



INFORMATION AND COMMUNICATION TECHNOLOGY
SERVICE

Open call for tender for the supply of audio/visual equipment including installation, configuration and the provision of support services for Sala Europa of Villa Schifanoia and C13, D1 and D2 seminar rooms of Palazzo Buontalenti

Ref: **OP/EUI/ICTS/2024/003**

YEAR 2024

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CHAPTER I – SCOPE AND DESCRIPTION OF THE PROCUREMENT PROCEDURE

Article 1. Definitions

‘candidate’ means an economic operator that has sought an invitation;

‘contract’ means a public contract awarded by the EUI for the procurement of services/supply;

‘EUI’ or ‘the Institute’ means the European University Institute, which is the contracting authority entrusting the services that are the subject of these tender specifications to the contractor;

‘contractor’ means to the successful tenderer awarded with the contract;

‘economic operator’ can refer to a ‘work contractor’, ‘supplier’, or ‘service provider’ and means any natural or legal person or public entity or group of such persons and/or entities which offers the execution of works, the supply of products or the provision of services on the market;

‘joint tenders’ means a situation where a *tender* is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them. The group as a whole is considered a *tenderer*;

‘subcontracting’ means the situation where the *contractor* enters into legal commitments with other *economic operators* which will perform part of the *contract* on its behalf. The *contractor* retains full liability towards the *EUI* for performance of the *contract* as a whole;

‘tender’ / ‘offer’ defines the terms upon which the supplier is willing to be bound, which normally include price, date of delivery, payment terms and a description of the services/supplies/works;

‘tenderer’ means an economic operator that has submitted a tender;

‘tender specifications (TS)’ means any documents describing the needs and requirements of the EUI for the purposes of the relevant tender.

Article 2. Contracting authority

This procurement procedure is launched and managed by the *EUI*, that is the contracting authority for the purposes of this procurement procedure, through the Information and Communication Technology Service (ICTS).

Article 3. Subject

Subject of the contract	<p>The subject of this procurement procedure is the supply of audio/visual equipment including installation, configuration and the provision of support services for Sala Europa of Villa Schifanoia and C13, D1 and D2 seminar rooms of Palazzo Buontalenti.</p> <p><u>Please note that this procedure concerns only to the provision of equipment and second level support service for the above-mentioned rooms and does not concern any future supplies or support services to be provided to other EUI seminar/conference rooms.</u></p> <p>This is a mixed procurement combining supplies and services, but the main subject is the supply of equipment since it has the greatest value.</p>
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Lots	This procurement procedure is not divided into lots .
Type of contract	The procedure will result in the award of a supply contract including the provision of support services . Tenderers need to take full account of the provisions of the draft contract as the latter will define and govern the contractual relationship to be established between the EUI and the contractor.
Duration of the contract	The supply part of the contract shall have a duration of 1 year while the support services shall have a duration of 5 years .
Estimated value of the contract	The estimated value of the contract to be awarded is the following: <ul style="list-style-type: none"> • Supply of audio/visual equipment including installation, configuration for Sala Europa of Villa Schifanoia and C13, D1 and D2 seminar rooms of Palazzo Buontalenti: <ul style="list-style-type: none"> ○ €565.000,00 (five hundred sixty-five thousand/00) (once off purchase); • Provision of support services for the audio-visual equipment installed in Sala Europa of Villa Schifanoia and C13, D1 and D2 seminar rooms of Palazzo Buontalenti: <ul style="list-style-type: none"> ○ €25.000,00 (twenty-five thousand/00), equal to 10 estimated working days a year per 5 years. <p><u>The volumes related to the support services are estimates only and there is no commitment as to the exact quantities to be ordered. The actual volumes will depend on the requests for services that the EUI will submit to the contractor.</u></p> <p>The EUI may procure additional services/supplies from the contractor up to a maximum of 50% of the initial contract value.</p>
Place of performance	The supplies and services will be undertaken at the EUI premises .

Article 4. Conditions for participation to tender

If you are interested in this *contract*, you should submit a *tender* in one of the official languages of the European Union (with preference for the use of English) provided you comply with the conditions for participation to tenders as set out in Article 3.4 of President’s Decision n. 76/2023 of 20 December 2023 implementing title V concerning procurement of the EUI’s Financial Rules (Public Procurement Regulation), available for consultation at: <https://www.eui.eu/en/public/about/procurement/tenders-regulatory-framework>.

Article 5. Joint Tenders

Joint tenders are not allowed for this procurement procedure.

Article 6. Subcontracting

Subcontracting is not allowed for this procurement procedure.

CHAPTER II – TECHNICAL SPECIFICATIONS

Article 7. Description of the technical specifications

The subject of this procedure is the supply of audio-video material, including its assembly, configuration, and testing, necessary to equip and support thereafter Sala Europa of Villa Schifanoia and C13, D1, and D2 seminar rooms of Palazzo Buontalenti. The supply, the assembly and the configuration which are the subject of this procurement procedure, including any minimum requirements, are described in detail in the project papers attached to this document (**Annex II D** and **Annex II E**).

Article 8. Technical requisites and functional characteristics

The equipment offered and delivered must be brand new, recently produced in all its parts and/or components, compliant with the laws or regulations governing its production and sale, and must be accompanied by the relevant instruction manuals in English or Italian language, if possible, in electronic format (PDF). Used equipment cannot be offered under the tender, not even in “refurbished” or ex-demo conditions.

The contractor must guarantee the conformity of the goods subject to the procedure with CE or other international regulations and, in general, with the current laws, rules and technical specifications governing the components and methods of use of the same for the safety of users. In particular, the goods supplied must respect:

- the safety requirements established in Italian Legislative Decree 81/2008;
- other safety requirements (e.g. EN60950 - EN62368) and electromagnetic emission requirements (e.g. EN55022 – EN55032 - EN61000-3) certified by bodies recognized at a European level;
- the conditions contained in EN IEC 63000 (RoHS);
- where required by current legislation, the products must be accompanied by safety data sheets compiled in compliance with EC 91/155/EEC.

Article 9. How the equipment shall be delivered

The contractor must provide, no later than 5 (five) days from being awarded the contract, a GANTT chart detailing the delivery times of the equipment as well as the timeline of installation, programming and related testing.

All supplies must be delivered to Villa Schifanoia and Palazzo Buontalenti site, considering the latter is located in a limited traffic zone (ZTL) in Via Cavour 65, 50121 Florence.

The contractor shall bear all costs and expenses for transporting the equipment to the rooms to be used for its installation. The delivery must be made by means of suitable personnel and equipment.

The equipment must be delivered with a valid transportation bill detailing each item supplied and with its relevant serial number (wherever applicable). A copy in electronic format (PDF) must be included.

The contractor shall provide for the disposal of the packaging delivered at its own expense.

Article 10. Tools and services for the installation of the equipment

Any tool or service aimed at ensuring a flaw-free installation and operation of the equipment to be supplied by the contractor (e.g. wire cutters, scaffolding, ladders, internet access for the programming phase, etc.), is to be intended as included in the supply and must therefore be

provisioned by the contractor itself. Accordingly, any relevant cost must be borne by the contractor.

The technical staff who will carry out the installation, assistance and maintenance activities must possess adequate technical knowledge.

Article 11. Supply and preparation of the wiring

The contractor shall be responsible for all audio/video/electrical wiring, sockets, plaques and anything else necessary for the installation and connection of the equipment from the network and power supply points installed by the EUI for the equipment, in both areas, according to the layout included in **Annex II D** and **Annex II E**.

Article 12. Installation, programming, testing and commissioning

Installation must be carried out by qualified technical personnel and must be completed within the period of time running from 02/09/2024 until 30/09/2024 (see Article 9. How the equipment shall be delivered), and must be carried out as detailed in Annex II D and Annex II E. However, the EUI reserves the right to delay or bring forward the above-mentioned time lapse for completing the phase of installation, programming, testing and commissioning.

The programming of the control system must be carried out by technicians certified by the manufacturer.

Testing must be carried out in the places where the equipment has been installed on a date to be agreed with the contact person of the EUI, in the joint presence of a representative of the contractor, the contracting authority's AV consultant, the technical manager of the company which provides the EUI with first level audio-video support, and one or more representatives of the EUI (e.g. the AV Coordinator). During the testing phase, the technical-functional characteristics of the equipment declared in the Technical offer must be proven, verified, and documented, as well as the correct functioning of the same and all its components through the carrying out of tests. At the end of these tests, a copy of the configuration backup of the system and the programming file of the control system, whatever it is and free of access password must be delivered to the contracting authority. The testing operations and the relevant results must be made available in a specific report signed by the representatives of the contractor and the contracting authority.

A successful test result and the declaration of acceptance do not exempt the contractor from any defects and imperfections that may not have emerged at the time of delivery but are revealed when using the equipment. Any extra costs deriving from the testing and any changes necessary to ensure the perfect commissioning of the equipment and software shall be borne by the contractor.

Article 13. Warranty

The equipment must include a warranty of no less than 24 months. The contractor shall guarantee the proper functioning of the goods and equipment supplied, undertaking to repair or replace them free of charge. The duration of the warranty shall begin from the date of successful testing. During the warranty period, the contractor will be required to provide any assistance that may become necessary.

Article 14. How the second level support shall be delivered

During the entire duration of the contract (i.e. 5 years for the provision of this service), specialised second level support may be required by the EUI.

Support days will be ordered on request by the contracting authority. In these cases, the contractor is expected to intervene within a set time frame, either remotely or in presence, and by liaising with the EUI's first level AV support, the AV Technical supervisor or the AV Coordinator (manager).

By way of example only, and therefore not exhaustive, the level of support expected should include:

- advanced troubleshooting;
- (re)programming of the matrix;
- coordinating the repair or replacement of under warranty supplied broken devices (see **Article 13. Warranty**);
- coordinating with the technical support of the vendor for advanced troubleshooting.

Under pain of exclusion, in **Annex II B - Technical Offer**, the tenderer shall describe in detail how the second level support will be delivered (e.g. in presence or remotely, the timing i.e. max time for intervention, whether the days will be charged pro rata or minimum half/full, the staff involved, etc.). As proof of the quality of the service it will deliver, the tenderer shall include CVs of the specialist(s) involved and relevant technical certifications.

In **Annex II C – Financial Offer**, the tenderer shall indicate the **hourly cost** of the second level support.

Article 15. Site inspection

Under penalty of exclusion from the procurement procedure, interested *economic operators* are required to carry out a site inspection to view the EUI premises subject to the services requested in these TS, to be performed by the person of their legal representative or a person with a proxy conferred by said legal representative.

In accordance with the principle of fair and equal treatment and transparency, **site inspection can only be carried out on 30/04/2024 at 10.00** (Italian time) at Badia Fiesolana, Via dei Roccettini, 9 - 50014 San Domenico (FI). For the above-mentioned reasons, **no other site inspection will be allowed after such date and time**. Any changes to the date that may become necessary will be promptly posted on the EUI website at the following address: <https://www.eui.eu/en/public/about/procurement/tenders-portal>.

To this end, **interested *economic operators* are invited to send to the ICT Service, using the email address: ICTS.Procurement@EUI.eu, by 15.00** (Italian time) **on 24/04/2024**, the form “Request for site inspection” (Annex II F) duly filled out and signed by the legal representative together with a copy of his/her valid identity document, or any delegation thereof in favour of third parties. **Any requests for site inspection sent by any economic operators after the above-mentioned deadline shall not be considered valid by the contracting authority and shall not be allowed to participate in the site inspection and, as a consequence, shall not be allowed to submit a valid tender for this procurement procedure.** The paper version of the “Request for site inspection” (Annex II F) must be delivered by the legal representative or by the person delegated to the EUI officer in charge who will accompany him/her on the day of the site inspection.

CHAPTER III – EVALUATION AND AWARD CRITERIA

The evaluation of the *tenders* that comply with the submission conditions will consist of the following elements:

- Check if the *tenderer* has access to procurement (see **Article 4**);

- Verification of administrative compliance (if the *tender* is drawn up in one of the official EU languages and signed by duly authorised legal representative(-s) of the *tenderer*);
- Verification of non-exclusion of *tenderers* on the basis of the exclusion criteria;
- Selection of *tenderers* on the basis of selection criteria;
- Verification of compliance with the minimum requirements defined in the tender specifications;
- Evaluation of *tenders* on the basis of the award criteria.

The *EUI* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the *tender* will be rejected and will not be subjected to further full evaluation. The unsuccessful *tenderers* will be informed of the ground for rejection without being given feedback on the non-assessed content of their *tenders*. Only *tenderer(s)* for whom the verification of all elements did not reveal grounds for rejection can be awarded the *contract*.

The evaluation will be based on the information and evidence contained in the *tenders* and, if applicable, on additional information and evidence provided at the request of the *EUI* during the procedure. If any of the declarations or information provided proves to be false, the *EUI* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria the *EUI* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

Article 16. Exclusion criteria

The *tenderer* must not be in one of the exclusion situations listed below:

- a. is 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. has 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. is 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 *EUI* or those of the country where the contract is to be performed. This breach needs to have been established by a judgment 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 *EUI*;
- 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 *EUI*'s financial interests;
- e. has been in serious breach of a contract financed by the *EUI* 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. is subject to an administrative penalty for being guilty of grave professional misconduct, or of 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 *EUI's* budget (Article 41 of the *EUI's* Public Procurement Regulation (President's Decision No. 76/2023 of 20th December 2023).

In addition to the above, *contracts* cannot be awarded to a *tenderer* [*candidate*] who, during the procurement procedure, is proven to be:

- g. subject to a conflict of interest in connection with the *contract* which cannot be effectively remedied by other less intrusive measures;
- h. guilty of misrepresentation in supplying the information required by the *EUI* as a condition of participation in the *contract* procedure or fail to supply this information.

Evidence requested:

The *tenderer* must certify that it is not in one of the exclusion situations by providing in the *tender* a signed and dated Declaration on Honour available in Annex II A.

In addition, the successful *tenderer* shall provide, within 15 (fifteen) days following notification of award and preceding the signature of the *contract*, the following documentary proofs to confirm the declaration referred to above:

- for points (a), (b), (d) and (e): a recent extract from the judicial record of the legal representative of the *economic operator* that submitted the *tender* or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- for the situation described in point (c) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the *tenderer* is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in the paragraph above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

The *EUI* reserves the right to verify the information and to request further supporting evidence prior to the signature of the *contract*.

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 period, the *EUI* reserves the right to declare a compliance failure and to award the procedure to the following *tenderer* in the list or to launch a new procurement procedure.

Article 17. Selection criteria

General requirements:

The *tenderer* must have the following minimum requirements to perform the *contract*:

- a) being compliant 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;

- b) being compliant with the current labour laws and regulations;
- c) being compliant with the current health and safety laws and regulations;
- d) being compliant with the current environmental laws and regulations;

Economic and financial capacity:

- e) being in a stable financial position (financial viability) → possession of 1 (one) bank reference issued by banks or authorised dated after the invitation to the present invitation letter, in which it is shown that the *economic operator* has always met its commitments with regularity and punctuality and to be in possession of the economic and financial capacity to perform the services forming the subject of the *tender*;
- f) having generated a minimum turnover in the last 3 (three) financial years for which accounts have been closed (2021-2022-2023) of at least €700,000.00 (seven hundred thousand/00);
- g) having a professional risk indemnity insurance of at least €500.000,00 (five hundred thousand/00).

Technical and professional requirements:

- h) being authorised to perform the *contract* under national law, as evidenced indicatively by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, or entry in the value added tax (hereinafter ‘VAT’) register.

❖ Evidence to be submitted with the tender as part of Envelope n.1 – Administrative Documents (please, for more details on the submission process, see point 3 of the letter of invitation to tender):

- a signed and dated Declaration on Honour available in Annex II A;
- 1 (one) bank reference;
- a document attesting that the *tenderer* had a minimum annual turnover in the last 3 (three) financial years for which accounts have been closed (2021-2022-2023) of at least €700,000.00 (seven hundred thousand/00);
- a copy of a professional risk indemnity insurance of at least €500.000,00 (five hundred thousand/00);
- evidence that the *tenderer* is included in a trade or professional register and entry in the value added tax register (visura camerale).

The *EUI* reserves the right to perform sample checks in order to verify the accuracy of the statements submitted by *tenderers*.

Tenderers that are not compliant with the applicable minimum requirements shall be rejected.

Article 18. Award criteria

Only the *tenders* submitted by *tenderers* meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price. The *contract* shall be awarded according to the “**most economically advantageous tender**” criterion following the assessment of the best quality/price ratio made by the competent evaluation committee which will assign a score to each *tender* to a maximum of **100** points, based on the following parameters:

MAXIMUM SCORE	
Technical and quality evaluation	40/100
Financial evaluation (price)	60/100

The total score of the *tender* shall be the sum of the technical and financial score obtained.

The *tenderer* obtaining the highest overall score shall be awarded with the *contract*.

A - Allocation of points for technical and quality evaluation criteria

A weight will be assigned to each criterion, with the maximum amount being equal to **40 points**, which, multiplied by the coefficient of quality assigned at the discretion of the evaluation committee (between 0 and 1, as shown in Tables II and III), will determine the score assigned to each *tender*, as indicated in the following Table I.

The *tenderer* shall submit the technical *offer* using the form **Annex II B – Technical Offer**.

TABLE I		
DESCRIPTION		MAX SCORE
A	Audio visual equipment	<u>30</u>
	The technical score (max of 3 points) will be assigned based on the technical sheets of the following equipment (for more details on the technical characteristics of the equipment, refer to the descriptions in Annex II B – Technical Offer):	
A1	Indoor Led wall, Pixel Pitch 0.9, Dimension 3600x2022 mm	3
A2	Pan Tilt Camera, 4K, Zoom ottico 30X	3
A3	Monitor Touch 75", 3840x2160,	3
A4	Audio Matrix, Analog IN/OUT and Digital (DANTE 32x32)	3
A5	Passive Line Array Speakers, Coverage V.7°I H.90°	3
A6	Wireless Microphone, Lavalier, Frequency Range 470-937.5 MHz	3
A7	Wireless Microphone, Handset, Frequency Range 470-937.5 MHz	3
A8	Ambiental Microphone, Automatic Steerable, (8 independent transmit channels)	3
A9	Wireless Presenter, 100/1000 Mbps, auto-switching, auto negotiating, autodiscovery, 802.3af compliant	3
A10	System Processor, 2GB SDRAM, 8GB flash memory.	3
B	Second level support service	<u>10</u>

The **minimum score** for technical and quality criteria is **20/40**. *Tenders* who fail to achieve this minimum score for the technical *offer* shall not proceed to the point of assessment for the financial *offer*.

In the case of award, the entire technical *offer* shall complete the *tender specifications* and shall form part of the *contract*.

It should be noted that the coefficients of quality will be attributed on the basis as set out in Tables II and III:

TABLE II: A – Audio visual equipment		
EVALUATION	JUDGMENT	COEFFICIENT

GREAT	Well-structured technical <i>offer</i> that develops the requested equipment, resulting in exceptional additional value with respect to the expectations of the contracting authority.	1.00
GOOD	Good technical <i>offer</i> that develops the requests with some additional value.	0.80
ADEQUATE	Well-organized <i>offer</i> in line with the contracting authority's expectations	0.60
SUFFICIENT	Acceptable technical offer but poorly structured with limited application to the provisions of the <i>tender specifications</i> .	0.40
LOW	Mediocre technical <i>offer</i> that is under-developed.	0.20
INSUFFICIENT	Insufficient technical <i>offer</i> lacking the provisions of the <i>tender specifications</i> and thus inadequate.	0.00

TABLE III: B – Second level support		
EVALUATION	JUDGMENT	COEFFICIENT
GREAT	Well-structured technical <i>offer</i> that develops the requested service in a clear, precise and in-depth manner, resulting in exceptional additional value with respect to the expectations of the Contracting Authority's.	1.00
GOOD	Good technical <i>offer</i> that develops the requested service with some additional value.	0.80
ADEQUATE	Well-organized <i>offer</i> in line with the contracting authority's expectations	0.60
SUFFICIENT	Acceptable technical offer but poorly structured with limited application to the provisions of the <i>tender specifications</i> .	0.40
LOW	Mediocre technical <i>offer</i> that is under-developed.	0.20
INSUFFICIENT	Insufficient technical <i>offer</i> lacking the provisions of the <i>tender specifications</i> and thus inadequate.	0.00

B - Allocation of points for financial evaluation criteria

The maximum points available for the price (**60 points**) shall be assigned to the tender proposing the best prices, subdivided according to the following weightings:

- **P1 = W1**, *Cost of equipment (supply)*: Max 55 points
- **P2 = W2**, *Cost of the support service*: Max 5 points

The scores **P1** and **P2** will therefore be calculated on the basis of the above weighting factors by means of the following formula:

$P_i = W_i \times \frac{\text{Best price offered}}{\text{Price offered}}$

P_i = points assigned to the *i*-esima *tender*, W_i weighting factor.

The final score **P** for each tenderer shall be determined by summing the P_i scores according to the formula:

$$P = P1 + P2$$

The price considered for evaluation will be the total price of the *tender*, covering all the requirements set out in these *tender specifications*.

The other *tenders* shall be given scores (rounded to two decimal places, if necessary) proportional to the ratio between the best price offered and that offered by each *tenderer*.

The *tenderer* shall submit a financial *offer* using the form **Annex II C – Financial Offer**.

CHAPTER IV - FINAL PROVISIONS

Article 19. Requirements for the signature of the contract

The successful tenderer, within the date to be communicated by the EUI, must submit the following documents before the signature of the contract:

- a copy of the full criminal record of the legal representative of the successful tenderer.

Please note that should the successful tenderer fail to submit the documents outlined above in due time or, upon testing, is found not to be in compliance with the declarations submitted in the tender, the EUI reserves the right to award the contract to the following tenderer in the ranking or to launch a new call for tender.

Article 20. Contract management

For the *EUI*, the person responsible for the *contract* management is the following:

- the Director of the Information and Communication Technology Service (ICTS).

For the *EUI*, the reference person for the *contract* management is the following:

- the AV Coordinator.

Article 21. Additional information to the Tender specifications

In addition to the present technical specifications, the contractor must provide all necessary accessories for the implementations in the supply and may not refer to omissions in the estimate metric computation, connection diagrams, or in this document.

The contractor is therefore responsible for clearly identifying each technical equipment, assessing the quantities of materials according to their own criteria, and providing the corresponding economic quotations, following the order and breakdowns indicated in the estimate metric.

Any necessary supply items identified by the contractor, in addition to those already listed in the inventory, must be communicated to the EUI and included in the proposal.

During the implementation phase, alignments and updates may be necessary, which will be agreed upon with the contracting authority without substantially deviating from the description above and included in the estimate metric and connection diagram.

Article 22. List of tender documents

The tender documents of the present procurement procedure are composed of the draft contract, the invitation letter, these *tender specifications* - TS (Annex I) and the contractor's *tender* (Annex II), including the following annexes:

- Annex II A – Declaration on honour;
- Annex II B – Technical *offer*;

- Annex II C – Financial *offer*;
- Annex II D – Project Sala Europa of Villa Schifanoia;
- Annex II E – Projects AnfithatreC13, D1 and D2 of Buontalenti;
- Annex II F – Request for Site Inspection.