

OP/EUI/REFS/2021/003

**Open procedure for the in-house management of the
European University Institute Print Shop**

TECHNICAL OFFER

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 _____

In order to participate in the Call for tenders for the provision of in-house management of the European University Institute print shop, submits the following Technical offer:

POINT N° 1 - PROFILE OF THE PROPOSED PERSONNEL AND ORGANIZATION SYSTEM SERVICE – (MAX. 35 POINTS)

- *Documented experience in managing digital reproduction system and prepress – 20 Points*
- *Organisation of the service – Points 10*
- *Timing for the production of external printed material – Points 5 (the score will be assigned on the basis of the number of days indicated in the list of externally printed materials Annex II L)*

Describe (max. 50 sides) the organization of the service in regard to the correct performance of the activities requested in the Special Tender Specifications (S.T.S.), specifying:

- the number of personnel required for carrying out the tasks listed in the S.T.S. and providing for each of them the curriculum vitae certifying the professional abilities requested in Article 8.3 of the S.T.S.;
- the type of software the candidate might propose for receiving and processing the requests submitted to the print shop. Whether the offered software is different from the one already in use at the EUI, he/she needs to provide a phase-by-phase description of how the software application will function in consideration to the requirements listed in Article 8.4 of the Special Tender Specifications;

- the procedure by which the candidate intends to address staff absences and emergency situations which may arise including: the non - accessibility, for any reason of the Contracting Authority's premises and/or the failure of the software application for submitting print jobs;
- the procedure by which the candidate intends to manage the requests related to the printed material that cannot be produced within the EUI's print shop. Specify the various phases starting from the estimate up to the delivery.
- Illustrate the initiatives that the candidate will adopt in order to measure the quality of the service and any proposal for improving the service and/or implementing the service offered free of charge;

POINT N° 2 EQUIPMENT AND MACHINERY PROPOSED BY TENDERERS – (MAX. 15 POINTS)

- *Print resolution quality – 5 Points*
- *Paper feed format - 5 Points*
- *Requirements and eco-compatibility: standby power consumption, noise level, ozone emission - 5 Points*

List the type of machinery and equipment proposed for the production of documents, other than those loaned for use to the Company by the Contracting Authority as described in Annex I, providing for each of them the related technical features. Please, also, specify how the offered machines are suitable to fulfil the workloads indicated in Article 8.4 of the Special Tender Specifications.

POINT N° 3 – PRINT SHOP BACK-UP CENTRE - - (MAX. 10 POINTS)

- *Distance from the Institute's premises – 5 Points*
- *Types of possible internal work processes – 5 Points*

Concerning the external back-up centre, please depict the composition of the personnel of the company, with particular reference to the personnel in charge of desktop publishing and to the used graphics design programs. In addition, please point out the machinery and equipment used in the above-mentioned centre, indicating the year of purchasing. Furthermore, specify also the organizational process for delivering the submitted print jobs whether the external back-up centre has to be used as support and/or replacement of the EUI print shop.

Place and date _____

Signature of the Legal Representative _____