

**TECHNICAL OFFER – LOT B**

**Special Tender Specifications for the provision of maintenance services and building works, civil and mechanical engineering for the repair, restoration and maintenance of civil and industrial buildings and infrastructure annexed by the European University Institute.**

**LOT B – Building work, civil and mechanical engineering**

I, the undersigned \_\_\_\_\_  
born in \_\_\_\_\_ on \_\_\_\_\_,  
resident of \_\_\_\_\_ with fiscal code \_\_\_\_\_  
in the role of \_\_\_\_\_  
for the company/TAC/Consortium \_\_\_\_\_  
with registered office in \_\_\_\_\_  
and administrative office in \_\_\_\_\_

**PRESENT THE FOLLOWING TECHNICAL OFFER/SERVICE PROJECT:**

**B1 - Organizational system of the service**

**CRITERION B.1.1 – ORGANIZATION OF THE SERVICE – COMPETITOR'S ORGANISATIONAL STRUCTURE SINGLE ORDER MANAGEMENT PROCESS**

The bidder, within the technical offer, must describe the organizational and logistical structure that will undertake to make available for the provision of the services covered by the contract. In particular, it must describe the following aspects:

- Model and size of the organizational structure;
- Methods of interaction and coordination between the different areas / functions / professional figures involved;

\_\_\_\_\_ *Please develop (max. 10 pages + any attachments)*

**CRITERION B.1.2 – ORGANIZATION OF THE SERVICE – SINGLE ORDER MANAGEMENT PROCESS**

With reference to this criterion, the examining commission will express its assessment based on the suitability and adequacy of the organizational structure and the operational organization chart that the competitor intends to adopt for the management of a job order issued by the EUI.

\_\_\_\_\_ *Please develop (max. 10 pages + any attachments)*

**CRITERION B.1.3 MANAGEMENT OF ABSENCE OF PERSONNEL AND EMERGENCIES**

Please describe the organizational and operational solutions that will be adopted to remedy staff absences. In particular, the competitor must describe the following aspects:

- Solutions to be adopted with particular regard to the methods and times for replacing absent employees for holidays and illnesses in order to guarantee continuity in the provision of the service, with particular regard to the summer months.
- Solutions to be adopted in the event of staff turnover in order to avoid situations that can determine organizational and functional criticality to the service.

- Describe the organizational and operational methods dedicated to emergency management.

\_\_\_\_\_ *Please develop (max. 10 pages + any attachments)*

## **B2 – TRAINING AND REFRESHER COURSES FOR PERSONNEL**

### **CRITERION B.2 TRAINING AND REFRESHER COURSES FOR PERSONNEL**

Please describe the training plan envisaged for the staff dedicated to the service, subdivided by directives and operating personnel, specifying the specific contents of the courses, the curricular profile of the teachers in terms of qualifications and years of experience on the subjects covered by the training and the frequency of courses. Particular importance will be given to the proposals concerning staff training aimed at the specific nature of the service.

\_\_\_\_\_ *Please develop (max. 5 pages + any attachments)*

## **B3 – TECHNICAL-OPERATIONAL METHODOLOGIES**

### **CRITERION B.3.1 MANAGING WORK ORDERS OF A SIGNIFICANT AMOUNT**

Please describe in detail the management methods that the Company intends to adopt to guarantee the correct execution of works in the context of an order for an amount exceeding € 100,000.

\_\_\_\_\_ *Please develop (max. 5 pages + any attachments)*

### **CRITERION B.3.2 SIMULTANEOUSLY MANAGING MULTIPLE WORK ORDERS OF AN INSIGNIFICANT AMOUNT**

Please describe in detail the management methods that the Company intends to adopt to guarantee the correct execution of multiple orders (suppose the contemporaneity of 5 orders) each of an amount not exceeding € 100,000.

\_\_\_\_\_ *Please develop (max. 5 pages + any attachments)*

**B4 – METHODS OF SELF-CHECKING AND AUDITING SERVICE QUALITY**

**CRITERION B.4 METHODS OF SELF-CHECKING AND AUDITING SERVICE QUALITY**

Please describe in detail the self-control methods that the Company intends to adopt to guarantee the compliance of the activities carried out with respect to the contractual provisions and the methods of communication of the checks carried out.

\_\_\_\_\_ *Please develop (max. 5 pages + any attachments)*

**B5 – MEASURES ADOPTED TO REDUCE ENVIRONMENTAL IMPACT**

**CRITERION B.5 MEASURES ADOPTED TO REDUCE ENVIRONMENTAL IMPACT**

Please describe the technical solutions proposed for the reduction of the environmental impact with particular reference to the products used for the realization of the works and the reduction of the waste produced, etc.

Methods, tools and equipment that reduce energy consumption will be evaluated and awarded.

\_\_\_\_\_ *Please develop (max. 5 pages + any attachments)*

**B6 – IMPROVEMENTS AND/OR ADDITIONAL SERVICES OFFERED**

**CRITERION B.6 IMPROVEMENTS AND/OR ADDITIONAL SERVICES OFFERED**

Please indicate the possible improvements to the service that the tenderer intends to offer without additional costs for the Contracting Authority. Particular attention will be given to those proposals that bring innovations both from the point of view of the operational process and of the product. Only those improvements will be taken into consideration which, in the final opinion of the selection board, are deemed valid and indisputably useful for the improvement of the service. Should the board not consider the proposals a genuine improvement to the service, the tenderer shall be given a score of 0. Similarly, if the description does not allow an overall assessment of the proposal, the Commission will not proceed with the evaluation and the tenderer will be awarded a score of 0.

\_\_\_\_\_ *Please develop (max. 5 pages + any attachments)*

Eventual

He also declares: to develop

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He Also attach to this technical offer: to develop

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Place and date \_\_\_\_\_

Signature of the Legal Representative \_\_\_\_\_

**A copy, not authenticated, of the valid identity document of the subscriber is attached to this declaration.**