

**OP/EUI/REFS/2021/004**

**OPEN PROCEDURE FOR THE AWARDING OF MAINTENANCE SERVICES AND CONSTRUCTION WORKS**

**TECHNICAL OFFER**

**Lot B – Construction works**

I, the undersigned, \_\_\_\_\_

born on \_\_\_\_\_ at \_\_\_\_\_ (Province) \_\_\_\_\_

Tax ID no. \_\_\_\_\_

in the role of \_\_\_\_\_

of the Company / Temporary Joint Venture / Consortium \_\_\_\_\_

with registered office in \_\_\_\_\_

and administrative office in \_\_\_\_\_

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

**B1 - ORGANIZATIONAL SYSTEM OF THE SERVICE**

**CRITERION B.1.1 - ORGANIZATION OF THE SERVICE - COMPETITOR'S ORGANIGRAM**

In its technical report, the Competitor must describe the organizational and logistical structure that it will employ to provide the services covered by the Contract. In particular, the Competitor should describe the following aspects:

- Model and magnitude of the organizational structure;
- Methods of interaction and coordination between the various areas/roles/professional figures involved;
- Résumé of the MTM and his/her backup.

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

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

With reference to this sub-criterion of evaluation, the Selection Board will express its evaluation on the methods proposed for the management of a work order issued by the EUI.

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

**CRITERION B.1.3 MANAGEMENT OF STAFF ABSENCES AND EMERGENCIES**

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

- Solutions to be adopted with regard to the procedures and timing of replacement of staff absent due to holidays and illness in order to ensure continuity of service, with particular regard to the summer months.
- Solutions to be adopted in the case of staff turnover in order to avoid situations that could result in crises in terms of organizing and running the service.
- Please describe the organizational and operational procedures to manage emergencies.

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

**B2 - STAFF TRAINING**

**CRITERION B.2 - STAFF TRAINING**

Please indicate the training plan envisaged for staff dedicated to the service, subdivided into managerial figures and operational staff, specifying the specific contents of the courses, the curricula of the teachers in terms of qualifications and years of experience in the topics covered by this training and the frequency and duration of the courses. Particular emphasis will be given to proposals relating to staff training targeted to the specific needs of the service.

\_\_\_\_\_ *please elaborate (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 ensure the proper execution of works for orders worth more than € 100,000.

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

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

Please describe in detail the management methods that the Company intends to adopt to ensure the correct execution of multiple orders (e.g., 5 simultaneous orders) each for an amount not exceeding € 100,000.

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

Please describe in detail the self-monitoring procedures that the Company intends to adopt to ensure compliance of the activities carried out with the contractual provisions and how the checks carried out will be reported.

\_\_\_\_\_ *please elaborate (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 to reduce environmental impact with particular reference to the products used for carrying out the works and reducing the waste produced, etc. Methods, tools and equipment that reduce energy consumption will be evaluated and rewarded.

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

**B6 - IMPROVEMENTS AND/OR ADDITIONAL SERVICES****CRITERION B.6 - 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)*

*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.**