



**Open Call for tender for the selection of a Medical Centre and of  
Medical Services for the European University Institute**

**REF: OP/EUI/HRS/2020/001**

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**YEAR 2020**

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**CHAPTER 1 – GENERAL INFORMATION REGARDING THE TENDER**

**1.1 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 Community, 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”.

The EUI Community numbers about 1,000 members. Researchers, academic and administrative staff are for the most part – though not exclusively – citizens of the 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 consult the EUI's official website at [www.eui.eu](http://www.eui.eu).

**1.2 Definitions**

“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.

“FWC” stands for Framework Contract.

“Contractor” refers to the successful tenderer awarded with the FWC.

“the selected Medical Centre” means the economic operator to which the FWC has been awarded and to which the provision of the services, as specified in these Tender Specifications (T.S.), is entrusted.

“Medical Advisers” means the medical practitioners to whom the framework contract has been awarded and to which the provision of the services, as specified in these Tender Specifications (T.S.) is entrusted.

“Tenderer” refers to the subject that submits a tender.

“TS” refers to Tender Specifications.

“HRS” refers to the Human Resources Service of the EUI.

**1.3 Object of this Tender Procedure & Background information**

The EUI employs staff as either administrative staff, in accordance [with Staff Regulations applicable to Permanent Staff Members and Conditions of Employment of Other Servants \(CEOS\) of the EUI](#), and teaching staff, in accordance with [Conditions of Employment of the Teaching Staff \(CETS\) of the EUI](#).

The place of employment of the EUI staff is Florence, Italy. The number of both administrative (temporary, contract and permanent staff) and teaching staff (full-time professors, research fellows, academic assistants, academic/administrative associates) employed by EUI in February 2020 is approximately 450. This number will vary according to the recruitment pace and turnover.

In accordance with Articles 33 (permanent agents), 13 (temporary agents) and 83 (contractual agents) of the CEOS and with Article 8 and 15 (full-time professors) of the CETS, administrative and teaching staff may be recruited only on condition that they are physically fit to perform their duties. Before being recruited, the latter persons are requested to undergo a **pre-employment medical visit**, which includes a series of laboratory tests and exams, as well as a **medical examination**.

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In accordance with Article 59, paragraph 6, of the [Staff Regulations](#), Article 16 and 91 of the CEOS, Article 24, paragraph 3 (full-time professors), and Articles 70 (research fellows), 74 (academic assistants) and 84 (academic/administrative associates) of the [CETS](#), staff members must undergo a **medical check-up** every year, performed either by one of the medical officers of the Institute or by a medical practitioner chosen by the staff member him/herself. The purpose of such a visit is preventive. It is important to highlight that pursuant to the above-mentioned articles, EUI staff members have the right of carrying out their annual medical check-up at a medical practitioner of their proper choice according to the conditions laid down in this provision. This implies that the Contractor as a result of the present procurement procedure may not carry out the medical visits for the entirety of the EUI staff described above.

The EUI requires the selection of:

- I. a **Medical Centre** to carry out the following medical services:
  - ✓ pre-employment medical exams and laboratory tests of new staff members;
  - ✓ annual medical exams and laboratory tests of staff members.
- II. Three (3) **Medical Advisers** to carry out the following medical services:
  - ✓ pre-employment medical visit of new staff members;
  - ✓ annual medical visit of staff members;
  - ✓ ad hoc medical control of absences related to sickness (only for the administrative staff);
  - ✓ advisory role in exceptional cases.
- III. One (1) **Paediatrician** (and his/her back-up) to carry out the following medical services:
  - ✓ consultation by telephone by the Crèche staff, whenever considered necessary;
  - ✓ 1 visit per month per calendar year (indicative) at the EUI Crèche premises for individual consultations;
  - ✓ availability for consultations and home call by parents.
- IV. Two (2) **Psychiatrists** for following services:
  - ✓ autonomous and upon request (ad hoc) medical-specialist (psychiatric) consultations to EUI;
  - ✓ advice on specific situations.
- V. One (1) **Occupational Doctor** to carry out the following service:
  - ✓ consultancy, whenever needed for special ergonomic provisions;
  - ✓ act in analogy to the medical adviser role according to art 25 Italian D.lgs 81/08.
- VI. **Additional services**
- VII. **Service Management** for:
  - ✓ coordination of all services provided in the FWC by a **Service Manager**.

## 1.4 Contract information

### 1.4.1 Contract duration and modalities

The duration of the contract is established for a maximum of five (5) years from the date of signature of the FWC. The FWC will be implemented through order forms. Each time the Contractor responds to a call under the FWC, an order form will have to be signed between EUI and the Contractor. The order form will set out the specific conditions for performing the individual assignment.

The initial six (6) months of the FWC 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



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improvements offered by the Contractor, the EUI shall be entitled to recede from the contract with fifteen (15) days period of notice that will be sent to the Contractor via registered letter with acknowledgement of receipt.

If, at the end of the natural term of the FWC, the EUI 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 provision of such services for a period not exceeding six (6) months, under the same contractual conditions in force when the FWC expired.

**1.4.2 Estimated value of the tender**

The estimate of the total value of the tender amounts to **€345.000,00** (/00), VAT excluded, based on an annual estimation of **69.000,00** (/00), VAT excluded.

The above-mentioned estimated amount for pre-employment and annual medical visits is based on the average costs incurred by the EUI in the years **2015-2019**. This applies solely for the purposes of determining the estimated total value of the contract and does not bind the Contracting Authority to reach the total amount referred to above since these needs may change over time in relation to variations in factors that are not accurately foreseeable.

The signature of the FWC imposes no obligation on the EUI to purchase. Only the performance of the FWC through order forms is binding on the Contracting Authority.

The aim of this procurement procedure is to award a single FWC to one medical provider supplying and organising all services required in for this FWC.

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## CHAPTER 2– DESCRIPTION OF SERVICES REQUIRED

### 2.1. Pre-employment medical visit of new staff members

Before being employed by the EUI, future staff members are required to undertake the medical exams listed below.

The EUI will provide the selected Medical Centre with the data (name/surname, date of birth and gender) of the persons entitled to undertake pre-employment medical exams as the need arises (by written communication). The selected Medical Centre shall confirm the appointment date for the medical exams (agreed beforehand between the selected Medical Centre and EUI on behalf of the candidate). The selected Medical Centre shall guarantee flexibility in the confirmation and scheduling of appointments, even at short notice.

The pre-employment medical visit is organised in two steps:

- **Part I:** medical exams and laboratory tests, carried out by the selected Medical Centre;
- **Part II:** medical consultation carried out by the selected Medical Adviser.

The selected Medical Centre shall request the new staff member to sign a declaration at the end of the pre-employment medical visit to confirm the completion of the pre-employment medical exams on the given date.

The selected Medical Centre shall provide the results of the exams to the new staff members as soon as possible and within maximum two (2) working days, if scientifically possible.

The selected Medical Centre shall forward the results of the exams to the EUI Medical Adviser as follows:

- as soon as the results are available and maximum within one week from the date the medical exams took place (where scientifically possible);
- by e-mail in electronic copy, or in duplicate paper copy (one copy for the candidate and one for retention on the medical file) in a sealed envelope marked “confidential, to be opened by addressee only”;
- with a copy of the declaration duly signed by the candidate enclosed to the medical results.

**List of medical exams for pre-employment visit (for the complete list of exams refer to Annex II-E – in Italian):**

- I. Blood Test
  - Haematology: Complete haemachrome with leucocyte formula, ESR, serum (ferritin).
  - Clinical Chemistry: Nitrogen, glycaemia, creatinine, uric acid, cholesterol (total, HDL, LDL), triglycerides, total and direct bilirubin, ALP, transaminases (AST, ALT),  $\gamma$ GT, LDH, S-CK, total protein, protein electrophoresis, potassium, Reactive protein C.
  - Immunochemistry: +Hepatitis B (HBsAg, HBcAb), Hepatitis C, HIV antibodies (optional), Thyroid hormone (TSH reflex).
- II. Microbiology
  - RPR
- III. Urine
  - Complete urine examination, fasting glucose.
- IV. Resting electrocardiogram
- V. Ophthalmologic examination
- VI. Medical examination

If prescribed by the Medical Advisers, the selected Medical Centre shall arrange for supplementary examinations for new employees (e.g. gynaecological/pap-smear, mammography/ultrasound, etc.).

### Reporting for pre-employment visit

On a three months basis and/or upon request, the selected Medical Centre shall forward to the Human Resources Service of EUI a report indicating the following:

1. Surname/first name of the EUI new staff members;
2. Date and time of pre-employment medical exams carried (**Part I**);
3. Date and time of pre-employment medical consultations with the EUI Medical Adviser (**Part II**);
4. Other exams undergone by new staff members.

**NOTE:** Details of the examinations including medical results are NOT to be forwarded to the HRS for confidentiality and privacy reasons.

The selected Medical Centre shall carry out the pre-employment medical visits for staff to be employed by the EUI as the needs arise. The pre-employment medical visits shall be clearly distinct from the **annual medical check-up** (see point 2.2 below) since these services follow a different procedure within the EUI HR.

EUI estimates the following pre-employment medical visits to be approximately 40 per year.

To be provided with the Tender

#### **Pre-employment medical visit of new staff members**

Provide a full description of how you would organise the pre-employment medical visit for new staff members, including a description of easy access and transportation possibilities for the staff member. Include as well information regarding any patient online service you may provide (to patient and/or EUI HRS).

### 2.2 Annual medical check-up of staff members

During employment, the EUI staff members shall undergo a yearly medical check-up that consists of medical exams, laboratory tests, and medical consultation carried out by a medical practitioner.

Once a year (usually at the beginning of the calendar year), the EUI will forward to the selected Medical Centre a list of the staff members entitled to annual medical visit.

The list includes the name/surname/date of birth and gender of the staff members in subject. The staff members are **personally responsible** for arranging the annual medical check-up with the selected Medical Centre. The selected Medical Centre shall guarantee flexibility in the confirmation and scheduling of appointments, even at short notice.

The annual medical check-up is organised in two steps:

- **Part I:** medical exams and laboratory tests, carried out by the selected Medical Centre;
- **Part II:** medical consultation carried out by the selected Medical Advisers or by a medical practitioner chosen by the staff member.

**Standard Package – applicable to all staff, on a yearly basis (for the complete list of exams refer to Annex II-E – in Italian):**

- I. Blood Test (one -1- sample). The blood test for the annual check-up includes:
  - Haematology: Complete haemachrome with leucocyte formula, ESR, serum iron (ferritin).
  - Clinical Chemistry: Nitrogen, glycaemia, glucose, creatinine, uric acid, cholesterol (total, HDL, LDL), triglycerides, ALP, transaminases (AST, ALT),  $\gamma$ GT, LDH, S-CK, potassium, sodium, chlorine, Reactive protein C.



- Immunochemistry: Thyroid hormones (TSH reflex), Prostatic Antigen (total PSA and Free. PSA for men aged more than 45 years) total protein, protein electrophoresis (for people aged over 45 years).
- II. Microbiology serology: Test for occult blood in faeces (for staff aged over 45 years).
- III. Resting electrocardiogram
- IV. Urine: Complete urine examination, fasting glucose

The selected Medical Centre shall forward the results of the exams to the EUI Medical Adviser or the medical practitioner chosen by the staff member as follows:

- within one week from the date the medical exams took place (where scientifically possible);
- by e-mail in electronic copy, or in duplicate paper copy (one copy for the candidate and one for retention on the medical file) in a sealed envelope marked “confidential, to be opened by addressee only”;
- with a copy of the declaration duly signed by the candidate enclosed to the medical results.

**Additional exams**

Upon request and written consent of the staff member:

- HIV antibodies test.

It is expected that the medical advisor will inform the EUI of emerging risks in case of developments in specific diseases dynamics, so that EUI can take appropriate decisions for possibilities of enlarging above list of analysis.

**Upon clinical indication – prescription from EUI Medical Advisers or chosen medical practitioner**

The EUI Medical Advisers or medical practitioner chosen by the staff member will be required every two years to express a specific opinion as to: any risks to the staff member’s eyesight and to their eyes; any risks to their muscular-skeletal system. The EUI Medical Advisers or medical practitioner chosen by the staff member may, upon submitting his reason doing so, request a further specialist’s examination.

The EUI is not liable, nor is financially responsible for any additional exams not prescribed by the EUI Medical Advisers conducting the medical consultation included in the annual medical visit and the relevant staff member should be made aware of it in advance and charged personally.

The selected Medical Centre shall subsequently liaise between the EUI Medical Advisers and the staff member to organise an appointment bearing in mind that the EUI Medical Advisers should already have received the medical results before the latter medical consultation takes place. In case a staff member chooses a private medical practitioner, it is the staff member’s responsibility to organise the appointment.

**Reporting for annual medical check-up**

On a three months basis and/or upon request, the selected Medical Centre should forward to the HRS of EUI a report indicating the following:

1. Surname/first name of the EUI staff members;
2. Date and time of the annual medical exams carried (**Part I**);
3. Date and time of annual medical consultations with one EUI Medical Adviser (**Part II**);
4. Exams carried by the staff members;
5. Number and type of additional exams carried out, if any.

**NOTE:** Medical results are NOT to be communicated to the EUI HRS for confidentiality and privacy reasons.

EUI estimates the following annual medical visits to be approximate 140.

To be provided with the Tender

**Annual medical check-up of staff members**

Provide a full description of how you would organise the annual medical check-up of staff members, including a description of easy access and transportation possibilities for the staff member. Include as well information regarding any patient online service you may provide.

**2.3 Medical Centre**

The selected Medical Centre shall ensure that services requested are available during the course of the working week (at least Monday to Friday) to fulfil the EUI’s needs and requirements (i.e. it should be possible to undergo a complete pre-employment medical exams or annual medical tests in the morning of the same day on any day of the week).

The selected Medical Centre should be able to provide all the above listed medical exams (see 2.1 and 2.2), in compliance with confidentiality and data protection requirements and provide the Medical Adviser with the results in due time (i.e. within 1 week, where scientifically possible).

The organisation and exams of the medical visits (pre-employment and annual medical check-up) may be subject to revision, in common agreement with the selected Medical Centre, in order to improve the process, if and when necessary, and to accommodate further recommendations from the point of view of confidentiality and privacy.

To be provided with the Tender

**Medical Centre**

Provide a full description of the Medical Centre including as well information on accreditations (e.g. ISO 151891 or equivalent).

**2.4 Medical Advisers**

The selected Medical Centre shall provide a list of at least three (3) Medical Advisers who will be responsible for undertaking the following tasks:

- medical consultations for the pre-employment visits;
- medical consultations for the annual medical check-up;
- ad hoc medical control of absences related to sickness (for administrative staff **only**);
- keeping an archive of the EUI staff members examined;
- being consulted in cases of dependent child serious illness and family leave requests;
- taking part as EUI Medical Advisers into the Medical Committee for Invalidity (Article 33 and 73 b) and c) and article 78 of Staff Regulations and Annex II Articles 7, 8 and 9, Articles 32, 33 and 83 of the CEOS and Article 39 of the CETS);
- support the EUI in the definition of specific ergonomic equipment for entitled staff members.

In case one of the Medical Advisers is the general practitioner of a staff member, then she/he cannot undertake the medical consultation for the pre-employment visit or annual medical check-up for that specific staff member. If so, the staff member must choose one of the other Medical Advisers.

The Medical Advisers shall ensure that services requested are available during the course of the working week (Monday to Friday) to fulfil the EUI needs and requirements. In addition, the Medical Advisers are expected to provide their availability at the medical room of the EUI premises at least half day a week.

The EUI requires and necessitates full flexibility when rescheduling or cancelling medical visits, **with no additional cost**. Cancellations may take place at the last minute due to justified reasons. Rescheduling shall take place as soon as possible and within five working days.

The Medical Advisers shall analyse the results of the medical exams received by the selected Medical Centre. In case of absence of one Medical Adviser for planned holidays and/or unforeseen reasons, i.e. due to sickness, the selected Medical Centre shall guarantee the continuity of the service provided by at least one of the other Medical Advisers.

#### 2.4.1 Medical control of absences related to sickness

The aim of the medical control to be carried by the Medical Advisers is to ensure that an absence reported as sickness or accident is justified and that the foreseen duration of the absence is proportional to the nature of the actual condition.

- The medical control of absences has to be carried out during core hours from Monday to Friday 9.00 and 17.30 (17.00 on Fridays), at the staff member's domicile within the Province of Florence or at any other location outside the Province of Florence within Italian borders, whereby the reimbursement of travel expenses is foreseen.

The medical information obtained during the medical control of absences is reserved to the concerned staff member. The information can be transferred to a third party only with the written consent of the staff member concerned. In addition, the selected Medical Centre is expected to guarantee the continuity of the service through an appropriate replacement for the Medical Adviser during holiday periods and other unforeseen absences, i.e. due to sickness.

- **Ordering and services modalities**

Case-by-case, by a written request, the EUI HRS shall provide the Service Manager with the EUI staff member details (name/surname, date of birth, gender, address, contact details) who will then contact the Medical Advisers to arrange the medical controls. The medical control shall take place the same day of the request. The medical control will be carried out without prior notice and within the core hours. Should this not be possible, the Medical Advisers shall propose the first available date.

- **Reporting for Medical Control of Absences**

At the end of the medical control, the Medical Adviser shall complete a medical control report that provides his/her opinion concerning the absence of the staff member (justified or not justified, etc.). In addition, the reports shall contain the following information:

- I. Name of the EUI staff member;
- II. Dates of the visit and of the appointment (if applicable);
- III. Date and signature of the Medical Adviser.

If the staff member is not present, the Medical Adviser shall leave a notice of attempted visit, where he/she invites the person to an appointment in his/her office if possible the same day or the day after at the latest. The visit at the Medical Adviser's office is **mandatory** for the staff member. No second home visit is foreseen.

- **Arbitration**

Should the staff member under examination wish to initiate an arbitration procedure as foreseen in Article 59 of the Staff Rules and of the CEOS, the Medical Advisers shall be available for consultation during the procedure and until its conclusion.<sup>1</sup>

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<sup>1</sup> Article 59 of the Staff Rules stipulates: [...] *If the staff member considers the conclusions of the medical examination arranged by the Appointing Authority to be unjustified on medical grounds, he or a doctor acting on his behalf may*

- **Reimbursement of travel and subsistence expenses**

Medical controls performed at a place situated within 70 km from Florence will be reimbursed with an additional fee of €30. If the service requested for the control of absences needs to take place outside the Province of Florence (70-150 km distance), travel and subsistence allowances (including all costs) shall be reimbursed with additional €100.

To be provided with the Tender

**Medical control of absences related to sickness**

Provide a description of how the procedure you propose to follow when performing the check-up at the private homes of staff members.

## **2.5 Occupational Doctor**

The Occupational Doctor shall support the EUI in the definition of specific ergonomic equipment(s) for entitled staff members as well as shall act as medical adviser in analogy to the relevant Health and Safety Legislation (Italian D.lgs 81/08, art 25). Typical services provided by the Occupational Doctor include:

- health inspection and related certification for the EUI Crèche and Print Shop;
- participation to the EUI meeting(s) of the Health Safety and Security Committee (whenever necessary but at least once a year);
- contribution to the DVR (Documento di Valutazione dei Rischi) report;
- biannual medical visit for the staff of the Crèche and of the Print Shop.

## **2.6 Paediatrician services for the EUI Crèche<sup>2</sup>**

The Medical Centre shall provide a Paediatrician service in the premises to the EUI Crèche. The latter accommodates on average 45 children (regular enrolments) and 13 children (occasional enrolments) as of 4 months old to 3 years of age.

The paediatrician shall be available at the Crèche premises once a month; the consultation is on a voluntary basis and upon the parents' presence. The paediatrician shall also provide a medical opinion on the meal menu and draw up the Health Regulation for the children attending the EUI Crèche.

The paediatrician might be consulted by telephone by the Crèche staff when considered necessary (e.g., consultation during the flu season etc.).

The paediatrician will also have to collaborate with the EUI's Health, Safety and Security Officer in case of children with particular health pathologies and who need special medical treatment to be administered by the crèche's teachers.

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*within two days submit to the Institute a request that the matter be referred to an independent doctor for an opinion [...]*

<sup>2</sup> Pre-school care for the children of the EUI members.

## 2.7 Psychiatric services of the EUI staff

The aim of the psychiatric services is to provide psychiatric support to the EUI staff both formally and informally. In particular, two (2) Psychiatrists shall be available for telephone consultations (exceptionally also during evenings or weekends) and on rare occasions, if required, in person. HRS EUI also reserves the right to recommend a staff member a consultation time with a psychiatrist.

## 2.8 Additional Services

The selected Medical Centre may also be requested to organise and deliver Campaigns on General Health and Prevention to be delivered by experienced practitioners. As an indication, these could include health & well-being sessions, fit-at-work, diabetes and obesity prevention, Stop Smoking, cancer prevention, cardiovascular risks, mental health, etc.

The selected Medical Centre is expected to:

- Analyse target audience;
- Set communications objectives and channels;
- Combine and sequence communication activities;
- Develop core message and materials, including posters, leaflets and factsheets;
- Implement the campaign in the EUI premises through one or more informative sessions of around 1.5 hour delivered by an expert on the topic;
- Complete the campaign evaluation.

Detailed request for offer will be issued on ad hoc basis specifying the relevant content of the services to be provided. EUI reserves the right to verify if the quotation proposed by the selected Medical Centre is in line with this specific market.

To be provided with the Tender

Provide an example or proposal of campaign that fits to an international organisation and/or university environment such as the EUI.

## 2.9 Service Management

All services provided in the FWC shall be coordinated by a Service Manager, who will be the operational interface between the selected Medical Centre and EUI for all the administrative management.

The Service Manager will be responsible for all administrative aspects related to the contract execution including order forms, invoicing, payments and reporting.

His/her main responsibilities will be to:

- Provide excellent customer service;
- Liaise with the EUI HRS;
- Receive and timely acknowledge EUI requests for services and dispatch such requests appropriately within the selected Medical Centre's organisation;
- Ensure EUI requests regarding the contract execution are performed within the deadlines indicated in the draft FWC on implementation modalities.

The presence of the Service Manager or his/her backup is compulsory during working hours from Monday to Friday.



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Service Management shall be considered as part of the support offered for the implementation of the requested services. The cost for service management shall be considered as included in the price for the entire Tender. EUI shall not be charged for any expense due to the provision of service management services, except in the case of on demand service management (via an Order Form), for example in case of a required ex-post control.

**Main Deliverables:**

- coordinate service execution at all levels within selected Medical Centre’s remits;
- act as first line support to all EUI staff;
- answer phone calls, respond to e-mail requests, follow-up with requests, incident management, problem diagnosis and resolution;
- provide input for the development of new forms and templates, as required;
- provide the necessary follow up to all inquiries answering to users questions and requests;

**Contribute to:**

- improvement of work processes;
- ensure the maximum level of availability of the Services;
- ensure that all the recurrent operational activities, pre-defined and agreed with the EUI are satisfactorily performed within agreed timescales;
- ensure that all the non-recurrent activities, requested by EUI are satisfactorily performed within agreed timescales and quality levels;
- ensure that all the activities performed are compliant with EUI’s policies and procedures;
- act as single point of contact for EUI in case of problems with the Medical Centre’s staff;
- produce statistics and management reports that will demonstrate the efficiency of the provided Services as well as all the reports for the services described in this Tender.

*Signature of the Legal Representative*

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## CHAPTER 3 – OBLIGATIONS AND CHARGES

### 3.1. 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 as well as applicable environmental law. The Contractor is also bound by the provisions included in the Draft FWC, in these TS, in Annexes enclosed to this TS 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 as a partial result or consequence of the entrusted services.

### 3.2 Personal Data Protection

If processing your reply to the invitation to tender involves the processing of personal data (such as medical doctors' names, e-mail addresses and CVs), such data will be processed pursuant to the EUI's Data Protection Policy (President's Decision No 10/2019 regarding Data Protection at the European University Institute, <https://www.eui.eu/About/DataProtection>) and to the Privacy Statement for external collaborations/public procurement (<https://www.eui.eu/About/ProcurementattheEUI/Callfortenders>).

Personal data processing that the Medical Centre will carry out on behalf of the EUI shall comply with the EUI's Data Protection Policy. The Medical Centre will act as an external processor of the EUI, and, therefore, shall process personal data only on documented instructions from the EUI.

To be provided with the Tender

The Medical Centre shall demonstrate to have sufficient safeguards for the protection of personal data in place. To this end, proof of compliance with Regulation (EC) 679/2016 (the General Data Protection Regulation, 'GDPR') can be used as an element to demonstrate sufficient guarantees (e.g. ISO 27701 or equivalent accreditation).

### 3.3 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 TS 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.).

### 3.4 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



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parties, and having occurred in relation to activities performed in carrying out its duties (see also Article II.3 of the draft framework contract).

*Signature of the Legal Representative*

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**CHAPTER 4 – BREACH OF CONTRACT AND SANCTIONS**

**4.1 Penalties**

The Contractor shall guarantee that it is able to fulfil every obligation in accordance with the modalities envisaged by these T.S. and the instructions and time schedule defined by the HRS.

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 penalties envisaged in this part:

Table I: PENALTY SCHEME

Events	Penalties
Considering that the fit to work certificate is a pre-condition for the employment contract, the pre-employment medical visit shall be executed by the Medical Centre timely (for details see point 2.1)	In case of more than one week delay 100 EUR = the penalty will be communicated by EUI to the Contractor, who will be required to deduct in the first available invoice
No replacement of the Medical Advisers during holidays, illness, etc.	100 EUR for each working day of no replacement
Laboratory tests errors with an impact on diagnosis and patient management <sup>3</sup>	250 EUR for each reported and proven error
The EUI shall be notified of any <i>force majeure</i> causes delaying the activities governed by these TS; notification shall be sent by the Contractor, via an urgent pre-notification sent by email to the Director of the EUI’s HR Service; the Contractor shall provide evidence of said force majeure causes, upon pain of losing any right to invoke them, to the HR Service at the European University Institute,	

<sup>3</sup> Laboratory error is defined as any defect from ordering tests to reporting and interpretation of results.

## CHAPTER 5 - EXCLUSION, SELECTION AND AWARDING CRITERIA

### 5.1 Exclusion criteria

Tenderers shall not be in any of the following situations, which are grounds for exclusion:

- a) in a state of bankruptcy, of being wound up, in receivership, having entered into an arrangement with creditors, having suspended business activities, or in any other similar situation due to a procedure of this nature envisaged by national laws or regulations, nor shall they be the object of a complaint that might give rise to similar procedures;
- b) to have been convicted of an offence concerning grave professional conduct by a final judgment of a competent judicial authority or administrative decision or decisions of international organisations;
- c) to not be fully in compliance with the obligations relating to the payment of social security and insurance contributions, or to the payment of duties and taxes in observance of the legislation of the country where the Tenderer is legally registered or in Italy, where the services for the Institute would be implemented. An infringement of this nature must be proved by a ruling or an administrative decision, confirmed in a final judgment, in compliance with the legislation of the country where the Tenderer is registered for tax purposes, or in Italy, being the country of establishment of the Institute;
- d) to have been the subject of a final judgment for fraud, corruption, participation in the activities of a criminal organisation, money laundering, crimes related to terrorism, child labour or other forms of human trafficking or any other illicit activity detrimental to the financial interests of the Institute;
- e) to have been found in serious breach of a contract financed by the Institute, or to have been found guilty, in a final judgment, of offences or serious irregularities, as ruled by the competent judicial authority or by an administrative decision;
- f) to have been the subject of an administrative penalty for having committed an offence related to professional ethics, for having made substantial errors or committed irregularities or fraud, or have been declared to be in serious breach of their obligations under contracts covered by the Institute's budget (Article 41 of President's Decision no. 19/2018, available at this link:  
<https://www.eui.eu/Documents/AboutEUI/Pres-DecisionPublicProcurement20180516.pdf>).

#### **5.1a Furthermore, Tenderers in the following situations at the time of this procedure shall also be excluded:**

- g) in a situation of conflict of interest in relation to the contract. Such situations occur when the impartial and objective implementation of the Contract is jeopardised for reasons related to financial interests, to political or national affinities, to family ties or sentimental ties, or for any other shared interest in the present and in the previous 5 years;
- h) of not having immediately notified the Institute of any situation which may suggest a conflict of interest, or which may give rise to such a conflict;
- i) of having granted to third parties, or having obtained, sought, tried to obtain or accepted from third parties, whoever that may be, benefits in money or in kind, if such an advantage is an illicit practice or may be construed as corruption, direct or indirect, connected to the implementation of the Contract;
- j) of having tried to exercise undue influence on the Institute's decision-making process or to obtain confidential information that would have placed it at an advantage in this tender procedure;
- k) of having tried to enter into an agreement, or actually done so, with other Tenderers in order to distort the tender procedure;

- l) of having tried deliberately to provide misleading information that may have substantially influenced decisions relating to exclusion, selection and awarding of the tender;
- m) of having deliberately provided misleading information that may have substantially influenced decisions relating to exclusion, selection and awarding of the tender;
- n) of having provided the Institute with inaccurate and/or incomplete and/or false information in the context of this tender procedure.

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

**5.1b 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, the Annex II D - Declaration on Honour concerning exclusion criteria duly countersigned.

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

**5.2 Selection criteria**

Participation in this tender is open to Medical Centers.

Tenderers must possess all the legal requirements in order to carry out the medical activities specified in this call for tender.

To be eligible to participate in this open call for tender, candidates must possess all the following requirements evidenced by supporting documents for each requirement.

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

**5.2a General requirements**

- a) The tenderer, as well as the medical staff members employed, must be qualified and authorised to provide the services specified in this call for tender and to practice medicine in Italy (certification required).
- b) Enrolment in the CIAA (Chamber of Commerce, Industry, Arts and Crafts Registry of Companies), 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 (certification required).
- c) Registration in the national register of doctors (“Ordine dei Medici”) in Italy; authorisation to provide medical services in Italy in compliance with the Italian law.
- d) Declaration that the Tenderer 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 drawing up of the Offer; and therefore that the 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.
- e) Declaration of being in compliance with the provisions aimed at legalising the position of undeclared employees (Individual Legalization Plans - Piani Individuali di Emersione).
- f) Declaration of being compliant 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.

- g) Any and all useful documentation 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.
- h) Anti-mafia self- declaration; whether the successful tenderer has its registered office in Italy, the Institute reserves the right to request the competent Prefecture to issue the related Anti-mafia certificate; an equivalent document will be requested in case the successful tenderer's registered office is located outside of Italy.

#### 5.2b Economic and Financial Capacity Requirements

- i) Two (2) bank references issued by prime banks, or financial companies included in the registers of authorised brokers, issued after the date of the Invitation to tender and the publication of these T.S., proving that the Tenderer has always met its obligations punctually and regularly, and that the Tenderer possesses the economic and financial capacity to perform the supply of goods and related services that are the object of this tender.
- j) Certificates for the following insurance policies, valid for the entire duration of the contract, and complying with the ceilings as follows:
  - i. Civil Liability insurance: with a ceiling of at least €1.5 million
  - ii. Civil Liability Insurance for Service Provider: with a ceiling of at least €1.5 million
- k) Audited accounts for the last three years (or self-certification to demonstrate company reliability), or fewer if the Tenderer has not been in activity for three years.
- l) Declaration of the Tenderer's turnover, of its profit and loss account for the last year of activity (or part of the year, if it has not been in activity long enough) and a Financial Statement for the end of the accounting period, in cases where this information has not already been provided under item (j).
- m) In the event that the Tenderer is unable to provide the documentation called for under item (k), the Tenderer shall submit a declaration of its turnover forecast, as well as its forecast of profits and losses, of cash flow for the year and a letter from the company's bank outlining its existing cash and credit situation.
- n) Declaration that, over the previous three years (2017-2018-2019), the company's global turnover, excluding VAT, was not lower than **€250.000,00 (two hundred fifty thousand)** per two (2) years. This request is made to allow the selection of a reliable operator, in view of the specific nature of the sector being entrusted and of the high quality performance required, as well as the importance of the services.
- o) Declaration that the Tenderer is currently executing and/or has executed over the previous three year period (2017-2018-2019) similar or identical services to those that are the object of this tender procedure, indicating for each of these services: client, duration, contract amount, and type of service(s).

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

#### 5.2c Technical and Professional Capacity

The Tenderer must have the technical and professional capacity to perform the contract in accordance with the specifications below.

The Tenderer must have the following **minimum professional capacity** to perform the contract:

- p) The tenderer must have a proven experience in the provision of similar services (as described in the Technical specifications);

- q) The tenderer shall be able to provide medical services requested on the same premise within the timeframes requested. In addition, the Medical Advisers are expected to provide their availability at the medical room of the EUI premises at least half day a week.

In addition, the Tenderer should be able to provide a team of experts compliant with the following specific expertise requirements:

**Profile of Medical Advisers**

The Medical Advisers shall comply with the following requirements:

- University Degree in Medicine with the necessary specialisation;
- Registered in the national register of doctors (“Ordine dei Medici”) in Italy; must be authorised to provide medical services in Italy in accordance with the Italian law;
- Ability to communicate orally and in writing in English and Italian.<sup>4</sup>

**Profile of Occupational Doctor**

The Occupational Doctor shall comply with the following requirements:

- Compliance of criteria identified in art. 38 Italian D.lgs 81/08;
- Registered in the national register of doctors (“Ordine dei Medici”) in Italy; authorised to provide medical services in Italy in accordance with the Italian law;
- Ability to communicate orally and in writing in English and Italian.

**Profile of Paediatrician**

The Paediatrician shall comply with the following requirements:

- University Degree in Medicine and a specialisation in Paediatrics;
- Registered in the national register of doctors (“Ordine dei Medici”) in Italy; authorised to provide medical services in Italy in accordance with the Italian law;
- Ability to communicate orally and in writing in English and Italian.

**Profile of Psychiatrists**

The Psychiatrists shall comply with the following requirements:

- University degree in Medicine and a specialisation in Psychiatry;
- Registered in the national register of doctors (“Ordine dei Medici”) in Italy; authorised to provide medical services in Italy in accordance with the Italian law;
- Ability to communicate orally and in writing in English and Italian.

**Profile of the Service Manager:**

- Post-secondary degree. Alternatively, secondary degree with at least 5 years of proven professional experience in service management;
- At least three years of relevant proven experience, having gained the relevant knowledge in the fields covered by the description of duties;
- Thorough knowledge of Italian and very good knowledge of both written and spoken English;

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<sup>4</sup> He/she should be able to understand the main ideas of complex text, be able to interact with a degree of fluency and spontaneity and explain a viewpoint giving the advantages and disadvantages of various options. To be evaluated via the Curriculum Vitae.



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- Proficient use of MS Office applications, in particular Word, Excel and Outlook.

**Following documents must be provided as evidence:**

- The Curriculum Vitae of:
  1. Medical Advisers (at least 3)
  2. Paediatrician
  3. Psychiatrists (at least 2)
  4. Service Manager
  5. Occupational doctor
- A certificate of professional registration of the Medical Advisers, paediatrician, occupational doctor and psychiatrists in the Italian national registers (Ordine dei Medici/Psicologi) confirming their specialisation and qualification in practice in Italy.

The Tenderer must have the following **minimum professional capacity** to perform the contract:

- The Tenderer must be established as a recognised legal entity and be registered in a relevant professional or trade register;
- The Tenderer must possess all the legal requirements in order to carry out the medical activities specified in this call for tenders;
- The Tenderer, as well as the medical staff members employed, must be qualified and authorised to provide the services specified in this call for tender and to practice medicine in Italy.

**Evidence of the professional capacity must be provided by:**

- Certificate of professional or commercial registration imposed by the country in which the tenderer is established. If the tenderer is not required or permitted to enrol in such a register for reasons of his statute or legal status, an explanation should be provided;
- Certificate issued by the Italian national health authorities authorising the Tenderer to provide the medical services requested;
- Documentation certifying that the health standards are respected (e.g. regional authorisations or certification from the Italian national health authorities) and certification of quality standards reached by the selected UNI EN ISO 9001 or similar quality statement;
- Evidence that an insurance policy contract for professional risk has been stipulated by the tenderer as required by law for the medical profession.

The evidence requested must be included in the offer for consortium partners/subcontractors only if the capacity of those partners/subcontractors is necessary to satisfy those minimum capacity requirements.

**COMMON FOR ALL SELECTION CRITERIA:**

1. In the case of a consortium submitting an offer and/or an offer being submitted by an entity subcontracting some tasks, the economic, financial, technical and professional capacity requirements are to be met on a consolidated level.
2. The EUI has the right, during the evaluation process, to request further evidence on the Tenderer’s compliance with the economic, financial, technical and professional capacity requirements

*Signature of the Legal Representative*

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**5.3 Award criteria**

Only the Offers that meet the criteria indicated under 5.1 and meet all the requirements listed under 5.2 above will be eligible for the next stage of the selection procedure, the technical and qualitative evaluation.

The contract shall be awarded according to:

- the principle of the “most economically advantageous tender”
- Quality of the service proposed with regard to the methodology proposed of the service in conformity with the TS

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:

MAXIMUM SCORE	
Technical and quality evaluation	70/100
Financial evaluation	30/100

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 = P technical score + P economic score**

**P= score to be assigned**

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. The technical score assigned to each criterion will correspond to the maximum score foreseen weighted with the assigned quality coefficient (TABLE III).

Table II: AWARD CRITERIA & SCORES - QUALITY ASSESSMENT

DESCRIPTION		Maximum score Medical Centre	Maximum score Medical Advisors	Maximum score Specialists	Maximum score Service Manager
T1	Quality of the service proposed with regard to the methodology proposed: <b>Detailed description of the process (step-by-step) for each of the requested services:</b>				
	1.1.1 Pre-employment medical visit (points 2.1, 2.3, 2.4)	10		n/a	n/a
	1.1.2 Annual medical visit (points 2.2, 2.3 & 2.4)	10		n/a	n/a
	1.1.3 Timing for the execution of the medical results and delivery	3	n/a	n/a	n/a
	1.2 Ad hoc medical control of absences related to sickness (point 2.4.1)	n/a	5	n/a	n/a
	1.3 Consultations and availability of specialists (points 2.5, 2.6 & 2.7)	n/a	n/a	4	n/a
	1.4 Additional services (point 2.8)	4	n/a	n/a	n/a
1.5 Service Management (point 2.9)	n/a	n/a	n/a	3	
T2	Measures proposed in order to guarantee confidentiality and high professional standards both for medical, psychological staff and administrative staff	n/a	n/a	n/a	6
T3	Profiles of experts (based on CVs)	n/a	10	6	n/a
T4	Profile of service manager (based on CV)	n/a	n/a	n/a	3
T5	Online management services (e.g. for appointments, access to medical results etc.)	n/a	n/a	n/a	4
T6	Previous experience with universities and/or international organisations	2	n/a	n/a	n/a
<b>Total score</b>		<b>70</b>			



The minimum threshold for technical admissibility is 43/70, provided that the offer has reached the following subtotals as indicated below:

- T1: minimum 24/70
- T2+T4+T5+T6: minimum 9/70
- T3: minimum 10/70

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 tenderer 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 III.

The technical offer shall be submitted using Annex II A – Technical offer form.

Table III: 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

Only offers that reached the minimum scores at the quality evaluation are admitted to the following step, the economic evaluation.

The highest score available for the entire economic offer is 30 points.

The services are distinguished into six sub-categories with specific sub-scores (please refer to Table IV below). The tenderers shall submit a specific offer for each sub-category (please use the Annex II B-Economic offer form).

Table IV: AWARD CRITERIA & SCORES - ECONOMIC ASSESSMENT

Service	Scores
Pre-employment visit	8/30
Annual visit	8/30
Paediatric	4/30
Psychiatric	4/30
Occupational doctor	4/30
Additional services	2/30
Total	30/30



For each subcategory, the highest sub-score will be awarded to the Tenderer who offers the best price. The other tenderers will be awarded different scores (rounded off to the second decimal figure, if necessary) calculated in proportion to the ratio between the best price for the relevant sub-category and the price offered for the same sub-category by each Tenderer.

The following formula will be applied:  $P = \text{sub-score} \times (\text{minimum price}/\text{price offered})$

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

**5.4 Award requirements**

The Contractor, 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 Temporary Group of Companies 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 practitioner).

If the 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.

*Signature of the Legal Representative*

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## CHAPTER 6 – ADMINISTRATIVE INFORMATION

### 6.1 Subcontracting and outsourcing

Subcontracting is allowed in accordance with the provisions of art. II.7 of the Draft FWC 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 TS 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).

### 6.2 Payment arrangements

The EUI shall draft a specific contract for the required medical services for each year covered by the FWC. Specific order forms will be issued for ad-hoc services and campaigns under additional services.

Payments shall be subsequently made against invoices issued every three months for the actual services delivered. Unless otherwise specified in the specific contract, payments will be made within 60 (sixty) days of receipt of invoice.

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

### SUPPORTING DOCUMENTS

Trimester reports with an overview of the activities/tasks carried out during the period to which invoicing is provided. Minimum data to be included are the date of exams, name of staff, exam definition and cost.

Where applicable, services provided for additional exams may require an additional set of documentation according to the services required.

Note: For the purposes of internal auditing, the EUI reserves the right to ask for any supporting documents e.g. invoicing/payment of laboratory tests etc.

## CHAPTER 7 – FINAL PROVISIONS

### 7.1 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.19/2018 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.

### 7.2 Person responsible for the contract

The Contracting Authority appoints the Director of the Human Resources 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.

### 7.3 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 Human Resources shall appoint a member of her staff as Reference person, and a back-up 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 Human Resources the application of penalties and, if necessary, the termination of the contract.

#### 7.4 Indicative timeline

The indicative timeline for this tender procedure is summed up in Table below:

Table V: INDICATIVE TIMETABLE

INDICATIVE TIMELINE OF THE TENDER PROCEDURE	
DESCRIPTION	DATES <sup>5</sup>
Launch of the tender procedure	19 May2020
Deadline for Submission of Queries or Clarification Requests	23 June 2020 at 3 pm
Deadline for Submission of Offers	01 July 2020 at 12 noon <sup>6</sup>
Announcement of Results	By end of July/max end of August 2020
Signing of Contract	Not less than 14 days after announcement of results

#### 7.5 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 - List of exams in Italian
- II F - EUI bank holidays 2020

Signature of Legal Representative

Contractor’ stamp

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<sup>5</sup> All times are in the time zone of the country of the EUI.

<sup>6</sup> Do not wait until the last day to submit your offer. Responsibility rest with you to ensure that your tender is fully, completely and correctly and timely uploaded. Failure to respect the time limit for receipt will result in the rejection of your offer for non-compliance with the deadline for tenders.

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