

**CFT/EUI/REFS/2013/002**

To the attention of:  
**EUROPEAN UNIVERSITY INSTITUTE  
REAL ESTATE & FACILITIES SERVICE**  
Via dei Roccettini, 9  
50014 San Domenico di Fiesole FI

**OBJECT: STATEMENTS ATTACHED TO THE OFFER**

**OPEN TENDER FOR THE ENTRUSTING OF THE CLEANING SERVICE, INCLUDING PROVISION OF HYGIENE AND SANITARY PRODUCTS AND OVERSEEING ACTIVITIES, OF WORKING LOCATIONS AND UNIVERSITY RESIDENCES OF THE EUROPEAN UNIVERSITY INSTITUTE AND THE HISTORICAL ARCHIVES OF THE EUROPEAN UNION.**

I, the undersigned \_\_\_\_\_  
born in \_\_\_\_\_ on \_\_\_\_\_,  
resident of \_\_\_\_\_ with fiscal code \_\_\_\_\_  
in the role of \_\_\_\_\_  
for the company/ TAC/ Consortium \_\_\_\_\_  
with registered office in \_\_\_\_\_  
and administrative office in \_\_\_\_\_

in submitting an offer for the tender in object, under my own personal liability, declare to be fully aware that any false statements will result in the application of the penalties provided for by the law pursuant to Article 76 of Legislative Decree 28.12.2000 n. 445:

**Declare**

***(the declaration requires marking the pertinent boxes with an X and, where requested, completing the declarations writing in block letters)***

*(cross out one box to select one of the two following and alternative declarations)*

**1)** that the firm is duly inscribed with the commercial register established by the

Chamber of Commerce, Industry, Handicraft and Agriculture:

of: \_\_\_\_\_

registration number \_\_\_\_\_ date of registration \_\_\_\_\_

name \_\_\_\_\_

fiscal code \_\_\_\_\_ VAT \_\_\_\_\_  
 Existing legal form \_\_\_\_\_  
 with head office in \_\_\_\_\_  
 Prov. \_\_\_\_\_ n. \_\_\_\_\_ Post code \_\_\_\_\_ constituted by deed  
 dated \_\_\_\_\_, duration of company \_\_\_\_\_.

**or rather**

- there is no requirement for registration with the Chamber of Commerce, Industry, Crafts and Agriculture (*in which case attached is a copy of the declaration of the constitutive Act and Articles of Association*);
- the owners of the corporation listed in Article 38.1b of Legislative Decree 163/2006 are the following:

Name and Surname					
Born in		Province		Date	
Fiscal Code					
Company position					

Name and Surname					
Born in		Province		Date	
Fiscal Code					
Company position					

Name and Surname					
Born in		Province		Date	
Fiscal Code					
Company position					

*(cross out one box to select one of the two following and alternative declarations)*

- that no person has ceased their involvement in the corporation listed in Article 38.1C of Legislative Decree 163/2006 in the year prior to the date of publication of the call for tender;

**Or rather:**

- that the individuals resigned their societarie specified in Article 38.1C of Legislative Decree. 163/2006 in the year preceding the date of publication of the contract notice:

Name	
Surname	
Company position	
Date of cessation	

Name	
Surname	
Company position	
Date of cessation	

Name	
Surname	
Company position	
Date of cessation	

4) That the undertaking a workforce of n. \_\_\_\_\_ staff; \_\_\_\_\_

5) That the collective contract/s applied are:

6) That the contributory positions and insurance registered by the Company are as follows:

<b>INPS</b>	located:		position n.	
	located:		position n.	
	located:		position n.	

<b>INAIL</b>	located:		position n.	
	located:		position n.	
	located:		position n.	

any other insurance policies taken out with other liability or insurance entities:

---



---

7) to accept, without condition or reservation all the rules and regulations contained in the letter of invitation and in the Special Conditions of contract and its annexes.

8) To have taken into account in preparing this tender, all the obligations relating to safety at work, evaluating the costs of risks specific to the activities involved.

- To not have incurred any prohibitions referred to in Articles 36.5 or 37.7 of Legislative Decree 163/06.
- To be in possession of ideal professional technical requirements required by Article 26.1A of Legislative Decree 81/2008.
- To engage, in case of award, in creating a performance bond in the manner specified in Article 36 of the CSA.
- That there are no impediments to participation in public contracts referred to in Article 38 of the Legislative Decree 163/2006 and subsequent amendments, nor situations of inability to contract with the PA.
- To be in compliance with the rules governing the right to employment of people with disabilities in accordance with the Law 68 of 12 March, 1999 (*Cross the declaration even if the economic operator is not subject to recruitment obligations due to employing less than 15 employees*).

In addition that the provincial office of the competent authority (*or other authority of the State in which established*) to whom one may present for verification is as follows:

<b>Provincial office</b>	
<b>Address</b>	
<b>Fax</b>	
<b>Tel.</b>	
<b>NOTES</b>	

- To be in compliance with the rules governing the right to employment for people with disabilities in accordance with Law 68/1999.
- To be in compliance with the provisions of Law 383/2001 (Individual Plans Emergence).
- To not be under any situation of control as referred to in Article 2359 of the Civil Code with other competing companies, or in any circumstances that would reduce the tendering to a single decision-making entity or, alternatively, declare to be in a situation of control referred to in Article 2359 of the Civil Code but to have autonomously formulated the offer made. Any such declaration must contain indications of the applicant with whom there is a link and must be accompanied by the documents necessary to prove that the situation of control nor the relationship did not affect the offer.
- To be in conformation with obligations relating to social security and welfare payments on behalf of employees in accordance with current legislation and in application of contractual norms within the sector.

- 18) To be in confirmation with the obligations of occupational health and safety, possession of accredited documentation of risk evaluation and to have appointed a person responsible for prevention and protection pursuant to Legislative Decree 81/2008 and subsequent amendments.
- 19) The undertaking, should the tender be awarded, to supply any relevant information to prove the regular contributions (DURC), pursuant to the regulations in force.
- 20) To have a number of employees not inferior to 60 (sixty) persons and equal to .....
- 21) To hold a place of business within the city of Florence located at:  
.....  
.....

**or in alternative:**

- should the tender be awarded, to commit to the establishment of one within 30 (thirty) days of notification of award.
- 22) To have attended the site inspection referred to in Point 5 of this letter of invitation.
- 23) To being fully aware that for this contract there are risks of interference and to have taken this into account when formulating the offer.
- 24) To being aware of all general, particular and local circumstances barring none and of any other element which may directly or indirectly affect the implementation of service or the determination of the bid tendered and thus to declare this bid as remunerative, with the commitment to keep it valid and binding for 180 (one hundred eighty) days from the date of the deadline for its submission.

**Requisites of economic-financial capability**

- 25) To be in possession of two bank references issued by primary Italian banks or authorised intermediaries as per Legislative Decree 385/1993 issued later than this letter of invitation, stating that the bidding company has always paid its debts regularly and punctually and that it has the economic and financial capability to perform the services pursuant to this tender.
- 26) To have achieved in the previous three financial years (2010-2011-2012) a total turnover of the company resulting from the last three financial years is not less than 4,400,000.00 (four million four hundred thousand/00) net of VAT.

YEAR	INVOICED (Euro)
2010	
2011	
2012	
Total	

**Requirements of technical capacity**

- A list of the principal services similar to those comprised in the tender have been carried out in the last three financial years (2010-2011-2012). In annex to the declaration must also be provided certificates issued and endorsed by the administrations of contracting locations in which the services were performed.

YEAR	SERVICE	AMOUNT	START DATE	END DATE	RECIPIENT
2010					
2011					
2012					

- To have achieved, in the three years prior to the date of publication of the call for tender (2010 – 2011 – 2012), the following turnover specifically for services of cleaning and sanitation, not less than the minimum requested in Point 4.17 of the letter of invitation:

YEAR	TURNOVER OF COMPARABLE SERVICES
2010	
2011	
2012	
Total	

- To have carried out, in the previous three years preceding publication of this notice (2010-2011-2012), on behalf of a single public or private client, a service similar to the subject of tender to the amount of at least 440,000.00 (four hundred and forty thousand/00) euro, net of VAT.

YEAR	SERVICE	AMOUNT	RECIPIENT
2010			
2011			
2012			

- To be in possession of the required valid certifications specifically requested in Point 4.19 of the letter of invitation and to be specifically in possession of the following certifications:

Type of Certification	Certification body	Date of issue	Expiration date

Or rather that in the case of TAC that possession of the aforementioned specific requirements are held as followed (parent company and affiliated company consortium):

---



---

- To authorise the European University Institute, to use the following contact information for all communications related to the tender (explanations, additional requests, notification of award and conclusion of contract, etcetera).

Fax \_\_\_\_\_ email address \_\_\_\_\_

Place and date \_\_\_\_\_

Signature of the legal representative \_\_\_\_\_

**Please find attached to this declaration a non-authenticated photocopy of an identity document in course of validity belonging to the signatory.**