

OP/EUI/REFS/2021/004

OPEN PROCEDURE FOR THE PROVISION OF MAINTENANCE SERVICES AND BUILDING WORKS

TECHNICAL OFFER

LOT A – Preventive and incidental maintenance

I, the undersigned _____

born on _____ at _____ (Province) _____

Tax ID no. _____

in the role of _____

for the Company / Temporary Joint Venture / Consortium _____

with registered office in _____

and administrative office in _____

HEREBY PRESENT THE FOLLOWING TECHNICAL OFFER/SERVICE PROJECT*:

A1 - ORGANIZATIONAL SYSTEM OF THE SERVICE AND TECHNICAL-OPERATIONAL METHODOLOGIES

CRITERION A.1.1A – PROPOSAL FOR A PREVENTIVE MAINTENANCE MANUAL

See Art. 12 Annex I - Special Tender Specifications. The Competitor's technical report shall explain in a specific "Proposal for a Preventive Maintenance Manual" (hopefully written following whatever the Contractor has witnessed during the required technical investigation and the contents of Annex II-H) containing the schedule and a detailed description of the tasks that the Contractor would need to carry out to ensure full efficiency and maximization of the useful lifespan of all the structures and systems of the EUI campus (e.g. installations and components, but also the fabric, doors, windows, driveways, forecourts, car parks, gardens and green areas). Although the duration of the Contract referred to in this tender is of 1 (one) year, in view of the magnitude of the campus and the existing

technical practices, the “Proposal for a Preventive Maintenance Manual” should be subdivided to cover a period of 7 (seven) years and must obligatorily include all the installations and structures that currently make up the EUI campus.

_____ *please elaborate (max. 10 pages + any attachments)*

CRITERION A.1.1B – PROCEDURES TO CARRY OUT THE OPERATIONS DESCRIBED IN THE PROPOSAL FOR A PREVENTIVE MAINTENANCE MANUAL

See Art. 12 Annex I - Special Tender Specifications, the Competitor’s technical report shall explain the procedures which the Contractor intends to use for all the preventive maintenance operations it will provide as described in its Proposal for a Preventive Maintenance Manual. This is to ensure that the number and type of preventive maintenance operations envisaged, combined in a statistical value (as described in Art. 13 of Annex I - Special Tender Specifications) and the incidental maintenance tasks are compatible with the organizational structure proposed by the Contractor and that they respond to the timeframes for resolution/execution arising from these specifications. Please indicate with which companies and for which activities you intend to enter into outsourcing contracts.

_____ *please elaborate (max. 20 pages + any attachments)*

CRITERION A.1.2 - RÉSUMÉS OF THE 10 TECHNICIANS WHO WILL CONSTITUTE THE ON-SITE TEAM (9 MAINTENANCE TECHNICIANS + MTM) PLUS 1ST AND 2ND LEVEL BACKUP STAFF.

See Art. 27, Annex I - Special Tender Specifications: in its technical report, the Competitor must provide the résumés of at least 1 (one) MTM, and 4 (four) general maintenance technicians. 5 specialized maintenance technicians (plumber, electrician/special systems technician, painter/builder, carpenter/joiner). It is mandatory to fill out and attach Table 10.I: Names of proposed on-site staff with precise indications of the role that each person will cover.

_____ *please elaborate (max. 5 pages + any attachments)*

CRITERION A.1.3 - METHODOLOGY TO BE ADOPTED BY THE COMPANY TO GUARANTEE CONTINUITY OF SERVICE WITH THE HIGHEST QUALITY AND PROFESSIONALISM POSSIBLE IN NORMAL CONDITIONS, IN THE CASE OF ABSENCES, AND IN THE EVENT OF EMERGENCIES

Please describe the organizational solutions and operational conditions that will be adopted to cope with staff absences. In particular, the Competitor should describe the following aspects:

- Solutions to be adopted regarding the procedures and timing of replacement of personnel absent due to emergencies, holidays or illness, in order to ensure continuity of service, above all with respect to the summer months.
- Solutions to be adopted regarding knowledge of the place of work, its installations and its characteristics in order to avoid situations that could result in critical organizational and functional problems in the service.

_____ *please elaborate (max. 10 pages + any attachments)*

CRITERION A.1.4 - ORGANIZATION OF THE STOREROOM FOR THE EXECUTION OF PREVENTIVE AND INCIDENTAL MAINTENANCE OPERATIONS (MAX. 5 PAGES)

See Art. 25 Annex I - Special Tender Specifications. In its technical report, the Competitor must explain in detail how it intends to prepare a warehouse for preventive and incidental maintenance activities.

_____ *please elaborate (max. 5 pages + any attachments)*

CRITERION A.1.5 - EQUIPMENT AND MACHINERY FOR THE ON-SITE TEAM

In its technical report, the Competitor must explain in detail what personal equipment will be provided for each individual maintenance technician (both general and specialized) and what equipment will be available to the maintenance team. One important aspect is the description of the vehicle with which the maintenance technician will move between EUI premises, the vehicle's equipment, the machinery and equipment supplied to the individual technician and to the team as a whole to make it as autonomous as possible and fully independent in carrying out all the activities envisaged by the Contract.

_____ *please elaborate (max. 5 pages + any attachments)*

A2 - ENERGY REDEVELOPMENT PROJECT**CRITERION A.2 - ENERGY REDEVELOPMENT PROJECT**

Please describe in detail the methodology with which the Competitor intends to draw up a feasibility study for an energy redevelopment of the EUI campus which satisfies the following objectives:

- increasing energy efficiency,
- reducing consumption of all energy sources,
- limiting emissions of pollutants,
- making full use of resources in order to avoid waste.

This study must estimate the cost of each proposed improvement which may eventually need to be amended in order to defer the investment.

_____ *please elaborate (max. 5 pages + any attachments)*

CRITERION A.3 – METHODS FOR SELF-CHECKING SERVICE QUALITY

See Art. 13 Annex I - Special Tender Specifications. Please describe in detail, according to the system presented in the STS, in what ways the Competitor will use the data provided by the existing platform to develop the self-control procedures it intends to adopt to ensure that the activities carried out comply with the contractual requirements and the methods of communicating the checks carried out.

The type, frequency, methods and timing of the corrective actions that will be undertaken by the Company based on the results of its internal control system and any self-control system adopted must be indicated – which will be evaluated in terms of incisiveness and timeliness.

_____ *please elaborate (max. 5 pages + any attachments)*

A4 - MEASURES ADOPTED TO REDUCE ENVIRONMENTAL IMPACT

CRITERION A.4 - SOLUTIONS, SYSTEMS AND PRODUCTS ADOPTED TO REDUCE ENVIRONMENTAL IMPACT

Please describe the technical solutions proposed to reduce environmental impact with particular reference to the products, equipment and machinery that you intend to use for the execution of the service. This must include a description of the solutions proposed to minimize energy consumption and resources used along with any impacts on the environment and health that can be avoided by using them.

Methods, tools, and machinery that reduce energy consumption, the use of materials and work tools which are not of the disposable type, as well as solutions aimed at minimizing waste production and improving separate collection, will all be evaluated and rewarded.

_____ *please elaborate (max. 5 pages + any attachments)*

A5 - PROPOSALS FOR IMPROVEMENT

CRITERION A.5 - IMPROVEMENTS AND/OR ADDITIONAL SERVICES OFFERED

Please indicate any proposals for improvements which the Competitor intends to offer without additional costs for the Contracting Authority. Only those improvements will be taken into consideration which, in the final opinion of the selection board, are considered valid and indisputably useful to improve the service. Should the Selection Board not consider the proposals an actual improvement of the service, the Competitor will be awarded a score of 0. Similarly, should the description not allow for an overall evaluation of the proposal, the Selection Board will not proceed with the evaluation and the Competitor will be awarded a score of 0.

_____ *please elaborate (max. 5 pages + any attachments)*

Any other matters

Also declare: *(please elaborate)*

Additional annexes: *(please elaborate)*

Place and date _____

Signature of the Legal
Representative _____

Please find attached to this declaration a photocopy, not authenticated, of a valid identity document of the undersigned.