



REAL ESTATE AND FACILITIES SERVICE

**Open call for tender for the supply and installation of 'environmentally sustainable' interior and outdoor furnishings, and shading systems with removable and drop-down curtains for the premises of the European University Institute**

**Ref: OP/EUI/REFS/2024/001**

**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*<sup>1</sup>;

‘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 Real Estate and Facilities Service (REFS).

### **Article 3. Subject**

<p><b>Subject of the contract</b></p>	<p>The subject of this procurement procedure is the <b>supply and installation of 'environmentally sustainable' interior furnishings (Lot 1) and outdoor furnishings and shading systems with removable and drop-down curtains (Lot 2) for the premises of the European University Institute.</b></p>
<p><b>Lots</b></p>	<p>This procurement procedure is divided into the following lots:</p> <ul style="list-style-type: none"> <li>• <b>Lot 1 - Supply and installation of “environmentally sustainable” interior furnishings.</b></li> </ul>

<sup>1</sup> References to tenderer or tenderers in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

	<ul style="list-style-type: none"> <li>• <b>Lot 2 - Supply and installation of “environmentally sustainable” outdoor furnishings and shading systems with removable and drop-down curtains.</b></li> </ul> <p><b><u>Tenders may be submitted for one or more lots.</u></b> Each lot will be assessed independently of any other lot. <i>Tenders</i> which cover only part of one lot or are declared as being conditional on the award of any other lots are not permitted.</p>
<b>Type of contract</b>	<p>The procedure will result in the conclusion of a <b>framework supply contract in cascade for each lot.</b></p> <p><i>Tenderers</i> need to take full account of the provisions of the draft <i>contract</i> as the latter will define and govern the contractual relationships to be established between the <i>EUI</i> and the <i>contractors</i>.</p>
<b>Duration of the contract</b>	<p>The framework supply <i>contracts</i> to be awarded shall have a duration of <b>5 years</b>. The details of the initial <i>contract</i> duration and possible renewals are set out in Article I.2 of the draft <i>contract</i>.</p>
<b>Estimated value of the contract</b>	<p>The estimated value of the framework supply <i>contracts</i> to be awarded for the whole duration of 5 years is:</p> <ul style="list-style-type: none"> <li>• <b>Lot 1 – € 700.000,00</b> (<i>seven hundred thousand/00</i>).</li> <li>• <b>Lot 2 – € 350.000,00</b> (<i>three hundred fifty thousand/00</i>).</li> </ul> <p>These volumes are estimates only also considering the possible increase of requests for supplies in view of the enlargement of the <i>EUI</i> campus in the next 5 years, hence there is no commitment as to the exact quantities to be ordered. The actual volumes will depend on the quantities which the <i>EUI</i> will order through specific <i>order forms</i>.</p> <p>The <i>EUI</i> may procure additional supplies from the <i>contractor</i> up to a maximum of 50% of the initial contract value.</p>
<b>Place of performance</b>	<p>The supplies will be undertaken at the <i>EUI</i>'s premises.</p>

#### 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

In case of *joint tender*, all members of the group assume joint and several liability towards the *EUI* for the performance of the *contract* as a whole.

Group members must appoint a Group leader and a single point of contact authorised to act on their behalf in connection with the submission of the *tender* and all relevant questions,

clarification requests, notifications, etc., that may be received during the evaluation, award and until the *contract* signature.

The *joint tender* must clearly indicate the role and tasks of each member and of the Group leader who will act as the *EUI's* contact point for the *contract's* administrative or financial aspects and operational management. The Group leader will have full authority to bind the group and each of its members during *contract* execution. If the *joint tender* is successful, the *EUI* shall sign the *contract* with the Group leader, authorized by the other members to sign the *contract* on their behalf via power of attorney.

Changes in the composition of the group during the procurement procedure (after the submission deadline and before *contract* signature) shall lead to rejection of the *tender* except in case of a merger or takeover of a member of the group (universal succession), provided that the new entity has access to procurement (see Article 4) and is not in an exclusion situation, (see Article 11).

In any case the selection criteria must be still fulfilled by the group and the terms of the originally submitted *tender* may not be altered substantially, i.e. all the tasks assigned to the former entity must be taken over by the new entity member of the group, the change must not make the *tender* non-compliant with the *tender specifications*, and the evaluation of award criteria of the originally submitted *tender* may not be modified.

## **Article 6. Subcontracting**

Subcontracting is not allowed for this procurement procedure.

# **CHAPTER II – TECHNICAL SPECIFICATIONS**

## **Article 7. General description of the supplies (Lot 1 and Lot 2)**

In addition to being environmentally sustainable (produced with materials and processes that have a reduced environmental impact), the furnishings offered must comply with current safety and accident prevention regulations (EEC Directives and Legislative Decree 81/08), as well as with current regulations concerning the toxicity of materials used, paint or finishes in general, and fire resistance (Class 1 - Class 1 IM for upholstered furniture).

All furniture shall be made of top-quality materials, finished to a high standard and shall be perfectly sealed against liquids and washable with common detergents. Each piece of furniture supplied shall be accompanied by information on the products to be used for cleaning and maintenance.

The furnishings are to be understood as having been supplied on site and, where necessary, made fixed with suitable systems that allow for their possible subsequent movement.

The floor support points of desks, extensions, tables and containers must be equipped with adjustment elements to adapt to the support surfaces.

Containers with blind doors and drawer units must have locks with flat keys, preferably folding, to be supplied in duplicate.

All parts/components with which one may come into contact under conditions of normal use must be designed to avoid personal injury and/or damage to clothing; in particular, accessible parts must not have rough surfaces, burrs or sharp edges. Accessible parts must not have rough surfaces, burrs or sharp edges so as not to cause damage to persons or property. Metal parts, including bolts, screws and other accessories, must not have any machining residues and must be adequately pre-treated to prevent corrosion. The ends of any hollow components

must be closed or capped. All handles must be designed to avoid trapping of fingers during use.

The supplies which are the subject of this tender procedure must comply with the Minimum Environmental Criteria (CAM) and meet the requirements described in the following paragraphs.

## **Article 8. Technical specifications for Lot 1: Supply of interior furnishings**

The descriptive list below contains the minimum dimensional, qualitative characteristics of the basic components of the supply. The allowed dimensional variability is +/- 5%.

### **Article 8.1 – Workstation**

#### **8.1.1 - Desks**

##### **— *Single desk***

Rectangular desk, dimensions **L160x80X75H** cm, adjustable in height, made of high-density wood panels, class E1.

Structure: metal uprights painted with epoxy powders. Electrically elevating base equipped with an independent electric motor controlled by an Up and Down button.

The desk must be prepared to accommodate possible future accessories (not currently required) to be positioned above and/or below the worktop to be hooked onto the under-floor beam.

Above the worktop, it must be possible to attach sound-absorbing screens from the front and/or the side with an upper metal groove profile for suspending accessories such as paper trays.

Underneath the worktop, the passage and housing of cables must be permitted.

Desks must be equipped with adjustable levelling feet for adaptation to the floor.

##### **— *Peninsula desk***

Rectangular desk, dimensions **L180x80X75H** cm, adjustable in height with hanging peninsula (100x60x65/130h) made of high-density wood panels, class E1 (dimensional variability allowed +/- 5%).

Structure: metal uprights painted with epoxy powders. Electrically elevating base equipped with an independent electric motor controlled by an Up and Down button.

The desk must be prepared to accommodate possible future accessories (not currently required) to be positioned above and/or below the worktop to be hooked to the under-floor beam.

Above the worktop, it must be possible to attach sound-absorbing screens from the front and/or the side with an upper metal groove profile for suspending accessories such as paper trays.

Underneath the worktop, the passage and housing of cables must be permitted.

Desks must be equipped with adjustable levelling feet for adaptation to the floor.

#### **8.1.2 - DRAWER UNIT**

Drawer unit with body, fronts and drawers in wooden panels analogous to the desk worktop, on castors with anti-tip system.

The drawer unit must have 3 drawers with a metal internal body and metal runners with plastic rolling bearings. The first drawer shall be equipped with a pull-out stationery container. Central locking with an encrypted, folding key. Dimensions **40x57xH58** cm.

### **8.1.3 - STORAGE CABINET WITH DOORS**

Tall storage cabinets with blind hinged doors, dimensions: cm **L95x45x200H**.

Frame and doors in high-density wood panel. Doors coordinated with the finish of the desktop, complete with lock with coded, folding key.

Internal equipment: 5 melamine-faced shelves, minimum thickness 20 mm, adjustable in height.

Cabinets must also be fitted with adjustable levelling feet for adaptation to the floor.

### **8.1.4 - STORAGE CABINET WITH OPEN COMPARTMENT AND DOORS**

Tall cabinet with open compartment, dimensions: cm **L45x45x200h**.

High-density wood panel structure. Lower compartment: closed by a hinged door made of high-density wood panel coordinated with the finish of the desktop, with inside 1 mobile shelf made of melamine, minimum thickness 20 mm. Door fitted with lock with coded, folding key. Upper compartment: open with 2 mobile shelves in melamine, minimum thickness 20 mm, adjustable in height. Cabinets must also be fitted with adjustable levelling feet for adaptation to the floor.

### **8.1.5 - ARMCHAIR**

Ergonomic armchair with high backrest made of breathable mesh with adjustable lumbar support, 3D armrests, 5-spoke black plastic base on self-braking, double-tread rubberised castors.

Seat and backrest height-adjustable via synchron mechanism with the possibility of adjusting the swing tension via a control under the seat. Seat made of curved plywood, padded with crushproof polyurethane foam, upholstered in class 1M homologated fabric and fitted with mesh backrest.

## **Article 8.2 – Seminar/Conference rooms**

### **8.2.1 - CONFERENCE TABLES**

Tables shall be easy to handle, quickly demountable, provided with a folding top with leg cover panels and with wheels for easy movement.

#### ***— Type of table***

- ✓ **8.2.1.1** - Folding tables with a white melamine top with shockproof edges and a base consisting of an epoxy powder-coated or chrome-plated metal frame - two swivel castors with locking brake and leg cover panel.  
Dimensions cm **L140x60x74H**.
- ✓ **8.2.1.2** - Folding tables with white melamine top with shockproof edges and base composed of a metal frame painted with epoxy powders or chrome-plated - two swivel castors with locking brake and leg cover panel.  
Dimensions cm **L160x70x74H**.
- ✓ **8.2.1.3** - Folding tables with white melamine top with shockproof edges and base composed of a metal frame painted with epoxy powders or chrome-plated - two swivel castors with locking brake and leg cover panel.



Dimensions cm **L200x70x74H**.

### **8.2.2 - OTHER SEATS**

- ✓ **8.2.2.1** - Stackable fixed seat, 4-leg frame in chrome-plated or aluminium-coloured epoxy powder-coated tubular steel, single-colour polypropylene shell, upholstered seat covered in class 1M certified eco-leather.
- ✓ **8.2.2.2** - Stackable fixed seat, 4-leg frame in chrome-plated or aluminium-coloured epoxy powder-coated tubular steel, single-colour polypropylene shell, upholstered seat covered in class 1M certified eco-leather, equipped with right/left sideboard measuring at least **25x35** cm to allow use with Laptop.

## **Article 8.3 – Other furnishings**

**8.3.1 - OFFICE ARMCHAIR** upholstered and covered in faux leather. Dimensions **70x62xH78** cm.

**8.3.2 - LOW SQUARE WOODEN COFFEE TABLE** for relaxing corners. Dimensions **55x55xH45** cm.

**8.3.3 - TWO-SEATER SOFA** covered in eco-leather. Dimensions **141x73xH82** cm.

**8.3.4 - SMALL ROUND MEETING TABLE** with top in white melamine with central metal pedestal base. Dimensions cm **130x74H**.

**8.3.5 - STORAGE UNIT WITH 6 OPEN COMPARTMENTS** small container cupboard with hinged doors blind, each equipped with separated locking system, dimensions: cm. **L90x80x80H**.  
Inner features: 1 (one) adjustable shelve 20mm depth, adjustable in height.  
All small container cupboards must have adjustable feet.

**8.3.6 - LOCKERS/BOX CORRESPONDENCE** container with 6 compartments with coded combination lock and slotted doors for inserting correspondence, complete with upper top. Dimensions cm **90x45x120H**.

**8.3.7 - COAT STAND** painted steel, equipped with removable umbrella stand with a minimum of 4 hooks.

**8.3.8 - TABLE LAMP** 6w power LED **table lamp** with aluminium/steel structure with base for support on top.

## **Article 9. Technical specifications for Lot 2: Supply of outdoor furnishings**

The descriptive list below contains the minimum dimensional and qualitative characteristics of the furniture and accessories intended for outdoor areas.

**9.1 - RECTANGULAR OUTDOOR TABLE** **140x80 H75** cm stackable and demountable with self-levelling structure (for use on uneven floors) in galvanised and painted steel.

**9.2 - SQUARE OUTDOOR TABLE** **70x70 H75** cm stackable and demountable square outdoor table with self-levelling structure (for use on uneven floors) in painted galvanised steel.

**9.3 - OUTDOOR SEAT** monocoque, stackable and made of reinforced technopolymer. Dimensions cm **48x56xH47/88**.

**9.4 - OUTDOOR UMBRELLA 300x400 CM** 360° rotatable with square wooden pole 7.6X7.6 cm and horizontal pole in graphite painted aluminium. Cover in ecru-coloured water-repellent and stain-resistant acrylic fabric and one-by-one interchangeable battens.

**9.5 - MODULAR SHADE SYSTEM** without central bulk for use in large outdoor spaces. Aluminium frame with cover in water-repellent, stain-resistant acrylic fabric or micro-perforated fabric, which can be folded either manually or electrically and can be tilted to allow more shade throughout the day. Dimensions cm **L488xP300**.

**9.6 - SHADE SYSTEM WITH REMOVABLE CURTAINS** to be positioned on the south loggia of the Badia Fiesolana as better described in Annex II D Lot 2 – Design project for the installation of shading systems in the outdoor areas of the Badia Fiesolana.

**9.7 - DROP AWNING** with linear side arms in dark corten-coloured painted metal. Tempotest water-repellent and stain-resistant acrylic fabric colour 15-14. For further details, see attached project drawings included in Annex II D Lot 2 – Design project for the installation of shading systems in the outdoor areas of the Badia Fiesolana.

**9.8 - OUTDOOR BENCHES** made of painted steel. Dimensions cm **168x59xH45/81**.

**9.9 - OUTDOOR LOW TABLES** in painted steel. Dimensions cm **45x45xH42**.

## Article 10. Delivery and assembly service (Lot 1 and Lot 2)

The delivery and assembly service are included in the cost of the supply and is understood to include all charges relative to packaging, transport, portage, delivery "to the floor", assembly and installation, cleaning, removal, and transport to the public dump of the waste materials and packaging in accordance with the laws in force and the regulations of the Municipality of Florence.

The supply also includes the burden of creating holes, cuts, and modifications on the parts of the furniture that cover or obstruct the use of sockets and switches, or for the need to pass cables or other conduits; all charges and labour for carrying out these works with suitable tools to be performed on site are included.

## Article 11. Verification of compliance (Lot 1 and Lot 2)

Upon completion of the installation, the EUI shall verify, also in cross-examination with the contractor, that there are no defects or irregularities in the installation, that no damage has been caused to the buildings, and that the relevant final cleaning has been carried out.

Should the supply, in the EUI's unquestionable judgement, prove to be wholly or partially of inferior quality, with characteristics that differ from those indicated in the tender documents and in the contractor's offer if improved, the contractor shall be obliged to withdraw it at its own expense and supply material of the established quality and type.

## Article 12. Guarantee and after-sales service (Lot 1 and Lot 2)

The contractor must guarantee the perfect functioning of the fittings and provide a guarantee on all products supplied. Furthermore, for the total duration of the framework contract the contractor must intervene, at its own expense, within 72 hours from the EUI's notification of its own request, to eliminate defects and malfunctions of the furnishings that cannot be attributed to tampering, vandalism or improper use, under penalty of the contractual penalties as per Article 16.

## 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 representatives 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 13. 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 20<sup>th</sup> December 2023](#))).

In addition to the above, *contracts* cannot be awarded to a *tenderer* 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 case of a consortium/*joint tender*, such declaration on honour should be included in the offer for each member of the *joint tender*/consortium.

In addition, the successful *tenderer* shall provide, within 15 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 14. 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 major 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) submitting a self-declaration where the *tenderer* indicates the annual turnover it generated in the last three years (2021-2022-2023) and states that for the type of supplies foreseen by Lot 1 achieved a minimum annual turnover of € 140.000,00 (one thousand forty hundred/00) and that for the type of supplies foreseen by Lot 2 achieved a minimum annual turnover of € 70.000,00 (seventy thousand/00);
- g) having a professional risk indemnity insurance;

### **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;
- i) providing a list of the principal services provided and/or supplies delivered in the past 3 years (2021-2022-2023) with the sums, duration and if recipients are public or private;

❖ **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 self-declaration where the *tenderer* indicates the annual turnover it generated in the last three years (2021-2022-2023) and states that for the type of supplies foreseen by Lot 1 achieved a minimum annual turnover of € 140.000,00 (one thousand forty hundred/00) and that for the type of supplies foreseen by Lot 2 achieved a minimum annual turnover of € 70.000,00 (seventy thousand/00);
- evidence that the *tenderer* is included in a trade or professional register and entry in the value added tax register;
- a list of the principal services provided and/or supplies delivered by the *tenderer* in the past 3 (three) years (2021-2022-2023) with the sums, duration and if recipients are public or private;

In the case of a Temporary Group of Companies (joint tender) and/or consortium all the above-mentioned requirements, from letter (a) to letter (i), must be possessed by each one of the members making up the grouping and/or consortium.

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 15. 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	60/100
Financial evaluation (price)	40/100

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 for both Lot 1 and Lot 2.**

Each criterion will be assigned scores, whose maximum sum is equal to 60 points, to be awarded by the competent evaluation committee as follows:

- for criteria A1 (Table I Lot 1) and B1 (Table I Lot 2), a maximum score of 40 points will be assigned by multiplying it by the quality coefficient ranging from 0 to 1, as indicated in the subsequent Table II;
- for criteria A2 (Table I Lot 1) and B2 (Table I Lot 2), the scores indicated for the respective sub-criteria will be assigned based on the evidence of their possession by each *tenderer*, who, for this purpose, must provide a copy of such certifications in their technical offer. In the absence of proof, a score of zero will be assigned;
- for criteria A3 (Table I Lot 1) and B3 (Table I Lot 2), a maximum score of 10 points will be assigned based on the formula provided in the subsequent tables: Table I Lot 1 and Table I Lot 2.

The *tenderer* shall submit the technical offer following the directions, respectively, provided by Annex II B Lot 1 and Annex II B Lot 2.



TABLE I – Lot 1		
Supply and installation of 'environmentally sustainable' interior furnishings		
	DESCRIPTION	Maximum score
<b><u>A1</u></b>	<b><u>TECHNICAL, QUALITATIVE, AESTHETIC AND FUNCTIONAL CHARACTERISTICS OF THE FURNITURE</u></b>	<b><u>40</u></b>
	Points will be awarded by assessing the quality of materials, finishes and accessories, considering their certifications and innovative technical aspects. The greatest range of finishes and colours available and the formal coherence of all components and any improvements with respect to the minimum requirements will also be evaluated.	
<b><u>A2</u></b>	<b><u>ENVIRONMENTAL SUSTAINABILITY</u></b>	<b><u>10</u></b>
	The evaluation will consider the following parameters:	
<b><u>A2.1</u></b>	<b><u>Environmental characteristics of the product</u></b>	
<b><u>A2.1.1</u></b>	Proposal of <b>items produced from recycled materials</b> (chipboard excluded), based on the certifications provided by the <i>tenderer</i> .	<b>2</b>
<b><u>A2.1.2</u></b>	Possess of <b>environmental certification(s)</b> proving that the <b>wood used for producing the items offered</b> come from sustainably managed forests, based on the certifications provided by the <i>tenderer</i> (e.g. FSC; PEFC or equivalent certifications).	<b>2</b>
<b><u>A2.1.3</u></b>	Proposal of <b>items whose upholstery and padding are made</b> by using flame-retardant polyurethane foams and meet the criteria of the CertiPUR label or equivalent certifications.	<b>1</b>
<b><u>A2.1.4</u></b>	Proposal of using <b>packaging not containing PVC</b> and designed for maximising reusability/recyclability, based on the certifications provided by the <i>tenderer</i> .	<b>1</b>
<b><u>A2.2</u></b>	<b><u>Environmental and social profile of the company</u></b>	
<b><u>A2.2.1</u></b>	<b>ISO 14001 certification or equivalent</b>	<b>1</b>
<b><u>A2.2.2</u></b>	<b>EMAS certification or equivalent</b>	<b>2</b>
<b><u>A2.2.3</u></b>	<b>SA 8000 or AA social certification or equivalent</b>	<b>1</b>
<b><u>A3</u></b>	<b><u>AFTER-SALES SERVICE</u></b>	<b><u>10</u></b>
	For delivery times of after-sales service the score will be awarded proportionally to the <i>tenderer</i> who proposed a greater reduction with respect to the times indicated in Article 12 TS. The score will be awarded according to the following formula: <b>Score = 10 * (T.max – T.i) / (T.max – T.min)</b> Where T.max= maximum time among all admitted offers T.min= minimum time among all admitted offers T.i= delivery times of after-sales service offered by the evaluated offer	

TABLE I – Lot 2		
Supply and installation of 'environmentally sustainable' outdoor furnishings and shading systems with removable and drop-down curtains		
	DESCRIPTION	Maximum score
<b>B1</b>	<b><u>TECHNICAL, QUALITATIVE, AESTHETIC AND FUNCTIONAL CHARACTERISTICS OF THE FURNITURE</u></b>	<b><u>40</u></b>
	Points will be awarded by assessing the quality of materials, finishes and accessories, taking into account their certifications and innovative technical aspects. The greatest range of finishes and colours available and the formal coherence of all components and any improvements with respect to the minimum requirements will also be evaluated.	
<b>B2</b>	<b><u>ENVIRONMENTAL SUSTAINABILITY</u></b>	<b><u>10</u></b>
	The evaluation will consider the following parameters:	
<b>B2.2</b>	<b>Environmental characteristics of the product</b>	
<b>B2.1.1</b>	Proposal of <b>items produced from recycled materials</b> (chipboard excluded), based on the certifications provided by the <i>tenderer</i> .	<b>3</b>
<b>B2.1.2</b>	Proposal of using <b>packaging not containing PVC</b> and designed for maximising reusability/recyclability, based on the certifications provided by the <i>tenderer</i> .	<b>3</b>
<b>B2.3</b>	<b>Environmental and social profile of the company</b>	
<b>B2.2.1</b>	<b>ISO 14001 certification or equivalent</b>	<b>1</b>
<b>B2.2.2</b>	<b>EMAS certification or equivalent</b>	<b>2</b>
<b>B2.2.3</b>	<b>SA 8000 or AA social certification or equivalent</b>	<b>1</b>
<b>B3</b>	<b><u>AFTER-SALES SERVICE</u></b>	<b><u>10</u></b>
	For delivery times of after-sales service the score will be awarded proportionally to the <i>tenderer</i> who proposed a greater reduction with respect to the times indicated in Article 12 TS. The score will be awarded according to the following formula: <b>Score = 10 * (T.max – T.i) / (T.max – T.min)</b> Where T.max= maximum time among all admitted offers T.min= minimum time among all admitted offers T.i= delivery times of after-sales service offered by the evaluated offer	

The minimum score for technical and quality criteria is 35/60. *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 Table II, only for the following criteria A1 and B1:

TABLE II		
EVALUATION	JUDGMENT	COEFFICIENT
GREAT	Well-structured technical <i>offer</i> that develops the requested project in a clear, precise, and in-depth manner, adding additional value in respect to the expectations of the <i>EUI</i> .	1.00



GOOD	Suitable technical <i>offer</i> that develops the topic with no particular insights.	0.80
ADEQUATE	Well-organized <i>offer</i> in line with the contracting authority's expectations.	0.60
SUFFICIENT	Acceptable technical <i>offer</i> but poorly structured with limited application to the provisions of the <i>tender specifications</i> .	0.40
LOW	Mediocre project that is not sufficiently developed.	0.20
INSUFFICIENT	Insufficient project technical <i>offer</i> that is generic and inadequate.	0.00

### **B - Allocation of points for financial evaluation criteria for both Lot 1 and Lot 2**

The maximum points available for each lot for the price are 40 points which shall be assigned to the *tender* proposing the best price for each lot, in accordance with the formulas below.

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*.

$$P1 = 40 \times \frac{\text{Best total price offered for Lot 1 supplies}}{\text{Total price offered for Lot 1 supplies}}$$

$$P2 = 40 \times \frac{\text{Best total price offered for Lot 2 supplies}}{\text{Total price offered for Lot 2 supplies}}$$

P1 = points assigned to the *tender* for Lot 1.

P2 = points assigned to the *tender* for Lot 2.

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

The *tenderer* shall submit a financial *offer* using the form Annex II C Lot 1 and Annex II C Lot 2.

## **CHAPTER IV - FINAL PROVISIONS**

### **Article 16. Sanctions and penalties mechanism**

Unless otherwise sanctioned by regulatory provisions, the *EUI* reserves the right to apply the penalties envisaged in this Article in order to safeguard the provisions included in this *TS*.

It should be noted that the list of non-compliances set out below is not exhaustive and the *EUI* reserves the right to object to any other behaviour that may alter and/or interrupt the regular provision of supplies:

- failure to comply with the delivery times set out in the order form € 200,00 for each day of delay;

- in the event that the *contractor*, following a call for repair or replacement under warranty, does not intervene and/or repairs and/or replaces components within 72 working hours of the call, a penalty of € 100,00 shall be applied for each day of delay.

The application of penalties shall be preceded by a regular notice of default, to which the *contractor* shall be entitled to submit its counterarguments within and no later than 5 days from receipt of the notice of default sent by the *EUI*.

Should the counter-deductions not be received or not accepted, the *EUI* shall proceed with the application of the above-mentioned penalties.

### **Article 17. 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*;
- proof of the requirements self-declared by the successful *tenderer* in its *tender*.

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 18. Contract management**

For the *EUI*, the Real Estate and Facilities Service (REFS) is responsible for the management of this *contract*.

### **Article 19. 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* Lot 1;
- Annex II B – Technical *offer* Lot 2;
- Annex II C – Financial *offer* Lot 1;
- Annex II C – Financial *offer* Lot 2;
- Annex II D Lot 2 – Design project for the installation of shading systems in the outdoor areas of the Badia Fiesolana.