



ACADEMIC SERVICE

**OP/EUI/AS/2022/001**

Open Call for tender for teaching of Italian and English Academic Literacies and Language to members of the EUI community and for the provision of English text revision and editing for academic purposes

**Year 2022**

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# CHAPTER I – GENERAL INFORMATION REGARDING THE TENDER

## Article 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 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”.

There are about 1.300 EUI members. Researchers, academic and administrative staff are mainly – but not exclusively – citizens of the EU 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](http://www.eui.eu).

## Article 2 – Definitions

“Company” refers to structured economic operators, including organizations.

“Contracting Authority”, “EUI” and “Institute” mean the European University Institute, which entrusts the services which are the subject of these Tender Specifications to the Contractor.

“Contractor” means the provider to which the contract has been awarded and to which the provision of the services, subject of these Tender Specifications (T.S.) is entrusted.

“FWC” means Framework Contract.

“Tender” means the offer submitted by a tenderer.

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

## Article 3 – Object of the tender

The Institute launches the present open call for tender with the aim of awarding a multiple framework contract (FWC) in cascade for teaching of Italian and English Academic Literacies and Language and for the provision of English text revision and editing for academic purposes to the members of the EUI community.

This procedure is divided into four (4) lots for the conclusion of four different multiple framework contracts in cascade with at least three contractors (if applicable) for:

- LOT A: Teaching of Italian language to the EUI community, i.e. staff (both academic and administrative), researchers, fellows, trainees and partners;
- LOT B: Teaching of English Academic Literacies (EAP) to researchers and fellows at the EUI;
- LOT C: Teaching of English workplace language skills (ESP) to staff members of the EUI;
- LOT D: English text revision and editing for academic purposes

The conclusion of multiple framework contracts in cascade for the provision of the services that are the subject of the tender must ensure the outstanding quality and continuity of the activities of the Institute.

The cascade will be composed at maximum of:

- LOT A: 8 contractors;
- LOT B: 6 contractors;
- LOT C: 3 contractors;
- LOT D: 5 contractors.

A tenderer may participate both in one and in more lots. A specific tender shall be submitted to participate in each lot, completed with all the required documents and the specific technical and economic offers (please refer to articles 12 and 13); only one “Envelope no. 1 – Administrative Documents” is required also in case of participation in more than one lot (please refer to Letter of invitation, article 3). Lots may be awarded either collectively or individually.

#### **Article 4 – Duration of the contract**

The duration of the contract is established for a maximum of 5 (five) years from the date of signature of the framework contract.

#### **Article 5 – Estimated value of the tender**

The estimate of the total value of the tender amounts to €592.500,00 (five hundred eighty thousand/00), VAT excluded, based on an annual estimate of €118.500,00 (one hundred sixteen thousand/00), VAT excluded, composed as follows:

- LOT A: € 60.000,00;
- LOT B: € 10.000,00;
- LOT C: € 10.000,00;
- LOT D: € 38.500,00.

The above-mentioned estimated amount for teaching and text revision and editing services takes into account the average costs incurred by the Institute in the years 2018-2021.

The signature of the FWC imposes no obligation on the Institute to purchase. Only the performance of the FWC through order forms or specific contracts is binding on the contracting authority.

## **CHAPTER II – DESCRIPTION OF SERVICES**

### **Article 6 – General Specifications**

The European University Institute is a multilingual research environment and its Language Centre offers a range of courses and services designed for its members during their stay at the EUI. Its mission is to provide language training in oral and written academic communication skills and to facilitate socializing in academic environments.

Each year the EUI organizes language-learning activities to ensure that participants achieve a high linguistic competence covering written and oral comprehension and expression. The ultimate objective for participants is to gain sufficient command of the language chosen to allow them to use it in the context of their work.

Contractors should be aware that language and academic skills training is provided for adults. The teaching material, aids and methods used must be suitable for an audience of skilled, professional adults.

Courses will be delivered by the contractor according to the procedures laid down by the Institute (timetables, days/periods of training, levels, enrolment procedures, access to training and classrooms, EUI calendar of working days, etc.). Teaching needs are subject to seasonal peaks, especially at the beginning of the academic year (period September-December). Therefore, flexibility is a key requirement since schedules and programmes may vary depending on academic and institutional needs. The contractor shall ensure the continuity of the service accordingly.

The EUI also offers a service of English revision and editing for academic texts.

Text revision and editing is required by EUI members during the entire year, but it is subject to seasonal peaks in the period between February and May each year. The contractor shall ensure the continuity of the service accordingly.

Hours:

The performance of the services concerned by this call for tender is strictly connected to the daily institutional activities and future development of the EUI. It is therefore not possible to give a precise indication of the total amount of hours for teaching and text revision and editing required each year. Taking into account that both number of hours and work assigned may vary depending on the activities of the EUI, please consider only as an indication that in the year 2021, the EUI has committed a total of:

- LOT A: Teaching of Italian language to EUI community: around 1.200 hours;
- LOT B: Teaching of English Academic Literacies (EAP) to EUI community: around 500 hours;
- LOT C: Teaching of English workplace language skills to EUI staff members: around 200 hours;
- LOT D: English text revision and editing for academic purposes: around 1.500 hours.

Please, be aware that the services to be provided through Lots A, B and C will be paid according to a fee to be calculated per hour.

Please, be aware that for LOT D - English text revision and editing for academic purposes the service will be paid according to a fee to be calculated by word count and not per hour.

According to current EUI internal procedures, a freelance teacher in the Language Centre can teach up to 350 hours per year, therefore these services will be performed by several experts.

Please be aware that the Institute reserves the right to assign small jobs to third parties if this is deemed necessary, such as jobs requiring specific intellectual and pedagogical expertise.

The signature of the FWC imposes no obligation on the Institute to commit the hours indicated here. The EUI will appoint the contractor(s) on the basis of its real needs.

## **6.1 – LOT Specifications**

### **6.1.A - LOT A - Teaching of Italian language to the EUI community, i.e. staff (both academic and administrative), researchers, fellows, trainees and partners**

#### **Nature of duties:**

- Provide support to EUI members needing to learn or improve Italian under the supervision of the Language Centre Italian Unit;
- Teach language courses for various groups at all levels;
- Contribute to syllabus and course planning;
- Prepare, select and use appropriate materials, including preparing own materials;
- Provide feedback and assistance appropriate to individual researcher's needs where required;
- Test Italian language competences;
- Liaise with Language Centre secretariat.

#### **Minimum requirements:**

##### **Education requirements**

- First cycle degree;
- Postgraduate qualification in teaching of Italian as a Foreign or Second Language:

minimum 60 CFU/ECTS, 1.500 hours.

#### Professional experience requirements

- Experience in teaching Italian as a Foreign or Second Language to international groups in a postgraduate and/or postdoctoral research environment;
- Experience in teaching at all levels: A1 – C2 CEFR;
- Experience in ICT skills for both teaching purposes and record-keeping.

#### Knowledge of languages

- Italian at full professional proficiency (equivalent to C2 CEFR);
- A satisfactory knowledge of English (at least B1 CEFR).

#### Advantageous

- Additional post-graduate qualification in relevant disciplines;
- Experience as author or editor of scholarly journals in a relevant field;
- Certified examiner for official examinations in Italian as a Foreign or Second Language;
- A satisfactory knowledge of another official language of the European Union.

### **6.1.B-LOT B - Teaching of English Academic Literacies and for Academic Purposes (EAP) to researchers and fellows at the EUI**

#### Nature of duties:

- Provide support to the EUI community needing to enhance their academic English language and rhetorical skills in the area of humanities and social sciences under the supervision of the Language Centre Academic Literacies Team;
- Teach academic literacies courses at all levels;
- Contribute to syllabus and course planning;
- Prepare, select and use appropriate materials for academic English, including preparing own materials;
- Provide feedback and assistance appropriate to individual researcher needs where required;
- Text revision and pedagogical feedback;
- Test writing and speaking academic skills;
- Liaise with Language Centre secretariat.

#### Minimum requirements:

#### Education requirements

- First cycle degree;
- Post-graduate qualification in a relevant field.

#### Professional experience requirements

- Experience in teaching EAP/Academic Literacies courses in international Higher Education contexts;
- Experience of developing and/or adapting EAP courses for international post-graduate and post- doctoral researchers;
- Experience in ICT skills for both teaching purposes and record-keeping.

### Knowledge of languages

- English at full professional proficiency (C2 CEFR).

### Advantageous

- Experience as author or editor of scholarly journals;
- A satisfactory knowledge of another official language of the European Union (at least B2 (CEFR)).
- Additional post-graduate qualification in relevant disciplines;

## **6.1.C- LOT C - Teaching of workplace English language skills to staff members of the EUI**

### Nature of duties:

- Provide support to administrative staff of the EUI needing to improve their workplace English language skills under the supervision of the Language Centre Academic Literacies Team;
- Teach language courses at all levels;
- Contribute to syllabus and course planning;
- Prepare, select and use appropriate materials for workplace English, including preparing own materials;
- Carry out testing;
- Liaise with Language Centre secretariat.

### Minimum requirements:

#### Education requirements

- First cycle degree;
- Post-graduate qualification in a relevant field or equivalent teaching certificate.

#### Professional experience requirements

- Experience in teaching international groups;
- Experience in teaching workplace English.

### Knowledge of languages

- English at full professional proficiency (C2 CEFR);
- A satisfactory knowledge of another official language of the European Union (at least B2 (CEFR)).

### Advantageous

- Experience in teaching international certificate courses
- Experience in Teaching staff of an International Organization

## **6.1.D-LOT D -English text revision and editing for academic purposes**

### Nature of duties:

- Provide linguistic revision, proofreading and editing of research papers;
- Provide oral feedback on texts, either virtually or at EUI premises;
- Availability from September to July. Revision may occasionally also be requested in August;
- Submit timely and organized records of work completed;
- Liaise with the Language Centre or Academic Unit to organize work;
- Liaise with the Language Centre over hours/payment

#### Minimum requirements:

#### Education requirements

- First cycle degree.

#### Professional experience requirements

- Text revision and editing of articles for publication in scholarly journals/publication on the Web;
- Text revision and editing in the social sciences and/or humanities;
- ICT skills for both revision and editing purposes and record-keeping, including Word, Latex, Adobe, Excel, etc.

#### Knowledge of languages

- English at full professional proficiency (C2 CEFR);
- A satisfactory knowledge of another official language of the European Union (at least B2 (CEFR)).

#### Advantageous

- A professional qualification in editing/proofreading;
- Postgraduate qualification in a relevant field;
- Authorial or editorial experience of writing for publication in scholarly journals/publication on the Web;
- Testimonials of timely, thorough, and high-quality text revision/editing.

#### **Individual freelancers**

The individual freelancers involved shall be professional in the exercise of their duties and have proven experience in their field.

The external experts are obliged to observe professional ethical standards and to respect confidentiality whilst carrying out their duties.

Each external expert shall submit his/her own Europass CV.

The external experts will be asked to participate in interviews and/or written tests to ascertain whether or not they possess the requirements detailed in Article 6. Candidates for Lots A and B should prepare a sample lesson for a 90-minute class, including a lesson plan and a short overview of the intended learning outcomes. This lesson will be discussed during the interview. During the interviews, the candidates participating in Lots A, B, and/or C may be asked to give a short lesson of 5/10 minutes maximum.

The exact dates of the interviews shall be agreed once all tenders have been analysed. The time frame envisaged for the interviews is indicated in Article 20.

The interviews will be carried out at EUI premises and/or via online. Please indicate your preference in Annex II C- Self-certification form.

### **Companies only**

Each company must submit the Europass CV for the experts proposed for undertaking the services.

The Company is obliged to inform the Institute if one or more staff members are to be replaced, the EUI reserves the right to accept or reject, following an interview, the proposed staff member(s).

The Contracting Authority reserves the right to ask the Company to replace any staff deemed unfit for well-founded reasons.

The Company shall ensure that its employees have good wage conditions and that it fulfils all social security obligations. The Company shall ensure continuity for the five years of the contract, i.e. the same teachers throughout, or where this is not possible, the Company is responsible for adequate training and handover procedures to ensure that continuity of content and quality is not lost.

The Contractor also agrees to provide the Contracting Authority with the criminal record certificate of their staff involved in the provision of the required services.

### **Target Public**

The target public is composed of members of the EUI community: i.e. staff members, Ph.D. researchers, postdoctoral fellows, etc.

The contractor should be aware that, for Lots A, B and C, classes will consist of people with different educational backgrounds, different nationalities, different first languages, working in different areas and carrying out different tasks and duties.

## **6.2 - Premises where the teaching activities shall be carried out**

The teaching activities shall be carried out at the premises of the European University Institute. Their updated list is specified hereinafter.

At present the Institute's site covers approximately 34,000 square meters where about 200 employees are employed, and approx. 800 researchers and fellows and around 300 visitors per year.

Most of the buildings are historical buildings. Most are not provided with elevators and are sometimes not easy to access.

### **EUI Premises:**

- **Badia Fiesolana**, Via dei Roccettini, 9 - 50014 San Domenico di Fiesole (FI);
- **Villa Sanfelice**, Via dei Roccettini, 5 - 50014 San Domenico di Fiesole (FI);
- **Villa Paola**, Via dei Roccettini, 5 - 50014 San Domenico di Fiesole (FI);
- **Villa Malafrasca**, Via Boccaccio, 151 - 50133 Firenze (FI);
- **Convento di San Domenico**, Via delle Fontanelle, 19 - 50014 San Domenico di Fiesole (FI);
- **Complesso di Villa la Fonte**, Via delle Fontanelle, 10 - 50014 San Domenico di Fiesole (FI);
- **Complesso Villa Schifanoia – Casale – Villino - Cappella**, Via Boccaccio, 115/121 - 50133 Firenze(FI);

- **Villa Raimondi**, Via Boccaccio, 111 - 50133 Firenze (FI);
- **Villa il Poggiolo**, Piazza Edison, 11 - 50133 Firenze (FI);
- **Complesso di Villa Salviati – Castello - Manica (sede IUE) - Ipogeo** (sede Archivi Storici Unione Europea), Via Bolognese, 156 – 50133 Firenze (FI);
- **Palazzo Buontalenti**, Via Camillo Cavour, 65 – 50129 Firenze (FI).

## **CHAPTER III – OBLIGATIONS AND CHARGES**

### **Article 7 – 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. 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.

The Contractor undertakes to respect and enforce among its staff and/or collaborators in various capacities, the EUI Data Protection policy, as mentioned in the Decision of the President no. 40 of 27 August 2013, accessible on <http://www.eui.eu/AboutTheWebsite/DataProtection.aspx>.

### **Article 8 – 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 9 – 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 (see also Article II.3 of the draft framework contract).

## CHAPTER IV – BREACH OF CONTRACT AND SANCTIONS

### Article 10 - Penalties

#### Service Stability

The Contractor commits to guarantee a high standard of stability for the service to this tender, which it is the contractor's responsibility to understand and maintain.

#### Verification and checks

The contractor's work may occasionally be checked by Language Centre staff. In the event that the work does not meet the required standard and thoroughness, additional (paid) hours of work will be required.

If the contractor's work is regularly found to be below the required standard, the contractor may be removed from the tender.

Lot D: By way of example, and not to be considered exhaustive, hereby is listed the process of verification of conformity:

For monitoring and quality control of the service of editing and/or proof-reading, the Institute reserves the right to carry out random checks to be done by a spokesperson of the Institute, nominated by the Contracting authority. After every check a report will be made outlining the results, the comments and any non-compliance. This document will be delivered to the supervisor of the Company (Article 12) who, within five (5) working days must report on how the indications resulting from the verification will be received and dealt with.

To monitor the level of satisfaction of the Contracting authority with regard to the services of editing and proof-reading, the Contracting authority, starting from the day of the assignment and for the entire duration of the contract, reserves the right to make random checks, also referred to as Customer Satisfaction (CS) investigations. The Contractor is required to take part in these unconditionally and supply the collaboration required. The results of the CS will be used to show the level of satisfaction for the service and will be analysed together with the Supervisor and the Company Spokesperson in order to adopt the necessary corrective measures for improving the service in case the Contracting authority's expectations are not met, totally or even only partially.

For every default found in the service, the Contracting authority will apply the penalties indicated in the following Article 18, unless the Contractor provides an immediate solution to remedy the default.

The Contractor shall guarantee that it is able to fulfil every obligation in accordance with the modalities envisaged by these Tender Specifications and the instructions and time schedule defined by the Academic Service.

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 following penalties:

- Table 1 - Minor penalties

	Events	Penalties
LOT A	Not arriving on time (reported up to three times)	

LOT B	Poor quality teaching (remarks reported up to three times)	Written communication requiring justification.
LOT C	Inappropriate communication with course participants (reported up to three times)	
LOT D	Not delivering revisions on time (reported up to three times)	Written communication requiring justification.
	Poor quality or incomplete revisions (reported up to three times)	
	Poor record keeping (reported up to three times)	
	Inappropriate communication with course participants (reported up to three times)	

- Table 2 - Major penalties

	Events	Penalties
LOT A	Consistently not arriving on time (reported more than five times)	Written communication terminating contract; ten days for justification. The EUI reserves the right to evaluate this justification.
LOT B	Consistently poor quality teaching (reported more than five times)	
LOT C	Consistently inappropriate communication with course participants (reported more than five times)	
LOT D	Consistently not delivering revisions on time same as above (reported more than five times)	Written communication terminating contract; ten days for justification. The EUI reserves the right to evaluate this justification.
	Consistently poor quality or incomplete revisions (reported more than five times)	
	Consistently poor record keeping (reported more than five times)	
	Consistently inappropriate communication with course participants (reported more than five times)	

**Companies only:**

- In the case of absence of an expert without notice to the EUI, and without a proposal for a replacement within 1 day, the Contractor will be liable for a penalty of €100,00 (one hundred/00), without prejudice to the right to invoke the clause for early termination of the contract.
- The institute reserves the right to invoke the clause for early termination of the contract in case of refusal of the Contractor to replace one of the experts following if requested.

## **CHAPTER V - EXCLUSION, SELECTION AND AWARDING CRITERIA**

### **Article 11 – Exclusion criteria**

Shall be excluded from participating in the present call for tender, any Tenderer that:

- a) is bankrupt or in the process of being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning serious professional conduct by the final judgment of a competent judicial authority or administrative decision or decisions of international organisations;
- c) is not in compliance with its 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 it is 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 Italy being the country of establishment of the Institute;
- d) has 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) has been in serious breach of a contract financed by the Institute or has been the subject of an offence of serious irregularity established by a final judgment of a competent judicial authority or administrative decision;
- f) is subject to an administrative penalty for being guilty for 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 EU's Public Procurement Regulation (President's Decision No.36/2016 of 4 August 2016));
- g) has 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;

#### **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, a formal signed Declaration on Honour concerning exclusion criteria (Annex II D).

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

## Article 12 – Selection criteria

To be eligible to participate in this open call for tender, Tenderers must possess all the following requirements.

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

### 12.1 - General requirements

- a) Participation in this tender is open to both Companies and individual professionals (freelancers) with VAT number – **please be aware that “regime dei vecchi minimi” (articolo 1 co 96 e ss. Legge 24.12.2007, n. 244) and “regimi dei nuovi minimi” (articolo 27 comma 1 D.L. 6.7.2011, n.98) are excluded in accordance with the Italian legislation;**

#### Companies only:

- b) Enrolment in the Chamber of Commerce, Industry, Arts and Crafts Registry of Companies (CIAA), 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 subject of this tender procedure, or at least a field that is consistent with the subject of the tender;
- 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 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.

### 12.2 - Technical and quality requirements

#### **12.2.A - LOT A - Teaching of Italian language to the EUI community, i.e. staff (both academic and administrative), researchers, fellows, trainees and partners**

- First cycle degree;
- Postgraduate qualification in teaching of Italian as a Foreign or Second Language: for example, Master universitario in Didattica della lingua italiana a stranieri 1 or 2 level (minimum 60 CFU, 1500 hours); or Titolo di specializzazione in Didattica dell'italiano come Lingua Straniera (minimum 60 CFU, 1500 hours); or Second cycle degree in Didattica di Italiano per Stranieri; or PHD in Didattica di Italiano per Stranieri or equivalent qualifications;
- Experience in teaching Italian as a Foreign or Second Language to international groups in a postgraduate and/or postdoctoral research environment;
- Experience in teaching at all levels: A1 – C2 CEFR;
- Experience in ICT skills for both teaching purposes and record-keeping;
- Italian at full professional proficiency (equivalent to C2 CEFR);
- A satisfactory knowledge of English (at least B1 CEFR);
- At least two letters of reference from previous similar jobs (from professors, employers, clients and/or equivalent); please provide contact details.

### **12.2.B - LOT B - Teaching of English for Academic Purposes (EAP) to researchers and fellows at the EUI**

- First cycle degree;
- Post-graduate qualification in a relevant field;
- Experience in teaching EAP courses in international Higher Education contexts;
- Experience of developing and/or adapting EAP courses for international post-graduate and post- doctoral researchers;
- Experience in ICT skills for both teaching purposes and record-keeping;
- English at full professional proficiency (C2 CEFR);
- At least two letters of reference from previous similar jobs (from professors, employers, clients, and/or equivalent); please provide contact details.

### **12.2.C - LOT C - Teaching of workplace English language skills to staff members of the EUI**

- English at full professional proficiency (C2 CEFR);
- First cycle degree;
- Post-graduate qualification or teaching certificate
- Experience in teaching international groups Experience in teaching workplace English;
- Experience in teaching international certificates courses;
- Experience in ICT skills for both teaching purposes and record-keeping;
- At least two letters of reference of previous similar jobs (from professors, employers, clients, and/or equivalent); please provide with contact details.

### **12.2.D - LOT D -English text revision and editing for academic purposes**

- English at full professional proficiency (C2 CEFR);
- A satisfactory knowledge of another official language of the European Union (at least B2 (CEFR));
- First-cycle degree;
- Experience in text revision and editing of articles for publication in learned journals/publication on the Web;
- Experience in text revision and editing in the social sciences and/or humanities ICT skills for both editing and record-keeping;
- At least two letters of reference of previous similar jobs (from authors, editors, organisations and/or equivalent); please provide contact details.

#### **Companies only**

The tenderer shall provide at least 5 profiles for each lot of interest. Please submit a Europass CV for each profile proposed.

### **12.3 - Economic and financial requirements**

To be in possession of two bank references (one for freelancers) from prime banks, or financial Companies included in the registers of authorized brokers, issued after the date of the Invitation to tender and the publication of these Tender Specifications, proving that the Tenderer has always met its obligations punctually and regularly, and that Tenderer possesses the economic and financial capacity to perform the services that are the object of this tender;

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

### Article 13 – Awarding criteria

Only the tenders that meet the criteria indicated at Article 11 and meet all the requirements listed in Article 12 above will be eligible for the next stage of the selection procedure, the technical and qualitative evaluation.

The technical and qualitative evaluation will be carried out in two phases:

1. The first phase based on the written content and quality of the technical documentation and the *curricula vitae* of the proposed experts: for lots A, B and C the offers must reach the **minimum total score for criteria A1-A7 of 22/40** in order to access the next step; for lot D the offers must reach the **minimum total score for criteria A1-A4 of 30/50** in order to access the next step;
2. A second phase, based on an interview of the proposed experts: for lots A, B and C the experts proposed must reach the **minimum total score for criterion A8 of 22/40** to access to the evaluation of the economic offers; for lot D the experts proposed must reach the **minimum total score for criterion A5 of 18/30** to access to the evaluation of the economic offers.

The contract will be awarded according to the principle of the “**most economically advantageous tender**”, 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 tender, out of a maximum score of 100, according to the following parameters:

Table 3: Score

MAXIMUM SCORE	
Technical and quality evaluation	80/100
Economic evaluation	20/100

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 offer = P economic evaluation + P technical evaluation**

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 completed by the results of the interviews. The technical score assigned to each criterion will correspond to the maximum score foreseen weighted with the assigned quality coefficient (table 6), except for the score to be assigned for criterion A2 included in table 4.

Table 4: Technical and quality criteria for LOTS A-B-C

	DESCRIPTION	Maximum score LOT A	Maximum score LOT B	Maximum score LOT C
<b>A1</b>	Sample lesson with lesson plan and intended learning outcomes	<b>10</b>	<b>10</b>	<b>10</b>

<b>A2</b>	Previous experience in international postgraduate and/or postdoctoral research environment (organisations, number of students, levels, etc.)	<b>15</b>	<b>15</b>	<b>10</b>
	> 6 years (LOT A; B)	15		
	>6 years (LOT C)	10		
	4-6 years (LOT A; B) >4 years (LOT C)	10		
	2-4 years	8		
	1-2 years	4		
	≤ 1 year	0		
<b>A3</b>	ICT skills	<b>7</b>	<b>7</b>	<b>8</b>
<b>A4</b>	Evidence of interest in continuing professional development in relevant fields (participation in conferences, membership of professional associations, publications, short refresher courses etc.)	<b>4</b>	<b>5</b>	<b>5</b>
<b>A5</b>	Additional post-graduate qualification in relevant disciplines.	<b>2</b>	<b>NA</b>	<b>NA</b>
<b>A6</b>	A satisfactory knowledge of another official language of the European Union	<b>1</b>	<b>3</b>	<b>2</b>
<b>A7</b>	Certified examiner for official examinations	<b>1</b>	<b>NA</b>	<b>5</b>
	MINIMUM TOTAL SCORE FOR CRITERIA A1-A7 IS 22/40 in order to proceed with evaluation of criterion A8*	<b>40</b>	<b>40</b>	<b>40</b>
<b>A8</b>	Interviews, including presentation with discussion questions	<b>40</b>	<b>40</b>	<b>40</b>
	MINIMUM TOTAL SCORE FOR CRITERION A8 IS 22/40 in order to proceed with evaluation of the economic offer.**			
<b>Maximum total score from criteria A1 – A8</b>		<b>80</b>	<b>80</b>	<b>80</b>

**\*Only tenders that reach the minimum total score for criteria A1-A7 of 22/40 will be put through to the interview stage.**

**\*\* Only tenders that reach the minimum total score for criteria A1-A7 of 22/40 and the minimum total score for criterion A8 of 22/40 will pass to the evaluation of the economic offer.**

Table 5: Technical and quality criteria for LOT D

	<b>DESCRIPTION</b>	<b>Maximum score LOT D</b>
<b>A1</b>	Previous experience (organisations, companies, authors worked for, type of documents, topics etc.)	<b>20</b>
<b>A2</b>	Professional development undertaken (participation in conferences, membership of professional associations, publications, short refresher courses, etc.)	<b>5</b>

<b>A3</b>	Evidence of management of work flow, turn-over times, etc.	<b>5</b>
<b>A4</b>	Evidence of interaction with institutions and individuals requesting editing; client satisfaction; feedback on work done	<b>20</b>
	MINIMUM TOTAL SCORE FOR CRITERIA A1-A4 IS 30/50 in order to proceed with evaluation of criterion A5*	<b>50</b>
<b>A5</b>	Interviews	<b>30</b>
	MINIMUM TOTAL SCORE FOR CRITERION A5 IS 18/30 in order to proceed with evaluation of the economic offer.**	
<b>Total</b>		<b>80</b>

**\*Only tenders that reach the minimum total score for criteria A1-A4 of 30/50 will be put through to the interview stage.**

**\*\* Only tenders that reach the minimum total score for criteria A1-A4 of 30/50 and the minimum total score for criterion A5 of 18/30 will pass to the evaluation of the economic offer.**

Once the tender is awarded, the technical Offer submitted by the successful 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 6.

Table 6: Quality coefficients

<b>EVALUATION</b>	<b>JUDGMENT</b>	<b>COEFFICIENT</b>
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**

B1 – Assigning of points on the economic evaluation for Lots A, B and C

The highest score available for the price offered (20 points) 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 and the price offered by each Tenderer.

The following formula will be applied:

$$P = 20 \times \frac{\text{Minimum price}}{\text{Price offered}}$$

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

#### B2 – Assigning of points on the economic evaluation for Lot D

The highest score available for the price offered (20 points) will be awarded to the Tenderer who offers the best price according to the formula below:

#### Rate per 2000 words:

$$P = 15 \times \frac{\text{Minimum price}}{\text{Price offered}}$$

#### Pedagogical feedback – hourly rate:

$$P = 5 \times \frac{\text{Minimum price}}{\text{Price offered}}$$

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 and the price offered by each Tenderer.

### Article 14 – Award requirements

The successful Tenderer, 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. A copy of the criminal records of the legal representative of the contractor (company and/or freelancer). In case of a company, a copy of the criminal records of each expert proposed to undertake the service shall be submitted on request of the EUI.

If the successful tenderer 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 compliant with the declarations made at the time of submission of the tender, the Institute reserves the right to declare the tender lapsed and to award the contract to the next tenderer 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 tenderer at fault. Should the assessment of the items above result in a positive outcome, the successful tenderer will be awarded the contract and formally invited to sign the contract.

## **CHAPTER VI – ADMINISTRATIVE INFORMATION**

### **Article 15 – Subcontracting and outsourcing**

Subcontracting is allowed in accordance with the provisions of art. II.7 of the Draft Service Contract 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 contract 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).

### **Article 16 – Payment arrangements**

The Contracting authority will make payment within 60 (sixty) days of receipt of invoice, in accordance with the arrangements specified in Articles I.4 and II.15 of the Draft Service Contract provided by the Institute and included in the tender documents.

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

## **CHAPTER VII – FINAL PROVISIONS**

### **Article 17 – 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.

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.

### **Article 18 – Person responsible for the contract**

The Contracting Authority appoints the Director of the Academic 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.

## Article 19 - 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 Academic Service shall appoint a member of the Language Centre as 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;
- 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 Academic Service the application of penalties and, if necessary, the termination of the contract.

## Article 20 – Indicative timeline

The indicative timeline for this tender procedure is summed up in table 7:

INDICATIVE TIMELINE OF THE TENDER PROCEDURE	
DESCRIPTION	DATE
Launch of the Tender procedure	June 2022
Deadline for Submission of Queries or Clarification Requests	23 August 2022
Deadline for Submission of Offers	31 August 2022
Candidates' Interviews and Language Tests	1 <sup>st</sup> week of October 2022
Announcement of Results	October 2022
Signing of Contract	Not less than 14 days after announcement of results

## Article 21 - Final provisions

The tender documents are composed of the Draft Framework 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 honor
- II – E Draft Framework contract
- II – F EUI Vacation Days 2023

Signature of Legal Representative

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Contractor' stamp

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