



ACCOUNTING SERVICE

**OPEN CALL FOR TENDER FOR THE PROVISION OF
BANKING SERVICES FOR AND AT THE EUROPEAN
UNIVERSITY INSTITUTE**

Ref: OP/EUI/ACC/2022/001

Annex I – Special Tender Specifications

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YEAR 2022

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CHAPTER I – GENERAL CONDITIONS

Article 1 - Presentation of the European University Institute (EUI)

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 Union, 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 1.300 members. 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 see the EUI’s official website at www.eui.eu.

Article 2 - Definitions

“Company” and “Contractor” refers to the company to which the tender has been awarded and to which the provision of the services object of these Tender Specifications (T.S.) is entrusted.

“Tenderer”, “Bank” refers to the company that presents a bid.

“Contracting Authority”, “EUI”, “IUE” and “Institute” shall mean the European University Institute, which is awarding to the Company the contract for the provision of the services that are the object of these Special Tender Specifications.

Article 3 - Object of the Tender

This tender, aims at selecting a Banking institution which can provide banking services for incoming and outgoing payments, as well as current account operations of the European University Institute and other account holders associated with the EUI; the running of an in-house bank branch and any other banking operations which the EUI might need to carry out in the exercise of its business, some ATM and POS stations inside the EUI premises, in accordance with the provisions of these S.T.S., including all annexes.

Article 4 - Contract information

The contract shall have a duration of one year, which may be extended up to a maximum of seven years from the date of the contract award. If, at the end of the natural term covered by the contract, the contractor has not yet proceeded to award the service for the subsequent period, the bank shall be obliged to continue for a period not exceeding 6 months, under the same contractual conditions in force on the expiry date.

The total value of the contract estimated for the maximum duration of seven years is approximately € 190,000.00.

The aforementioned amount for the running of the banking services in question has been estimated on the basis of commissions, interest, and other forms of remuneration for the entire duration of the service, namely the existing of a branch opened in the EUI premises.

We are reporting below the average annual balances in current accounts over the last 3 years. The average monthly balances in active current accounts in previous years are shown below.

Average annual balance 2018	€	42,723,269.55
Average annual balance 2019	€	48,758,109.09
Average annual balance 2019	€	59,729,050.99

Total balance on active current accounts			
Month	2018	2019	2020
January	€ 30,622,006.06	€ 38,816,667.21	€ 47,310,171.99
February	€ 36,536,355.97	€ 41,240,684.24	€ 43,792,318.73
March	€ 65,290,853.28	€ 48,538,490.28	€ 54,859,153.64
April	€ 63,605,019.94	€ 46,693,519.52	€ 55,005,993.37
May	€ 36,537,179.67	€ 58,108,032.04	€ 67,995,165.03
June	€ 45,854,173.88	€ 54,124,762.92	€ 66,126,532.58
July	€ 46,389,019.86	€ 54,915,925.30	€ 68,817,477.51
August	€ 43,425,306.48	€ 55,324,219.67	€ 69,025,043.66
September	€ 40,368,931.35	€ 50,344,761.84	€ 65,995,776.85
October	€ 37,315,970.08	€ 45,405,362.74	€ 62,025,096.60
November	€ 33,022,342.59	€ 41,855,372.77	€ 58,470,136.22
December	€ 33,712,075.48	€ 45,729,510.56	€ 57,325,745.65

CHAPTER II – DESCRIPTION OF THE SERVICES

Article 5 - Service description

The selected company will be required to provide services defined by the following lines of action and conditions:

5.1. Services:

5.1.A. Current accounts of the Institute and of the EUI community: execution of all banking operations on the current accounts which the Institute, the administrative (active and retired) and teaching staff, the Institute's researchers, students and any other member of the EUI community need to carry out with the Bank for their own needs (by way of example and not exhaustive, opening and closing of accounts, capitalization of interest, transfer of funds).

5.1.B. Internet Banking - statements and reports: availability of a website for online execution of the same banking transactions on accounts opened with the Bank, with adequate statement and reporting tools integrated with the Institute's IT system;

5.1.C. Execution of outgoing transactions on behalf of the Institute, both electronically, including integration with the EUI accounting system (SAP), and if and when requested, manually;

5.1.D. Execution of incoming transactions on behalf of the Institute, both by crediting its accounts and electronically, including integration with the EUI accounting system (SAP), including also an integrated system for online purchases: use of online tools for managing incoming payments, via credit cards or other electronic tools;

5.1.E. Standard and prepaid credit cards: issuing and management of the Institute's standard and prepaid credit cards; issuing and managing credit and prepaid cards for administrative and teaching staff (active and retired), researchers, students and other members of the EUI community;

5.1.F. In-house branch and an agent dedicated to the EUI community: opening and management of an in-house bank branch at the EUI headquarters with an agent with good knowledge of English and an agent dedicated to the EUI community stationed at a headquarter/branch of the bank with a good knowledge of English. This person must ensure the execution of all major banking operations, both for the needs of the EUI itself and for those of the administrative and teaching staff (active and retired), researchers, students, fellows and other members/categories of the EUI community;

5.1.G. ATM stations: installation and management of ATM stations on the Institute's premises;

5.1.H. POS stations: installation and management of POS stations on the Institute's premises;

5.1.I. Additional services required: additional services that the EUI may require to fulfil its obligations, to improve its operational efficiency and to provide better services to the EUI community.

During the evaluation phase, the Institute will take into account any proposals for improvement and/or additional services requested with respect to the requests for services and conditions indicated in Art. 5.

Any improvements and/or additional proposals must not entail additional costs for the Institute.

DESCRIPTION OF SERVICES:

5.1.A. Current accounts of the Institute and of the EUI community:

- Operation of EUI current accounts: No negative balance allowed to any EUI current account. No lending interest charges, penalties, or maximum quarterly overdraft fees, such as charges for entering into negative balances, can be accepted. The bank shall undertake not to make any payment that could push a current account into a negative balance. In the latter eventuality, the bank must immediately notify the EUI. No lending interest or fees due to negative account balances will be accepted.
- Immediate communication of unsuccessful operations or credits that require confirmation.
- Execution times of operations and deadline for bank transfers (cut-off)
- Personal current account operations:
 - Open and manage current accounts for the EUI's administrative and teaching staff (active and retired): see conditions (ANNEX II.E)
 - Open and manage current accounts for EUI Researchers, students, fellows and other members/categories of the EUI community: see conditions (ANNEX II.F)

5.1.B. Internet Banking - statements and reports

Statements:

- a) Bank statements must be provided in two formats:
 - 1) A bank statement in Portable Document Format (PDF), accessible online, which the EUI is required to keep for the time required by the relevant legislation (10 years + 2), to be provided free of charge.
 - 2) An Electronic Bank Statement (see Selection Criteria).
- b) The sending of bank statements on paper is not required.
- c) A clear text with the identification of the payment must be reported in full for all transactions on the bank statements.

Reports:

The bank shall provide:

- d) Analytical data of the transactions on all current accounts, including the execution date, value date, currency, clear text identifying the payment, data identifying the payer, and the outcome for the payee, as well as any debit charges, accessible online and downloadable.
- e) A report of the transactions involving credit cards issued to the Institute, accessible online and downloadable in XLSX format. The list of transactions must contain real-time information including the execution date, value date, clear text identifying the payment, the number of the card used, currency and the exchange rate (if applicable).
- f) A monthly credit card statement downloadable online in Portable Document Format (PDF).
- g) The banking institution must ensure the availability of an electronic archiving and storage service for all communications containing information on the service provided, allowing the retrieval, reproduction and copying of documents stored, even beyond the duration of the contract, without additional charges. (10+2)
- h) The provision of a database with a constantly updated list of SWIFT codes is required in order to check the correspondence between Swift code and IBAN for the insertion of current accounts in the SAP
- i) A list with an indication of IBAN + Swift + reason for cancellation is required for all cancelled payments
- j) At the year-end the list of the updated conditions applied to the current accounts of the EUI
- k) The issuing of updated lists on the special conditions to be applied in the execution of payment orders or for the opening of a current account is required, for example:
 - 1. countries that have been blacklisted for money laundering or terrorist financing (list of banned countries)
 - 2. specific purpose of payment codes lists for countries outside EU requesting this indication (e.g. India)
 - 3. banks denounced for not complying with the anti-money laundering policy
- l) Customized solutions for transaction reports which allow the downloading of reports on payments made in the EUI accounting system in SAP – reconciliation tools (Unique Transaction Identifier – UTI), for the control and management of transactions (monitoring of account activities, payment status check, statistics, etc.).

5.1.C. Execution of outgoing transactions

The selected bank will be required to make payments (domestic and foreign bank transfers, single and collective bank transfers) instructed electronically (SAP payment file), manually (paper forms) by the EUI, bank transfers, and standing orders (Direct Debit).

The selected bank will be required to make payments in EUR, and occasionally in other currencies from accounts in EUR. Most payments in EUR are directed to payees within the

SEPA area, but many payment instructions are made in EUR or other currencies and intended for payees outside the SEPA area.

Purely as an indication, below is the total number of payment orders executed in the 2014-2020 period. The 2020 figure was affected by the Covid-19 pandemic.

FINANCIAL YEAR	2014	2015	2016	2017	2018	2019	2020	TOTAL
PAYMENT TYPE								
SEPA	15,357	9,586	9,661	10,173	11,226	11,892	8,671	76,566
NON-SEPA	2,049	1,654	1,662	1,408	1,758	1,657	1,018	11,206
OF WHICH FOREIGN CURRENCIES	272	467	453	427	527	537	277	2,960
Grand Total	17,406	11,240	11,323	11,581	12,984	13,549	9,689	87,772

Orders in foreign currencies are broken down as follows:

FOREIGN CURRENCY	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Grand Total
AUD	1	4	5	3	1	4	1	19
BGN				3		1	4	8
BRL			1					1
CAD	1	6	14	2	6	12	3	44
CHF	7	22	21	18	35	32	17	152
CLP					2			2
CNY					4	2		6
CZK		4	1	1	5	2	3	16
DKK	3	5	5	8	5	10	3	39
DZD						1		1
EGP			1					1
GBP	104	210	184	206	234	193	91	1222
HKD					1			1
HRK	7	3	2		2	5	4	23
HUF	4	4	5	6	6	4	6	35
ILS				1	2			3

JPY					2	3	1	6
KES					1			1
MAD						1		1
MXN		1	1			1		3
NOK	2	6	7	4	11	12	3	45
NZD				1	1	1		3
PLN	10	3	11	9	4	9	4	50
RON					1	6	5	12
RSD				1	1			2
RUB					3			3
SEK	11	14	20	7	13	15	3	83
SGD		5			2			7
TND			1	3		1	1	6
TRY		1	1	3	2	3	1	11
TWD			1					1
USD	122	179	172	150	183	218	123	1147
ZAR				1		1	4	6
Grand Total	272	467	453	427	527	537	277	2,960

As shown in the table above, foreign currency payments are most frequently made in British Pounds and US Dollars.

In exceptional cases, the manual processing of payment orders by the bank may be requested.

5.1.D. Execution of incoming transactions

The selected bank will be required to collect any amount received in favour of the EUI from bank transfers, bank cheques and credit cards, mostly in EUR but also in other foreign currencies.

The volume and amounts of incoming payments for the last seven years are as follows:

Financial year	Amount of incoming payments	Volume of incoming payments
2014	€ 59,683,049.59	3,615
2015	€ 59,365,719.67	4,426
2016	€ 58,146,142.61	6,156
2017	€ 62,369,082.63	6,777
2018	€ 67,696,432.59	6,813
2019	€ 73,965,912.91	6,008
2020	€ 78,477,469.31	5,081
Grand Total	€ 459,703,809.31	38,876

Incoming Payments via bank transfer:

These are carried out by users' banks located both inside and outside Europe and consist of: contributions from member states and the EC to the Institute's budget, funds for the running of research projects, scholarships for researchers and students, contributions and sponsorships for projects, conferences and workshops, registration fees for training sessions, conferences and summer schools, etc.

Incoming Payments via credit card:

For each payment received from a card, all the detailed information necessary to identify the payer and the reason for payment must be made available. The outcome of the credit card payment must be promptly evident to both the EUI and the payer.

The following table shows the numbers and amounts of transactions paid by credit card in the last seven years.

Incoming transactions by credit card from 2014 to 2020:

YEAR	NO. OPERATIONS	AMOUNT
2014	14	€ 1,825.00
2015	2185	€ 244,286.00
2016	2386	€ 331,539.61
2017	2735	€ 418,624.50
2018	2751	€ 552,216.26
2019	2240	€ 601,941.65
2020	1337	€ 368,118.56
Total	13,648	€ 2,518,551.58

Incoming transactions in the year 2020 were affected by the Covid-19 pandemic.

5.1.E. Standard and prepaid credit cards

The selected bank will be required to issue standard and prepaid credit cards which will be assigned and managed following the internal regulations of the Institute. The bank's information system must be able to provide a daily report on the transactions carried out on these cards.

Outgoing credit card transactions from 2014 to 2020:

YEAR	NO. OPERATIONS	AMOUNT
2014	110	-€ 11,848.01
2015	383	-€ 128,427.78
2016	370	-€ 99,625.77
2017	400	-€ 53,543.20
2018	512	-€ 84,474.17
2019	589	-€ 97,823.81
2020	684	-€ 161,595.54
TOTAL	3,048	-€ 637,338.28

5.1.F. In-house bank branch and agent dedicated to the EUI community

- a) In-house bank branch:** for the EUI, it is essential to have an advanced bank branch at the Badia Fiesolana which can carry out operations both on the Institute's current accounts and on those of the EUI community.

It should be open every day taking into account the calendar of the Institute's closing days. See in this regard the calendar in force for the 2022 financial year (Annex II.G).

In certain periods of the year, an increase in the branch's activity may be required due to particular circumstances, but only for a limited period of time, for example upon the arrival of new researchers or for the start of study courses at the Institute.

The daily opening hours desired are 6 hours.

The staff assigned to its operation must be suitable both quantitatively and qualitatively and not subject to frequent rotations, since this is considered the sole contact for the Institute. Any replacements must be agreed in advance between the parties.

Reliability, availability, and a positive attitude to interpersonal relationships are expected. Furthermore, since the EUI is an international institute, its staff and researchers are of different nationalities and for this reason a good knowledge of English is essential.

The Institute shall make available to the Contractor the premises to be used as an in-house bank branch within the Badia Fiesolana.

- b) Dedicated agent:** as additional service to the in-house branch, the bank may provide an agent/agents at the bank's headquarters or a branch dedicated to the EUI community, with the necessary skills and able to perform the functions mentioned above, as well as enhanced support for assistance online or via telephone and the ability to perform operations or activate various services remotely, such as opening and/or closing a current account.

5.1.G. ATM station

The Institute currently has an ATM station located at its headquarters in the Badia Fiesolana which allows the withdrawal of banknotes or other related operations, such as reading the account balance and list of transactions, and various top-ups, using cards belonging to the main international circuits of the sector. It could be requested to increase the number of stations if needed.

The selected bank will be required to guarantee the service without installation charges and commission being charged to the institute.

Desirably three ATM stations should be guaranteed at the Institute's main sites (Salviati, Badia, and Buontalenti). The ATM stations must be able, at a minimum level, to perform the following operations: Withdrawals – without additional commission being applied, deposits, payments of bills, reading of the balance and list of transactions, various top-ups, without installation costs and commission being charged to the Institute.

5.1.H. POS stations

Installation and running of one or more POS stations on the Institute's premises for payments by credit and "pago bancomat".

The selected bank will be required to guarantee the service without installation charges and commission being charged to the institute. It must be possible to increase the number of stations if requested.

5.1.I. Additional services required

Additional services that the EUI may require to fulfil its obligations, to improve its operational efficiency and to provide better services to the EUI community.

The tenderer is free to present any type of services that considers relevant to the achievement of the above-mentioned goals.

5.2. Conditions:

- 5.2. A.** Obtaining the best credit rate on current account balances
- 5.2. B.** Obtaining the best conditions relating to operating costs, transaction fees and the exchange rate applied to foreign exchange transactions
- 5.2. C.** Optimization of transaction execution times
- 5.2. D.** Obtaining optimal conditions on the Agreements offered to administrative and teaching staff and Institute researchers and any other category that may be considered as belonging to the EUI Community
- 5.2. E.** Bank statements, POS machines and credit card(s)

DESCRIPTION OF CONDITIONS:

5.2.A. Obtaining the best credit rate on current account balances

5.2.B. Obtaining the best conditions relating to operating costs, transaction fees and the exchange rate applied to foreign exchange transactions

- a) Operating costs are understood to be the expenses charged to the Institute for each type of transaction and not the internal operating costs of the Bank.
- b) The bank must apply the most favourable exchange rate to all foreign currency transactions involving an exchange, and the same fees as an equivalent EUR transaction must apply.

5.2.C. Optimization of transaction execution times

The payment execution time is appraised on the basis of the number of working days required to execute the orders and the deadlines for their execution.

5.2.D. Obtaining optimal conditions on the Agreements offered to administrative and teaching staff and Institute researchers and any other category that may be considered as belonging to the EUI Community

5.2.E. Bank statements, POS machines and credit card(s)

No commission or expenses for the production of bank statements relating to current accounts, transactions via POS, and those involving credit cards.

Article 6 - Customer care

The assistance/consultancy service provided must include:

1. a) A guaranteed permanent contact person for banking services, who can assist the EUI's Accounting Service from remote.
b) A permanent contact person for technical services to assist the accounting service: IT, back office, internet banking from remote.
c) A permanent contact person for technical services to assist the accounting service for the Web site (green or dedicated number) from remote.
2. An English-speaking person (CEFR level: B2 or above) or help desk service to assist the EUI community. This person/service must be reachable by telephone on a dedicated line, or/and by e-mail. The selected bank must ensure effective and smooth communication with the EUI at an operational level for day-to-day business, as well as the handling and resolution of any incidents that may occur related to inbound and outbound transactions.
3. Technical assistance for ATM services: fast intervention times in the event of a breakdown or refill
4. Technical assistance for POS services: fast response times in the event of a breakdown

Article 7 - Security and availability requirements

The Contractor will have to provide a detailed description:

1. Protection measures applied to business bank accounts for risk of fraud
2. Security measures to protect online banking for business accounts (e.g. MFA, double authorisation for wire transfers, confirmation upon pre-set threshold)
3. Availability of services for Business-to-business operations (B2B) and Service Level Agreements (SLA).

Article 8 - Supplementary additional services

The bank will need to provide a detailed description of any additional services which can be provided, such as:

1. Agreements for administrative staff (active and retired), teaching, researchers and students for soft loans and financing at the best market conditions
2. Funding of research grants
3. Investments and consultancy
4. Proposals to facilitate account opening requests for people from blacklisted countries
5. Any others

CHAPTER III – PRESENTATION AND EVALUATION OF TENDERS

Article 9 - Evaluation process

The evaluation process is based on the data provided by the Tenderers and is developed in three successive phases:

1. Checking the tenderers according to the exclusion criteria;
2. Selection of the tenderers according to the selection criteria;
3. Evaluation of the tender according to the award criteria.

Only the tenders submitted by tenderers assessed to be in compliance with the exclusion and selection criteria shall be evaluated according to the established award criteria.

Article 10 - Exclusion criteria

Shall be excluded from participating in the present call for tenders, any Tenderers that:

- a. Are Bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b. Have been convicted of an offence concerning their grave professional conduct by a final judgment of a competent judicial authority or administrative decision or decisions of international organisations.
- c. Are not in compliance with the obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Italy being the country of establishment of the Institute or those of the country where the contract is to be performed. This breach needs to have been established by a judgement or administrative decision having final and binding effect in accordance with the legal provisions of the country in which the economic

operator is established or of those of Italy being the country of establishment of the Institute;

- d. Have been the subject of a final judgment for fraud, corruption, involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or other forms of trafficking in human beings or any other illegal activity, where such illegal activity is detrimental to the Institute's financial interests;
- e. Have been in serious breach of a contract financed by the Institute or have been the subject of an offense of serious irregularity established by a final judgment of a competent judicial authority or administrative decision;
- f. Are subject to an administrative penalty for being guilty of grave professional misconduct, or for having made substantial errors or committed irregularities or fraud or have been declared to be in breach of their obligations under contracts covered by the Institute's budget (Article 41 of the EUI's Public Procurement Regulation (President's Decision No. 19/2018 of 16th May 2018)).
- g. Have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest, including conflicting professional interests; at present or occurred over the past 5 years.

In addition to the above, contracts may not be awarded to tenderers who, during the procurement procedure:

- 1) Are subject to a conflict of interest;
- 2) Are guilty of misrepresentation in supplying the information required by the Institute as a condition of participation in the contract procedure or fail to supply this information.

Documents proving admissibility on the basis of the criteria for exclusion detailed above:

As sufficient proof that the Tenderer does not fall under the cases described previously, the Contracting authority will accept a signed declaration of honour, as indicated in the form attached as Annex II.C.

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

Article 11 - Selection criteria

To be eligible for the tender procedure, tenderers must comply with the general, technical, professional, economic and financial capacity requirements.

General requirements

- a) To be a recognised legal entity and registered in the Chamber of Commerce Register of Companies (in case of the undertaking company having their head office abroad, subscription with one of the Professional or Trade Registries from the State of residence), with the object company being in accordance or otherwise consistent with the tender object;

- b) 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;
- c) To be in compliance 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;
- d) To be in compliance with obligations relating to the payment of social security contributions for workers, according to the current legislation, and application of employment conditions envisaged in the sector's national collective labour agreement;
- e) To be in compliance with the labour regulations applicable to people with disabilities;
- f) To undertake, in the event it is awarded the tender, to provide any and all required documentation in order 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;
- g) Declaration confirming that it 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 calculation that has led to the offer submitted with its tender; and that this offer is profitable, and that the Company undertakes to hold said offer valid and binding for one-hundred-and-eighty (180) days, starting from the deadline for submission of its tender;
- h) To be in compliance with health and safety laws and regulations;
- i) To be in compliance with environmental laws and regulations.

Technical, professional, financial and economic capacity requirements

- j) Certification of the candidate bank's short-term credit rating which must be, as a minimum, one of the following: P-2 (Moody's), or A-2 (S&P) or F-3 (Fitch Ratings).
- k) The tenderer must certify that it is part of the SEPA circuit, by attaching a copy of its membership of the SEPA Credit Transfer scheme registered with the Secretariat of the EPC (European Payments Council).
- l) The tenderer must have extensive and demonstrable experience in providing the services described in these STS, presenting a list of the main services similar to those covered by the tender, and performed in the last three (3) years (2018-2019-2020) with descriptions of the object, the respective amount, dates and beneficiaries, whether public or private;
- m) The tenderer is required to provide an online banking system which must:
 - ensure complete segregation of tasks for the payment process, separating the creation task from the authorization task;
 - guarantee the highest level of online protection and the greatest security by using multi-factor authentication devices protected by a PIN code, One-Time Password (OTP), and/or an equivalent Unique User Identifier (UUID);

- provide a report of the payment items presented and standard audit trail reports;
 - register and introduce system users upon a written request from the Director of the Accounting Service
 - provide sufficient flexibility to allow system administrators, EUI Staff, to set access levels and permissions for individual users; individual users can only be introduced to the system by the Banking Institute upon a written request from the Director of the Accounting Service.
 - perform a validation of IBAN and SWIFT data and issue a warning message in the event of discrepancies
 - make available a test environment or equivalent
- n) The tenderer must provide a software tool for the automatic uploading of payment instructions to the online banking system. This system must be installed on the Institute's server farm and meet the European security requirements for the banking sector.
- o) The tenderer must provide a tool that **can be integrated with the accounting system: SAP to Bank**

For online banking, the tenderer must be able to accept payment instructions in batches and in a format compatible with the SAP Financial System.

At present, the Institute uses the CBI Consortium Standards:

- "Cross-border payments in XML format with notification to payer" (Code STPE-MO-001) from CBI Consortium, Version 00.01.01, by EUR SEPA bank transfer;
- "Payments - Bank transfers" (Code CBI-BON-001) of the CBI Consortium, Version 6.10, for payments not in Euro;

This service must guarantee data according to the principles of:

- integrity: information must be treated in such a way that it is protected from unauthorized tampering and modification
 - confidentiality: the information must be accessible only to those authorized to know
 - availability: the service must be available to authorized persons when necessary, even following breakdowns or malicious acts by unauthorized persons
- p) The tenderer must provide an Electronic Bank Statement to allow processing by the EUI's accounting system: the Internet Banking service of the selected bank must ensure immediate availability of information relating to transactions on the Institute's current accounts. The same data must be made available to the EUI information system within the (working) day following the operation, at the latest.

Integration of bank statements: from Bank to SAP

The tenderer must provide a software tool for automatic (daily) bank statement downloads. These bank statements must be importable by the Institute's SAP Financial System in line with the CBI standard: *"Bank Statements" (Code CBI-RND-001), Version 6.05.*

The software must be installed on the Institute's server farm and comply with European security requirements for the banking sector.

- q) The tenderer must provide an integrated system for online purchases using credit cards. The tenderer must provide a payment gateway that can accept all major credit and debit cards belonging to the major international circuits (Visa, Mastercard, American Express, Moneta, etc.). The payment gateway shall provide a daily report of confirmed transactions (via API or XML Web services, via TXT, via SFTP or any other suitable and secure means) for automatic uploading to and reconciliation with the Institute's SAP Financial System.
- r) The tenderer must be in possession of all the requirements imposed by the competent supervisory authorities of a member state of the European Union and possess the banking authorizations and certifications necessary for the execution of the services required in Italy (please attach the document issued by the Bank of Italy to this end).
- s) Have its registered office in a country belonging to the European Union area with at least one branch in Florence.

Tenderers who do not meet the applicable minimum requirements shall be rejected.

The Institute reserves the right to carry out random checks in order to verify the accuracy of the declaration presented by tenderers.

Article 12 - Award criteria

Only the tenderers that meet all the requirements listed in Article 11 and Article 12 shall be eligible for the next stage of the procedure, the technical and economic evaluation of their offers.

The contract shall be awarded on the basis of the **most economically advantageous tender** ("best value for money") 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 final score to each offer, according to the following parameters:

MAXIMUM SCORE	
Technical and quality evaluation	60/100
Economic evaluation	40/100

The total score (Points) assigned to the offer is made up of the sum of its technical and quality evaluation points plus its economic evaluation points:

$$\text{Offer P} = (\text{P1}) \text{ technical and quality evaluation} + (\text{P2}) \text{ economic evaluation}$$

The tenderer obtaining the highest final score will result as the successful tenderer and will be awarded with the contract.

A – Scoring system for Technical and Quality Evaluation (P1)

Scores will be allocated to each parameter, for a total score out of 100. The final score for technical and quality aspects will then be multiplied by the quality coefficient (60).

TECHNICAL AND QUALITY ASSESMENT (T.1) – SERVICES (ART.5)		MIN. SCORE	MAX. SCORE
1	Current accounts	0	16
2	Internet banking-Statements and Reports	2	10
3	In-house branch and dedicated agent to the EUI community	0	28
4	ATM stations	1	4
5	POS stations	1	3
6	Additional requested services	0	3
TOTAL SCORE		4	64

Scores will be assigned in accordance with the evaluation description presented in the following tables:

1 – CURRENT ACCOUNTS

EUI current accounts (art. 5.1.A.):	Estimated Number of annual operations	Min. score	Max. score
a) Execution times:			
1. SEPA transfers-within the same bank branch	4100	0	1
2. SEPA transfers-at the bank's branches	2100	0	1
3. SEPA transfers-interbank	6100	0	1
4. Non-SEPA transfers	1700	0	1
Total score	-	0	4

EVALUATION DESCRIPTION		
1. SEPA transfers-within the same bank branch (art. 5.1.A.)	Days	Scores:
Days needed for their execution	≤ 1	1
Days needed for their execution	>1	0

EVALUATION DESCRIPTION		
2. SEPA transfers-at the bank's branches (art. 5.1.A.)	Days	Scores:
Days needed for their execution	≤ 1	1
Days needed for their execution	>1	0

EVALUATION DESCRIPTION		
3. SEPA transfers-interbank (art. 5.1.A.)	Days	Scores:
Days needed for their execution	≤ 1	1
Days needed for their execution	>1	0

EVALUATION DESCRIPTION		
4. Non-SEPA transfers (art. 5.1.A.)	Days	Scores:
Days needed for their execution	≤ 2	1
Days needed for their execution	>2	0

EUI current accounts (art. 5.1.A.):	Min. score	Max. score
b) Deadline for bank transfers (CUT-OFF)	0	2

EVALUATION DESCRIPTION	
b) Deadline for bank transfers (CUT-OFF) (art. 5.1.A.)	Scores:
Up until noon	0
From noon to 3.00 p.m.	1
After 3.00 p.m.	2

EVALUATION OF THE ANNEX II.E AND ANNEX II.F

The evaluation of the agreements for the EUI administrative and teaching staff (active and retired) and the EUI researchers (annex II.E and II.F respectively) consists of two steps.

In the first step the evaluation committee assigns up to 10 points to each item present in the agreement according to the most economically advantageous criterion, where 10 points will be assigned to the best price offered for an item and 0 points to the worst price offered. After the evaluation of individual items, the points will be summed up to have a total for each tenderer.

In the second step the evaluation committee will use the following table in order to assign the final scores to the points gained in the first evaluation step.

Current accounts of administrative and teaching staff (active and retired)-art. 5.1.A.:	Min. Score	Max. Score
Evaluation of Agreement (Annex II.E)	0	5

EVALUATION DESCRIPTION	
Current accounts of Administrative and Teaching staff (active and retired)-art. 5.1.A (Annex II.E): The bank must provide for a current account agreement for Administrative and Teaching staff (active and retired) offering the services listed in Annex II.E, proposing the related costs.	Scores:
Tenderers who score in the first evaluation step from 230 to 290 points	5
Tenderers who score in the first evaluation step from 180 to 229 points	4
Tenderers who score in the first evaluation step from 130 to 179 points	3
Tenderers who score in the first evaluation step from 90 to 129 points	2
Tenderers who score in the first evaluation step from 40 to 89 points	1
Tenderers who score in the first evaluation step from 0 to 39 points	0

Current accounts of researchers (art. 5.1.A.):	Min. Score	Max. Score
Evaluation of Agreement (Annex II.F)	0	5

EVALUATION DESCRIPTION	
Current accounts of researchers-art. 5.1.A (Annex II.F): The bank must provide for a current account agreement for researchers, students, fellows and other members/categories offering the services listed in Annex II.F, proposing the related costs.	Scores:
Tenderers who score in the first evaluation step from 180 to 220 points	5
Tenderers who score in the first evaluation step from 140 to 179 points	4
Tenderers who score in the first evaluation step from 100 to 139 points	3
Tenderers who score in the first evaluation step from 60 to 99 points	2
Tenderers who score in the first evaluation step from 20 to 59 points	1
Tenderers who score in the first evaluation step from 0 to 19 points	0

2 – INTERNET BANKING – STATEMENTS AND REPORTS

Reports-art. 5.1.B. point d)	Min. Score	Max. Score
Provision of a complete report of incoming and outgoing transactions according to indications in art. 5.1.B. point d)	1	2

EVALUATION DESCRIPTION	
Reports-art. 5.1.B. point d) - Report of incoming and out-going transactions:	Scores:
The bank provides a complete report of the movements according to the indications and characteristics contained in paragraph 5.1.B. point d): date of execution, currency, purpose of the transfer, data identifying the payer, outcome for the beneficiary, any debit charges, accessible online and downloadable.	2
The bank does not provide a complete report of the movements according to the indications and characteristics contained in paragraph 5.1.B. point d): date of execution, currency, purpose of the transfer, data identifying the payer, outcome for the beneficiary, any debit charges, accessible online and downloadable.	1

Reports-art. 5.1.B. point e)	Min. Score	Max. Score
Provision of a complete report of credit cards transactions according to indications in art. 5.1.B. point e)	1	2

EVALUATION DESCRIPTION	
Reports-art. 5.1.B. point e) - Report of credit cards transactions	Scores:
The bank provides a complete report of the credit card transactions according to the indications and characteristics contained in paragraph 5.1.B. point e): date of execution, currency, purpose of the transfer, number of the credit card, interest rate if applied, accessible online and downloadable in XLSX format.	2
The bank does not provide a complete report of the credit card transactions according to the indications and characteristics contained in paragraph 5.1.B. point e): date of execution, currency, purpose of the transfer, number of the credit card, interest rate if applied, accessible online and downloadable in XLSX format.	1

Reports-art. 5.1.B. point h)	Min. Score	Max. Score
Provision of database/list of SWIFT codes according to the indications of art. 5.1.B. point h)	0	1

EVALUATION DESCRIPTION	
Reports-art. 5.1.B. point h) – A list of SWIFT codes	Scores:
The bank provides an updated database/list of SWIFT codes for the check of correspondence between a SWIFT and an IBAN (paragraph 5.1.B. h)	1
The bank does not provide an updated database/list of SWIFT codes for the check of correspondence between a SWIFT and an IBAN (paragraph 5.1.B. h)	0

Reports-art. 5.1.B. point k)	Min. Score	Max. Score
1. Provision of a list of black-listed countries	0	2
2. Provision of lists of purpose payment codes for countries outside EU requesting such information (e.g., India)	0	1
3. Provision of list of banks denounced for not complying with the anti-money laundering policy	0	1
Total score	0	4

EVALUATION DESCRIPTION		
The bank provides the updated lists requested according to the indications in the art. 5.1.B. point k):	Scores:	
	No	Yes
1. A list of “black-listed countries”	0	2
2. A lists of purpose payment codes for countries outside EU (e.g. India)	0	1
3. A list of banks not complying with the anti-money laundering policy	0	1

Reports-art. 5.1.B. point l)	Min. Score	Max. Score
Provision of Unique Transaction Identifier	0	1

EVALUATION DESCRIPTION		
Reports-art. 5.1.B. point l) – Unique Transaction Identifier	Scores:	
Provision of Unique Transaction Identifier (UTI) according to the indications of the art. 5.1.B point l)	No	Yes
	0	1

3 – IN-HOUSE BANK BRANCH AND AGENT DEDICATED TO THE EUI COMMUNITY

In-house bank branch - art. 5.1.F. point a)	Min. Score	Max. Score
In-house bank branch availability:	0	20

EVALUATION DESCRIPTION	
Provision of the In-house bank branch and conditions:	Scores:
The bank does not provide the in-house bank branch, or the proposed opening hours are up to 14 hours per week	0
The bank provides the in-house bank branch from 15 to 20 hours a week	5
The bank provides the in-house bank branch from 21 to 29 hours a week	10
The bank provides the in-house bank branch for more than 30 hours a week	20

In-house bank branch – staff - art. 5.1.F. point a)	Min. Score	Max. Score
The level of English language proficiency of the in-house bank branch staff	0	3

EVALUATION DESCRIPTION	
English language proficiency:	Scores:
An excellent level of English language proficiency of the in-house bank branch staff, both oral and written (CEFR level: C1 or above)	3
A good level of English language proficiency of the in-house bank branch staff, both oral and written (CEFR level: B2)	2
No English language proficiency or absence of the certification of the in-house bank branch staff	0

Agent dedicated to the EUI Community -art. 5.1.F. point b)	Min. Score	Max. Score
Availability of an agent dedicated to the EUI Community at the bank's headquarters or at a branch	0	5

EVALUATION DESCRIPTION	
Requirements for an agent dedicated to the EUI Community at the bank's headquarters or a branch according to the art. 5.1.F. points a) + b)	Scores:
The agent appointed by the bank corresponds to all the requirements of the article 5.1.F.: Certified English language proficiency (CEFR level: C1 or above) online or via telephone assistance, current account opening/closing	5
The agent appointed by the bank does not correspond to all the requirements of the article 5.1.F.: Certified English language proficiency (CEFR level: B2), online or via telephone assistance, current account opening/closing	2
The bank does not provide the availability of an agent dedicated to the EUI Community at the bank's headquarters or branch or the agent doesn't provide the requested English language certificate	0

4 - ATM STATIONS

ATM stations-art. 5.1.G.	Min. Score	Max. Score
Availability of ATM stations and conditions	1	4

EVALUATION DESCRIPTION	
Supply of ATM stations for the following operations: withdrawals, deposits, payments of bills, reading of the balance and list of transactions, various top-ups.	Scores:
The bank supplies the ATM stations without the requested features	1
The bank supplies 1 ATM station as per the indicated requirements	2
The bank supplies 2 ATM stations station as per the indicated requirements	3
The bank supplies ≥ 3 ATM stations as per the indicated requirements	4

5 – POS STATIONS

POS stations-art. 5.1.H.	Min. Score	Max. Score
Availability of POS stations	1	3

EVALUATION DESCRIPTION	
Supply of POS stations for payments via credit cards and “pago bancomat”	Scores:
The bank supplies 1 POS station	1
The bank supplies from 2 to 3 POS stations	2
The bank supplies ≥ 3 POS stations	3

6 – ADDITIONAL SERVICES REQUIRED

Additional services required - proposals (art. 5.1.I.)	Min. Score	Max. Score
Proposals of Additional services required according to the indications in art. 5.1.I.	0	3

EVALUATION DESCRIPTION	
Proposals of Additional services required (art. 5.1.I.)	Scores:
Well-structured proposal that develops the requested topic in a clear, precise and in-depth way, adding value to the Institute's activities.	3
The proposal is acceptable but does not present useful solutions for improving the efficiency of Institute's activities.	1
No proposal submitted	0

TECHNICAL ASSESSMENT (T.2) – ASSISTANCE/ADVICE (ART. 6)		MIN. SCORE	MAX. SCORE
1	a) Contact person(s) for Accounting Service assistance from remote b) Contact person(s) for technical services (IT, back office, internet banking) c) Technical assistance for the Accounting Service for the Website (toll-free or dedicated number)	0	6
2	Contact person or help desk service in English to assist the EUI community from remote according to the requirements of art. 6-point 2.	0	1
3	ATM stations: Repair in case of malfunction / block (hours)	1	3
4	POS stations: Repair in case of malfunction / block (hours)	1	2
TOTAL SCORE		2	12

Accounting service assistance / advice (ART. 6)	Min. Score	Max. Score
1-a) Contact person(s) for Accounting Service assistance	0	3
1-b) Contact person(s) for technical services (IT, back office, internet banking)	0	2
1-c)) Technical assistance for the Accounting Service for the Website (toll-free or dedicated number)	0	1
Total score	0	6

EVALUATION DESCRIPTION		
The bank provides technical assistance according to the indications of art. 6	Scores:	
	No	Si
1. The bank offers the availability of at least one contact person for Accounting Service assistance	0	3
2. The bank offers the availability of at least one contact person for technical services (IT, back office, internet banking)	0	2
3. The bank offers the availability of technical assistance to the Accounting service for the WEB site (toll-free or dedicated number)	0	1

Assistance in the English language EUI community (ART. 6-point 2)	Min. Score	Max. Score
2. Assistance in the English language EUI community	0	1

EVALUATION DESCRIPTION	
EUI community assistance in English - art. 6-point 2	Scores:
Availability person/helpdesk in English (CEFR level: B2 or above) for EUI community assistance	1
No availability of person/helpdesk in English for EUI community assistance	0

ATM stations (ART. 6)	Min. Score	Max. Score
3. Repair in case of malfunction/breakdown of ATM	1	3

EVALUATION DESCRIPTION	
Repair times for ATM stations - art. 6	Scores:
Less than 4 hours	3
Between 4 and 8 hours	2
More than 8 hours	1

POS stations (ART. 6)	Min. Score	Max. Score
4. Repair in case of malfunction/breakdown of POS	1	2

EVALUATION DESCRIPTION	
Repair times for POS stations - art. 6	Scores:
Less than 8 hours	2
More than 8 hours	1

TECHNICAL ASSESSMENT (T.3) – SECURITY AND AVAILABLE REQUIREMENTS (ART. 7)		MIN. SCORE	MAX. SCORE
1	Protection measures applied to EUI bank accounts against the risk of fraud	1	2
2	Security measures to protect online banking for EUI current accounts	1	2
3	Availability of services for Business to Business (B2B) and Service Level Agreement (SLA) operations	0	1
TOTAL SCORE		2	5

EUI bank account protection for fraud risk (ART. 7)	Min. Score	Max. Score
1. Protection measures applied to EUI bank accounts against the risk of fraud	1	2

EVALUATION DESCRIPTION	
Description of the measures applied to EUI bank accounts for fraud risk - art. 7	Scores:
The description of the protection measures applied to bank accounts for fraud risk is complete and responds optimally to the required quality standards	2
The description of the protection measures applied to bank accounts for fraud risk is limited and does not respond optimally to the required quality standards	1

Online banking security for EUI current accounts (ART. 7)	Min. Score	Max. Score
1. Security measures to protect online banking for EUI bank accounts	1	2

EVALUATION DESCRIPTION	
Description of the security measures to protect online banking for EUI current accounts - art. 7	Scores:
The description of the security measures to protect online banking for EUI current accounts is complete and responds optimally to the required quality standards	2
The description of the security measures applied to bank accounts for fraud risk is limited and does not respond optimally to the required quality standards	1

B2B and SLA operations services (ART. 7)	Min. Score	Max. Score
1. Availability of services for Business to business (B2B) e Service Level Agreement (SLA)	0	1

EVALUATION DESCRIPTION	
Availability of services for Business to business (B2B) e Service Level Agreement (SLA) art. 7	Scores:
The description of the services offered for Business to Business (B2B) and Service Level Agreement (SLA) is complete and responds optimally to the required quality standards	1
The description of the services offered for Business to Business (B2B) and Service Level Agreement (SLA) is limited and does not respond optimally to the required quality standards	0

TECHNICAL ASSESSMENT (T.4) – ADDITIONAL SERVICE PROPOSALS (ART. 8)		MIN. SCORE	MAX. SCORE
1	Proposals for EUI staff and researchers for soft loans and financing	0	4
2	Scholarship financing	0	4
3	Investments and consulting	0	3
4	Proposals to facilitate account opening requests for people from black-listed countries	0	3
5	Other additional or improvement proposals	0	5
TOTAL SCORE		0	19

Subsidized loan and financing proposals (ART. 8)	Min. Score	Max. Score
1. Proposals for EUI staff and researchers for soft loans and financing	0	3

EVALUATION DESCRIPTION	
Proposals for EUI staff and researchers for soft loans and financing – art. 8	Scores:
The description of the proposal is detailed, clearly developed and economically convenient	3
The description of the proposal is scarcely detailed and not economically interesting	2
No proposal submitted	0

Scholarship financing (ART. 8)	Min. Score	Max. Score
2. Proposals for Student scholarship financing	0	4

EVALUATION DESCRIPTION	
Scholarship financing - art. 8	Scores:
The proposal presented is broad, well-structured and covers a wide range of possible applicants	4
The proposal presented is limited and covers to a minority of possible applicants	2
No proposal submitted	0

EUI investments and consultancy (ART. 8)	Min. Score	Max. Score
3. Proposals for Investments and Consultancy EUI	0	2

EVALUATION DESCRIPTION	
EUI investments and consultancy - art. 8	Scores:
The proposal presented is well developed and adequate to the EUI quality and performance standards.	2
The proposal presented is well developed and does not meet the EUI quality and performance standards.	1
No proposal submitted	0

Black-listed countries-current accounts (ART. 8)	Min. Score	Max. Score
4. Proposals to facilitate account opening requests for people from black-listed countries	0	3

EVALUATION DESCRIPTION	
Black-listed countries proposal for opening currents accounts - art. 8	Scores:
The proposal presented is well-structured and offers effective and fast solutions to allow the opening accounts for people from black-listed countries	3
The proposal presented does not propose effective and fast solutions to allow the opening accounts for people from black-listed countries	1
No proposal submitted	0

Other additional or improvement proposals (ART. 8)	Min. Score	Max. Score
5. Other additional or improvement proposals	0	3

EVALUATION DESCRIPTION	
The bank presents additional or improvement proposals for the services not requested in the Tender Specifications - art. 8	Scores:
The proposal presented is well-structured and full of aspects and solutions that respond optimally to the EUI quality and performance standards and adds value to the EUI community	3
The proposal presented is not very detailed and has few solutions that meet the EUI quality and performance standards and adds low value to the EUI community	1
No proposal submitted	0

The final score for the Technical and Quality Evaluation is determined as follows:

$$\text{Technical and quality evaluation (P1)} = [(T.1) + (T.2) + (T.3) + (T.4)] \times 60\%$$

(P1) = Score allocated to Technical Offer

The minimum for technical and quality eligibility is to score 31 points (out of 60). If tenderers do not score at least 31 points, they will not proceed to the next phase, i.e. the evaluation of the economic offer.

B - Scoring system for the Economic Evaluation (P2)

Scores will be allocated to each category, for a total score out of 100. The final score for economic aspects will then be multiplied by the quality coefficient (40).

The services are distinguished into three categories (please refer to table in Annex II.B). The tenderers shall submit a specific offer for every point of these categories.

For each category the highest score will be awarded to the Tenderer who offers the best condition.

The other Tenderers will be awarded different scores (rounded to the second decimal, if necessary) according to the ratio between the best price for the relevant category and the price offered for the same category by each Tenderer.

The following formula will be applied:

$$\text{Economic Evaluation (P2)} = (A+B+C) \times 40\%$$

(P2) = Score allocated to the Economic Offer

Economic evaluation A: yearly spread applied to the EUI current accounts

$$\text{Economic Evaluation (A)} = \frac{\text{Spread offered}}{\text{Highest spread}} \times 25$$

*(Considering that the spread could only be positive, where the **spread applied is negative the score will be 0 by default**)*

Economic evaluation B: In-house bank branch

$\text{Economic Evaluation (B)} = \frac{\text{Minimum Price}}{\text{Price offered}} \times 30$
--

Economic evaluation C: Various costs

$\text{Economic Evaluation (C)} = \frac{\text{Minimum Price}}{\text{Price offered}} \times 45$
--

The Economic Evaluation will consider the total price of the tender, covering all the requirements set out in these Tender Specifications.

Article 13 - Award requirements

The successful tenderer, on the date set by the Institute for the purposes of final award, will have to submit a copy of original compliance certifications demonstrating all requirements stated in the tender.

In the event that the successful tenderer does not promptly execute the fulfilment of the above, fails to present all documentation requested or does not provide proof of possession of all requirements declared in the tender, as well as if any checks reveal failure of compliance with the declarations submitted during the tendering process, the Contracting Authority reserves the right to declare a compliance failure and to award the tender to the following tenderer in the list or to launch a new call for tender, which in either case shall result in the forfeited tenderer having to bear any addition costs incurred by the Institute. In these circumstances, in respect to the failing tenderer, a temporary deposit will be forfeited, whilst proceedings for the application of any additional penalties provided by law may be pursued.

In case of a positive result from the above verification activities, the award shall be in favour of the successful tenderer who will be then formally invited to sign the contract.

The Institute reserves the right to proceed to request clarification and/or completion of product documentation.

The execution of the service may start only after the contract has been signed.

Article 14 - Inspection

Competing companies are required to carry out, under penalty of exclusion from the tender, in the person of their Legal Representative or a person with a proxy conferred by the aforementioned legal representative, an inspection visit to view the premises to be used as a bank branch.

This inspection, in compliance with the principle of equal treatment and uniformity of information, shall be carried out on the day of **4th April 2022** at **10:00 AM** (CET) at the headquarters in the Badia Fiesolana, Via Roccettini 9, 50014 San Domenico di Fiesole (Florence). For the aforementioned reasons, separate visits are not permitted as an exception to the aforementioned date. Any date changes which may become necessary will be promptly communicated on the Institute's website at: AccountingTendersEUI@eui.eu.

To this end, tenderers are invited to send to the Accounting Service, via the address AccountingTendersEUI@eui.eu by **Noon (CET)** on the day of **1st April 2022**, the request form for the inspection according to the facsimile "Request for an Inspection" (Annex II.H), and a copy of any proxy. The original of the latter must be handed to the person delegated by the Institute who will accompany them on the day of the inspection.

CHAPTER IV – OBLIGATIONS AND CHARGES

Article 15 - Penalties

Should the Contractor fail to perform his obligations under the Contract, the EUI may - without prejudice to its right to terminate the Contract - reduce or recover payments in proportion to the scale of the failure.

Article 16 - Prices

Prices should be submitted in Euro. The costing sheet (Annex II.B) attached to these specifications must be used to submit a financial tender.

Prices submitted in response to this tender must be inclusive of all costs involved in the performance of the contract. No expenses incurred in the performance of the services will be reimbursed separately by the EUI.

Article 17 - 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 procurement procedure, in compliance with the existing laws on health, safety and hygiene

in the workplace. The Contractor is also bound by the provisions included in these Tender Specifications, in the Annexes enclosed to its tender 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, also as a partial result or consequence of the entrusted services.

Article 18 - 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 Tender Specifications 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.

Article 19 - 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 parties, and having occurred in relation to activities performed in carrying out its duties.

Article 20 - Personal data protection

If processing your reply to the invitation to tender involves the processing of personal data (such as your name, address and CV), such data will be processed pursuant to the EUI's Data Protection Policy (President's Decision No 10/2019 regarding Data Protection at the EUI:

<https://www.EUI.eu/About/DataProtection>).

Personal data processing that the Contractor will carry out on behalf of the EUI shall comply with the EUI's Data Protection Policy.

CHAPTER V - ADMINISTRATIVE INFORMATION

Article 21 - Administrative information

All the information and conditions included in Annex I-Tender Specifications and other annexes, the Letter of Invitation, the Declaration on honour, all the supporting documents and all the documentation related to the “most economically advantageous tender” shall be binding for awarded Contractor and form an integral part of the final contract.

Article 22 - Subcontracting and outsourcing contract

The contract may not be reassigned at risk of nullity.

Subcontracting is not allowed.

Article 23 - Person responsible for the tender procedure and contract

The Contracting Authority appoints the Accounting Officer as person responsible for this tender procedure and contract.

The Person responsible shall be in charge of all exchanges and communications with the Company 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.

Article 24 - Reference person for contract management

In order to ensure that the contract is performed satisfactorily and to guarantee a correct contractual relationship with the awarded Contractor the person responsible for the contract will be the Reference 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;
- propose to the Secretary General, if necessary, the termination of the contract.

CHAPTER VI - FINAL PROVISIONS

Article 25 - 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: <https://www.EUI.eu/About/Tenders>.

Participation in this tender procedure implies full acceptance of the above-mentioned regulations.

Article 26 - Final provisions and Annexes

The tender documents are composed of the Draft Service Contract provided by the Institute, this Tender Specifications (Annex I) and the Contractor's tender (Annex II) including the following annexes:

List of Annexes:

- II.A-Technical offer
- II.B- Economic offer
- II.C- Self-certification form
- II.D- Declaration on honour on exclusion criteria and absence of conflict of interest
- II.E- Agreement EUI Administrative and Teaching Staff
- II.F- Agreement EUI Researchers, Students, Fellows and other categories/members
- II.G- EUI Holidays 2022
- II.H- Site inspection request