor quality teaching (remarks reported up to three times)	
	Inappropriate communication with course participants (reported up to three times)	
LOT D	Not delivering revisions on time (reported up to three times)	Written communication requiring justification.
	Poor quality revisions (reported up to three times)	
	Poor record keeping (reported up to three times)	
	Inappropriate communication with course participants (reported up to three times)	

- Table 2 - Major penalties

	Events	Penalties
LOT A LOT B LOT C	Consistently not arriving on time (reported more than five times)	Written communication terminating contract; ten days for justification. The EUI reserves the right to evaluate this justification.
	Consistently poor quality teaching (reported more than five times)	
	Consistently inappropriate communication with course participants (reported more than five times)	
LOT D	Consistently not delivering revisions on time same as above (reported more than five times)	Written communication terminating contract; ten days

	Consistently poor quality revisions (reported more than five times)	for justification. The EUI reserves the right to evaluate this justification.
Consistently poor record keeping (reported more than five times)		
Consistently inappropriate communication with course participants (reported more than five times)		

- **Companies only:**

- In the case of absence of an expert without notice to the EUI, and without a proposal for a replacement within 1 day, the Contractor will be liable for a penalty of €100,00 (one hundred/00), without prejudice to the right to invoke the clause for early termination of the contract.
- The institute reserves the right to invoke the clause for early termination of the contract in case of refusal of the Contractor to replace one of the experts following if requested.

CHAPTER V - EXCLUSION, SELECTION AND AWARDING CRITERIA

Article 11 – Exclusion criteria

Shall be excluded from participating in the present call for tender, any Tenderer that:

- a) is bankrupt or in the process of being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning serious professional conduct by the final judgment of a competent judicial authority or administrative decision or decisions of international organisations;
- c) is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of Italy being the country of establishment of the Institute or those of the country where the contract is to be performed. This breach needs to have been established by a judgement or administrative decision having final and binding effect in accordance with the legal provisions of the country in which the economic operator is established or of Italy being the country of establishment of the Institute;
- d) has been the subject of a final judgment for fraud, corruption, involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or other forms of trafficking in human beings or any other illegal activity, where such illegal activity is detrimental to the Institute's financial interests;
- e) has been in serious breach of a contract financed by the Institute or has been the subject of an offense of serious irregularity established by a final judgment of a competent judicial authority or administrative decision;
- f) is subject to an administrative penalty for being guilty for grave professional misconduct, or for having made substantial errors or committed irregularities or fraud, or have been declared to be in breach of their obligations under contracts covered by the Institute's budget (Article 41 of the EUI's Public Procurement Regulation (President's Decision No.36/2016 of 4 August 2016));
- g) has a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest, including conflicting professional interests; at present or occurred over the past 5 years;

Tenderers must prove that they are not in any of the above situations.

Documents proving eligibility in relation to the grounds for exclusion listed above:

The Contracting Authority will accept, as satisfactory proof that the Tenderer is not in any of the situations described above, a formal signed Declaration on Honour concerning exclusion criteria, as in Annex II – C Self Declaration form.

The Institute reserves the right to verify the accuracy of this information and to request documents providing further evidence before the contract is signed.

Article 12 – Selection criteria

To be eligible to participate in this open call for tender, candidates must possess all the following requirements.

Tenderers in default of even one of the requirements listed below will be excluded from the procedure.

12.1 General requirements

- a) Participation in this tender is open to both Companies and individual professionals (freelancers) with VAT – **please be aware that “regime dei vecchi minimi” (articolo 1 co 96 e ss. Legge 24.12.2007, n. 244) and “regimi dei vecchi minimi” (articolo 27 comma 1 D.L. 6.7.2011, n.98) are excluded.**
- b) Enrolment in the Chamber of Commerce, Industry, Arts and Crafts Registry of Companies (CIAA), or in an equivalent registry in the country where the Contractor has its official and legal headquarters, registered as practising business activities in the field that is the object of this tender procedure, or at least a field that is consistent with the object of the tender.
- c) Criminal record certificate for each expert proposed for the services.
- d) Declaration confirming that it has taken note of all general, particular and local circumstances, barring none, and of all other elements which may directly or indirectly influence the performance of the service, or the calculation that has led to the Offer submitted with its bid; and that this Offer is profitable, and that the Contractor undertakes to hold said Offer valid and binding for one-hundred-and-eighty (180) days, starting from the deadline for submission of its bid.

Companies only:

- e) to be in compliance with all obligations relating to the payment of social security and insurance contributions in favour of its employees, in full observance of existing legislation; and to apply the employment conditions envisaged in the sector's national collective labour agreement;
- f) to undertake, in the event it is awarded the tender, to provide any and all required documentation in order to prove that it is fully up-to-date in its payment of social security and insurance contributions (e.g., through a DURC certificate), in compliance with existing legislation;

12.2 Technical and quality requirements

- g) LOT A:
 - i. Italian as mother tongue
 - ii. A satisfactory knowledge of English (at least B1 (CEFR))
 - iii. BA
 - iv. Post-graduate qualification in pedagogy, language, linguistics, social sciences or humanities or teaching certificate in Italian as a Foreign Language
 - v. Experience in teaching international groups in a doctoral and postdoctoral research environment
 - vi. Experience in teaching from beginner level to advanced level
 - vii. At least two letters of reference of previous similar jobs (from students, professors, organisations and/or equivalent); please provide with contacts.
- h) LOT B:
 - i. English as mother tongue
 - ii. A satisfactory knowledge of another official language of the European Union (at least B2 (CEFR))
 - iii. BA language, linguistics, social sciences or humanities
 - iv. Post-graduate qualification or teaching certificate
 - v. Experience in teaching EAP courses to international groups in Higher Education contexts
 - vi. Experience of developing and/or adapting EAP courses for international post-graduate and post-doctoral researchers

- vii. Sound experience in ICT skills for both teaching and record-keeping
 - viii. At least two letters of reference of previous similar jobs (from students, professors, organisations and/or equivalent); please provide with contacts.
- i) LOT C:
- i. English as mother tongue
 - ii. A satisfactory knowledge of another official language of the European Union (at least B2 (CEFR))
 - iii. BA in languages, linguistics or literature
 - iv. Post-graduate qualification or teaching certificate
 - v. Experience in teaching international groups
 - vi. Experience in teaching workplace English
 - vii. Experience in teaching international certificates courses
 - viii. At least two letters of reference of previous similar jobs (from students, professors, organisations and/or equivalent); please provide with contacts.
- j) LOT D:
- i. English as mother tongue
 - ii. A satisfactory knowledge of another official language of the European Union (at least B2 (CEFR))
 - iii. BA in language, linguistics, social sciences or humanities
 - iv. Experience in text revision and editing of articles for publication in learned journals/publication on the Web
 - v. Experience in text revision and editing in the social sciences and humanities
 - vi. Sound experience of ICT skills for both editing and record-keeping
 - vii. At least two letters of reference of previous similar jobs (from students, professors, organisations and/or equivalent); please provide with contacts.
- k) **Companies only:** the tenderer shall provide at least 4 profiles for each lot of interest. Please submit a Europass CV for each profile proposed.

12.3 Economic and financial requirements

To be in possession of two bank references (one for freelancers) from prime banks, or financial Companies included in the registers of authorized brokers, issued after the date of the Invitation to tender and the publication of these Tender Specifications, proving that the Tenderer has always met its obligations punctually and regularly, and that Tenderer possesses the economic and financial capacity to perform the services that are the object of this tender; Where the Contractor can provide only one bank reference, it is necessary for its Legal Representative to submit an appropriate explanation on this matter.

In the case of a Temporary Group of Companies (TGC) and/or consortium, the requirements listed under points (a) to (g) must be possessed by each one of the Companies making up the grouping and/or consortium.

The Institute reserves the right to perform sample checks in order to verify the accuracy of the statements submitted by Tenderers.

Article 13 – Awarding criteria

Only the Offers that meet the criteria indicated at Article 11 and meet all the requirements listed in Article 12 above will be eligible for the next stage of the selection procedure, the technical and qualitative

evaluation. The Offers that are awarded at least the minimum technical score (the minimum threshold of technical suitability is 48/80) will be eligible for the economic evaluation.

The contract will be awarded according to the principle of the “**best value for money**”, based on the evaluation that will be carried out by the Institute's internal committee entrusted with this task (Evaluation Committee), which will attribute a score to each bid, out of a maximum score of 100, according to the following parameters:

Table 3: Score

MAXIMUM SCORE	
Technical and quality evaluation	80/100
Economic evaluation	20/100

The total score (Points) assigned to the offer is made up of the sum of its economic evaluation points plus its technical evaluation points: **P offer = P economic evaluation + P technical evaluation**

The Tenderer whose offer obtains the highest final score is the Tenderer who will be awarded with the contract.

A – Assigning of points in relation to the technical and quality aspects of the tender

The assignment of the technical score shall be made through the analysis of all the submitted tenders completed by the results of the interviews. The technical score assigned to each criterion will correspond to the maximum score foreseen weighted with the assigned quality coefficient (table 6).

Table 4: Technical and quality criteria for LOTS A-B-C

	DESCRIPTION	Maximum score LOT A	Maximum score LOT B and LOT C
A1	Scheme of a sample lesson (structure, methods for involving the students, topics, etc.)	8	10
A2	Previous experience (organisations, number of students, levels, etc.):	20	20
	> 6 years: excellent	20	
	4-6 years: good	15	
	2-4 years: adequate	10	
	1-2 years: sufficient	5	
	≤ 1 year: inadequate	0	
A3	Evidence of interest in continuing professional development (participation in conferences, membership of professional associations, publications, short refresher courses, etc.)	8	10
A4	Interviews	22	25
A5	Lesson simulation (5-10 minutes, during the interviews)	10	15
A6	Only for LOT A: Master in didattica per insegnare italiano agli stranieri	10	NA
A7	Only for LOT A: Knowledge of other official language(s) of the European Union	2	NA
Total		80	80

Table 5: Technical and quality criteria for LOT D

	DESCRIPTION	Maximum score
A1	Previous experience (organisations, type of documents, topics etc.)	20
A2	Professional development undertaken (participation in conferences, membership of professional associations, publications, short refresher courses, etc.)	5
A3	Evidence of management of work flow, turn-over times, etc.	5
A4	Evidence of interaction with institutions and individuals requesting editing; client satisfaction; feedback on work done	20
A5	Interviews	30
Total		80

The minimum threshold for technical admissibility is 48/80. Tenderers who do not reach that threshold will not pass the next stage of the procedure and their economic offer will as a consequence not be evaluated.

Once the tender is awarded, the technical Offer of the winning bid becomes an integral part of the Contract together with these Tender Specifications.

Quality coefficients will be assigned in accordance with the definitions contained in Table 6.

Table 6: Quality coefficients

EVALUATION	JUDGMENT	COEFFICIENT
Excellent	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
Adequate	Acceptable design but poorly structured with limited application to the provisions of the Tender specifications.	0,50
Poor	Mediocre project that is under-developed.	0,25
Inadequate	Insufficient project that is generic and inadequate.	0,00

B – Assigning of points on the economic evaluation (valid for all lots)

The highest score available for the price offered (20 points) will be awarded to the Tenderer who offers the best price.

The other tenderer will be awarded different scores (rounded off to the second decimal figure, if necessary) calculated in proportion to the ratio between the best price and the price offered by each Tenderer.

The following formula will be applied:

$$P = 20 \times \frac{\text{Minimum price}}{\text{Price offered}}$$

The final score for each tenderer will be determined by the sum of the single points awarded as described in this article.

Article 14 – Award requirements

The successful Tenderer, on the date established by the Contracting Authority, for the purposes of the final award, must:

1. provide certified true copies of all certificates presented as documentation for the tender procedure;
2. in the case of a TGC and/or consortium, provide the TGC/consortium act and the special collective mandate with representation conferred to one party of the TGC/consortium who acts as proxy.
3. A copy of the criminal records of the legal representative of the contractor (company and/or freelancer).

If the successful Contractor does not promptly comply with the obligations above, does not submit all the requested documents or does not provide proof that they meet the requirements for the tender, namely that the proof is not considered conform with the declarations made at the time of the bid, the Institute reserves the right to declare the bid lapsed and to award the contract to the next bidder on the ranking, or to launch a new call for tender, without prejudice to further costs incurred by the Contracting Authority to be charged to the bidder at fault. Under these circumstances, the provisional deposit paid by the Contractor at fault will be withheld and the sanctions provided by the regulations in force shall apply.

Should the assessment of the items above result in a positive outcome, the tenderer will be awarded the contract and formally invited to sign the contract.

CHAPTER VI – ADMINISTRATIVE INFORMATION

Article 15 – Subcontracting and outsourcing

Subcontracting is allowed in accordance with the provisions of art. II.7 of the Draft Service Contract provided by the Institute and specified in the tender documents.

In particular, the request for subcontracting must be specified in the offer submitted by the Tenderer, accompanied by a clear indication of the activities that will be subcontracted and must necessarily satisfy the requirements of the current contract and any applicable regulations.

The Contractor shall not subcontract without prior written authorisation from the Contracting Authority nor cause the contract to be *de facto* performed by third parties.

The Contractor shall not assign the rights, including claims for payments and obligations arising from the FWC without prior written authorisation from The Institute (please refer to article II.9 of the FWC).

Article 16 – Payment arrangements

The Contracting authority will make payment within 60 (sixty) days of receipt of invoice, in accordance with the arrangements specified in Articles I.4 and II.15 of the Draft Service Contract provided by the Institute and included in the tender documents.

In case of subcontracting the payment of invoices shall be subordinated to the submission of the receipt of payment from the subcontractor.

CHAPTER VII – FINAL PROVISIONS

Article 17 – General information

All aspects of the tender procedure shall be performed in compliance with the Institute's internal regulations, and especially in accordance with High Council's Decision No.6/2015 laying down the EUI's regulatory and financial provisions, and with the President's Decision No.36/2016 on Public Procurement, all of which are available on the EUI's website: <http://www.eui.eu/About/Tenders/Index.aspx>.

Participation in this tender procedure implies full acceptance of the above-mentioned regulations.

The rules governing the future relationship between the Contracting Authority and the Contractor that is awarded the tender, including payment terms, processing of personal data, dispute settlement methods, both in the tender procedure and in the implementation and performance of the contract, are all contained in the Draft Service Contract provided by the Institute and included in the tender documents.

Article 18 – Person responsible for the contract

The Contracting Authority appoints the Director of the Academic Service as staff member responsible for this tender procedure and contract.

The responsible staff member shall be in charge of all exchanges and communications with the Contractor that is awarded the contract, on all issues relating to the performance of the services in question, and shall be responsible for ensuring that contractual obligations are observed, enacting coercive provisions and applying penalties whenever necessary.

Article 19 - Reference person of the contract

In order to ensure that the contract is performed satisfactorily and to guarantee a correct contractual relationship with the Contractor that is awarded the contract, the Director of the Academic Service shall appoint a member of his staff as Reference person for the contract. Among other tasks, the Reference person shall:

- act as contact person for all operational and practical exchanges with the Contractor;
- follow up and act on requests for interventions in cases when it becomes necessary to introduce changes and/or new provisions, during the implementation of the contract;
- oversee the correct performance of the service and verify the results;
- where necessary, and on the basis of serious and proven motives, demand that a member of the Contractor's staff be removed from the premises and replaced, providing justification for the request;
- propose to the Director of the Academic Service the application of penalties and, if necessary, the termination of the contract;

Article 20 – Indicative timeline

The indicative timeline for this tender procedure is summed up in table 7:

INDICATIVE TIMELINE OF THE TENDER PROCEDURE	
DESCRIPTION	DATE
Launch of the tender procedure	30/10/ 2017
Deadline for Submission of Queries or Clarification Requests	22/11/2017
Deadline for Submission of Offers	28/11/ 2017
Candidates’ Interviews and Language Tests	2 nd /3 rd week of December 2017 - 9 am to 18 pm
Announcement of Results	December 2017
Signing of Contract	Not less than 14 days after announcement of results

Article 21 - Final provisions

The tender documents are composed of the Draft Service Contract provided by the Institute, this Tender Specification – Annex I and the Contractor’s tender – Annex II including the following annexes:

- II – A Technical offer form
- II – B Economic offer form
- II – C Self-certification form
- II – D Declaration on honour
- II – E Draft Framework contract
- II – F EUI Vacation Days 2018

Signature of Legal Representative

Contractor’ stamp

.....

.....