

## TECHNICAL OFFER FORM

### OPEN TENDER PROCEDURE FOR THE AWARD OF ENVIRONMENTALLY FRIENDLY CANTEEN, CATERING AND COFFEE BAR SERVICES FOR THE EUROPEAN UNIVERSITY INSTITUTE

Ref: **OP/EUI/REFS/2022/003**

The undersigned \_\_\_\_\_ tax identification n. \_\_\_\_\_  
born in \_\_\_\_\_ on \_\_\_\_\_  
address \_\_\_\_\_

representing the following legal person: *(only if the economic operator is a legal person)*

⇒ full official name:

⇒ official legal form:

⇒ full official address:

⇒ VAT registration number:

**or**

in his/her own name *(for a natural person)*

⇒ VAT registration number *(if any)*:

## SUBMITS THE FOLLOWING TECHNICAL OFFER:

TECHNICAL OFFER TABLE					
TECHNICAL AND QUALITY ASPECTS TO BE EVALUATED				MAX SCORE	PAGES OF REFERENCE IN THE TECHNICAL OFFER
<b>SERVICE ORGANIZATION</b>				<b><u>40</u></b>	
<b>A1</b>	<b>A1.1</b>	Sites activated to provide the canteen and coffee bar services	<b>32</b>		
	<b>A1.2</b>	Catering Service	<b>8</b>		
		Increase of the minimum services compared to those indicated in article 15	5		
		Serving method (set-ups, number of waiters, equipment, etc.)	3		
<b>MENU TYPE</b>				<b><u>25</u></b>	
<b>A2</b>	<b>A2.1</b>	Canteen Menu	<b>15</b>		
		Originality and variety	5		
		Quality of raw materials	5		
	Percentage of vegetarian/vegan dishes	5			
	<b>A2.2</b>	Catering Menu	<b>10</b>		
		Quality of raw materials	6		
Originality and variety		4			
<b>B</b>	<b>CONTAINMENT OF ENVIRONMENTAL IMPACT</b>			<b><u>5</u></b>	
<b>B.1</b>	Containment of environmental impact over the service life cycle				

The tenderer is required to submit a technical offer duly addressing all the aspects included in the above table, point by point.

Please, fill the table above by including the page numbers of the sections in the technical offer where the each aspect reported in the above table is properly addressed.

### DESCRIPTION:

#### **A – SERVICE ORGANIGRAM (MAX.40 POINTS)**

##### **A.1.1 IMPLEMENTATION OF BAR AND CANTEEN SERVICES (MAX. 32 POINTS)**

Please indicate the sites where the Company intends to provide the canteen and coffee bar services. The Offer must clearly specify the type of service (canteen, bar, canteen with bar, vending machines, etc.), opening hours, and the menus offered.

In order to make meal breaks more enjoyable and positive, within the limits imposed by the available facilities, the Company may suggest a reorganization of the existing premises and furnishings.

The Company must indicate the actions it intends to take to ensure continuity of service in the event that the Institute's facilities are inoperable.

The score allocated will be broken down based on the services implemented. For each bar service implemented 2 points will be awarded, for each canteen service implemented 5 points will be awarded. Both the opening hours and the type of menu offered will be taken into account for the services provided at each site. Below is a table with a breakdown of possible maximum scores.

List of sites featuring facilities to provide canteen and coffee bar services				
Site	Type of facility present	Points for opening a bar	Points for opening a canteen	Total Points
Badia Fiesolana	Features facilities for canteen and bar services	2	5	7
Villa Salviati	Features facilities for canteen and bar services	2	5	7
Villa la Fonte	Features facilities for canteen and bar services	2	5	7
Villa Schifanoia	Features facilities for canteen and bar services	2	5	7
Villa il Poggiolo	Features facilities for bar service only	2		2
Palazzo Buontalenti	Features a refreshment area that could be converted to bar service	2		2
Total		12	20	<b>32</b>

The Company must also specify the type of bar service it will offer by providing a list of the products it intends to guarantee. The products offered must be of good quality and comply with the health and hygiene requirements laid down in the relevant regulations.

#### **A.1.2 CATERING SERVICE (MAX. 8 POINTS)**

The score will be allocated on the basis of the number and type of services and facilities offered in addition to the minimums described in Article 15 of the STS. This assessment will take into account the number of waiters available per participant, the type of equipment to be used for each service, the kind of table linen proposed, the decorations, and whatever else may prove necessary to carry out the service.

### **A.2 MENU TYPE (MAX. 25 POINTS)**

#### **A.2.1 CANTEEN MENU (MAX. 15 POINTS)**

In assessing the proposed menus, careful consideration will be given to: the variety and rotation of the dishes, the quality of these with reference to the use of organic and "0km" products, PDO, PGI and TSG marks, the international undertone of the recipes, as well as options for vegetarians and vegans. Each daily menu presented should show the number of international recipes and vegetarian and/or vegan dishes.

Particular importance will also be given to the degree of flexibility in the composition of the menu, allowing customers to choose between: **a large menu** (first course, main course, side

dish, fruit/yoghurt/sweet, bread, drink); **a medium menu** (main course, side dish, fruit/yoghurt/sweet, bread, drink); **a small menu** (first course, side dish, fruit/yoghurt/sweet, bread, drink).

#### **A.2.2 CATERING MENU (MAX. 10 POINTS)**

In evaluating the menu proposed, the composition of the menu will be carefully considered depending on the type of service requested (lunch and dinner with table or buffet service, cocktails, etc.), the variety and quality of the products used in the preparation (organic products, “0km”, PDO, PGI and TSG brands).

### **B – CONTAINMENT OF ENVIRONMENTAL IMPACT (MAX. 5 POINTS)**

#### **B.1 CONTAINMENT OF ENVIRONMENTAL IMPACT OVER THE SERVICE LIFE CYCLE (MAX. 5 POINTS)**

The tenderer must describe the procedures it intends to adopt to run the service with a view to the lowest environmental impact. Purely as an example:

- ✓ the installation of semi-automatic dispensers supplying micro-filtered water and cold drinks in order to reduce the consumption of plastic bottles and metal cans,
- ✓ donation of food surpluses to reduce waste production and make separate waste collection easier;
- ✓ the use of environmentally friendly means of transport to deliver meals;
- ✓ the seasonality of the food;
- ✓ the use of environmentally friendly detergents as well as innovative cleaning and sanitation techniques;
- ✓ promoting initiatives, projects, and targeted strategies.

Date:     /     / 20   

Signature of the economic operator’s legal representative:

  

---