

EUI/2010/Periodicals

Tender for the Supply of Periodicals to the European University Institute, Florence, Italy

Document I - Open Invitation to Tender

Dear Sir/Madam,

We are pleased to invite you to participate in this Open Invitation to Tender for the supply of Periodicals - serials and journals in various formats - to the Library of the European University Institute.

The European University Institute (EUI), a doctoral and postdoctoral research institute in the social sciences, is an International Organization, located in Florence, Italy. The Institute was set up by the Convention 19/4/1972, which was ratified by the then Member States of the European Communities. Activities started in September 1976 (OJ C 029, 9/02/1976, pp. 1-10).

The EUI Library, which is the authorizing officer, is looking for a supplier who can meet the expectations and needs of the Library with respect to periodicals delivery and who can provide a high quality service combined with an economically interesting offer.

This tender is for the supply of academic periodicals covering the following subject areas, languages and types of publications:

- around **2000** academic titles in various languages, covering the subject areas of Economics, Law, History and Civilization, and Political and Social Sciences, in a variety of formats (print, electronic, CD/DVD and microforms).
- languages: **English, French, German, Italian, Spanish, Portuguese, Greek, and others**
- published commercially, generally excluding government and international/agency publications, newspapers, and 'grey' publications.

Analysis of the 2009 periodicals expenditure indicates that the EUI Library has spent approximately **€500.000** during this period. It must be stressed that whilst this figure is genuinely believed to be accurate, the total periodicals budget cannot be guaranteed and is thus provided as an indication.

The Invitation to Tender is in accordance with the procedures and internal rules of the EUI. These are the Decision of 8/2009 of the High Council (Financial Rules of the EUI) and the Decision 8/2010 of the Principal (Regulation of the procedures to be followed for the award of contracts). These documents are available upon request. Conditions for participation are listed in Document III - Tender Information and Documentation.

1. Publication of the documents

The Invitation to Tender and all associated documents are published on the website of the European University Institute: <http://www.eui.eu/About/Tenders.aspx>

The Invitation to Tender includes the following documents:

- Document I: Open Invitation to Tender
- Document II: Specifications for Technical and Economic Proposals
- Document III: Tender Information and Documentation
 1. Information about the Tenderer
 2. Forms to be Used for Submitting Proposals Related to Each Lot
 - a. Technical Proposal
 - b. Economic Proposal
 3. Declaration Concerning Exclusion Criteria (Annex I)
 4. Declaration Concerning the Clause on Disputes and Arbitration (Annex II)

The Invitation to Tender is divided into various lots. The tenderer may submit an offer for one or more lots. Proposals for each lot must be in compliance with the specifications (Document II). Each lot will be assessed separately, and the tenders ranked accordingly. The EUI will use this established ranked list of tenders where and when necessary, as described in Document II.1 B2.12 (Defaults).

- | | |
|--------|--|
| Lot 1. | Periodicals published in the English language (about 51% of the titles) |
| Lot 2. | Periodicals published in the French language (about 15%) |
| Lot 3. | Periodicals published in the German and Dutch languages (about 11%) |
| Lot 4. | Periodicals published in the Italian, Spanish, Portuguese and Greek languages (about 11%). |

N.B. Tenderers who submit an offer for Lot 4 should include periodicals published in all the listed languages for that Lot.

The Library subscribes to a small number of journals published in languages not specified in the four lots. Tenderers are therefore also invited to submit an offer for periodicals published in the following languages:

- Eastern European languages
- Scandinavian languages

Contracts for periodicals in Eastern European languages and Scandinavian languages will be assigned to the “best offer” submitted by one of the winning suppliers.



2. Duration of the contract

The contract will be for one year, and can be prolonged annually, up to a maximum of 7 years.

3. Conditions for participating

a. Eligibility

Participation in tendering procedures is open on equal terms to all natural and legal persons.

b. Protocol on the privileges and immunities of the EUI

The EUI is exempt from customs duties, indirect taxes and sales taxes under Article 5 of the Protocol on the Privileges and Immunities of the European University Institute. The successful tenderer will be given the necessary instructions by the authorizing officer.

c. Subcontracting

Subcontracting is not permitted.

d. Information about the tenderer

All tenders must be submitted by a clearly identified tenderer.

Tenderers must complete the forms as listed in Document III. These forms must be signed by the tenderer or a person duly authorized by him. They must be accompanied by all the supporting evidence described in the relevant forms.

Tenderers must give proof of at least three years of experience in providing services.

e. Exclusion criteria

- i. Tenderers must certify that they are not in one of the situations listed below, by completing and signing the form in Annex I - "Declaration Concerning Exclusion Criteria".
- ii. Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:
 - a. are subject to a conflict of interest;
 - b. are guilty of misrepresentation in supplying the information required by the authorizing officer as a condition of participation in the tender procedure or fail to supply this information.

f. Selection criteria

Tenderers must provide evidence of economic, financial, technical and professional capacity. Tenderers who do not provide the documentation specified, or who are judged, on the basis of the documentation provided, not to have fulfilled the criteria specified below, will be excluded.



i. Economic and financial capacity

Tenderers must provide evidence of the economic and financial capacity by presenting the balance sheets or extracts from balance sheets for at least the last two financial years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.

ii. Technical and professional capacities

The tenderer must comply with the requirements as described in Document II Specifications for technical and economic proposals-B Technical specifications.

4. Submission of the bids

Bids must be drawn up in English. Each bid must contain one original and two copies.

Tenderers may submit offers:

a) by registered post, or by courier not later than 14/07/2010 in which case the evidence of the date of despatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

**European University Institute
Protocol office
Invitation to Tender EUI/2010/Periodicals
Via dei Roccettini 9
50014 San Domenico di Fiesole (FI)
Italy**

b) by hand delivery by the Tenderer in person or by an agent, no later than 17.00 (Central European Time) on 14/07/2010, against a dated and signed receipt, to:

**European University Institute
Protocol office
Invitation to Tender EUI/2010/Periodicals
Via dei Roccettini 9
50014 San Domenico di Fiesole (FI)
Italy**

The EUI is open from Monday to Friday from 8.30 to 17.00. It is closed on Saturdays and Sundays.

Tenderers are requested to inform the EUI by e-mail to: LibraryTender@eui.eu when their offer has been despatched. The EUI will acknowledge reception of the e-mail.

Tenders shall be submitted in two envelopes. The envelopes must be sealed. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

The envelope for the Technical Proposal must be marked “**Envelope A - Technical Proposal**” and must contain the original plus two copies of the Technical Proposal and all signed Annexes and Forms including balance sheets (Docs III.1, III.2.a, III.3, and III.4);



The envelope containing the Economic Proposal must be marked “**Envelope B - Economic Proposal**” and must contain the original plus two copies of the Economic Proposal (Doc. III.2.b).

Envelopes A and B must be placed together and sealed in another envelope marked: “**Open Invitation to Tender EUI/2010/Periodicals – EUI Library – Not to be opened by the mail service**”. This envelope must be placed in a larger envelope and delivered to the European University Institute at the address above.

5. Instructions on tender

The Tenderer must provide in the bid all the completed and signed forms which are part of Document III-Tender Information and Documentation. The questions inserted in the text of Document II must be answered one-by-one in the forms of Document III.

Tenders must be:

1. Drawn up on the Forms included in Document III – Tender Information and Documentation, using headed notepaper (or alternatively stamping each page) and signed/initialled on each page;
2. Perfectly legible in English so that there can be no doubt as to the words or figures;
3. Signed by the Tenderer or by his/her duly authorized representative.

Submission of a tender implies acceptance by the Tenderer of all the terms and conditions contained in the tender documents listed under point 1 of this Invitation.

6. Period of validity of bids

Tenderers must keep their bids open, in respect of all the conditions therein, for a period of 3 months after the deadline for the submission of bids.

The Invitation to Tender is in no way binding on the EUI. The EUI’s contractual obligation commences only upon signature of the contract with the successful Tenderer.

Up to the point of signature, the authorizing officer may either abandon the tender or cancel the award procedure, without the candidates or Tenderers being entitled to claim any compensation. The Tenderer will be informed in such case.

7. Contact between the authorizing officer and the Tenderers

Contacts between the authorizing officer and Tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

- At the request of the Tenderer, the authorizing officer may provide additional information solely for the purpose of clarifying the nature of the contract.
- Any request for additional information must be made in writing only to the e-mail address LibraryTender@eui.eu.



- Requests for additional information/ clarification received less than five days before the closing date for submission of tenders will not be processed.
- The authorizing officer may, on his/her own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tender.
- Any additional information, replies to questions, including those referred to above, will be published on the EUI website.

After the opening of tenders:

- If clarification is required or if obvious clerical errors in the tender need to be corrected, the authorizing officer may contact the Tenderer provided the terms of the tender are not modified as a result.
- Tenderers will be informed of the outcome of their bids, which is expected to be known by 15/09/2010.

8. Data protection

Tenderers are informed that offers will be treated confidentially according to EUI policy¹. For the purposes of safeguarding the financial interests of the Institute, personal data may be transferred to internal audit services.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Marco Del Pantà Ridolfi', written in a cursive style.

Marco Del Pantà Ridolfi
Secretary General

¹ <http://www.eui.eu/AboutTheWebsite/DataProtection.aspx>



EUI/2010/Periodicals
Tender for the Supply of Periodicals
to the European University Institute, Florence, Italy

Document II

1. Specifications for Technical and Economic Proposals



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A INTRODUCTION

1. Preamble

- A tenderer may apply for one or more lots, according to the specifications in Section F. Specifications must be applied to every lot.
- When submitting the tender, the economic proposal must be presented separately from all other information. When preparing information relating to price, it must be clear to which lot it refers.
- The terms used in these specifications are defined in Section E of this document.

2. Technical proposal information

Suppliers must fill out the form corresponding to Document III_2a according to the Specifications required (Section B).

3. Economic proposal information

3.1 Base for price

Suppliers must fill out the form corresponding to Document III_2b according to the Specifications required (Section C).

Suppliers are requested to offer a price based on the "publisher's list price" (See Section E - Terminology).

The supplier must define a percentage of the list price they will charge the EUI Library - for example, an offer at "100%" means the EUI Library will pay the publisher's list price. An offer of "105%" means the supplier will apply a 5% commission on the list price of the supplied subscriptions. This percentage rate is for an all-inclusive price - no extra charges for handling, delivery etc will be accepted.

N.B. The supplier must take into account that the Library subscribes to several publishers' journal packages through consortial agreements. For these periodicals particular discounts are applicable (e.g. Deep Discount Price, price cap).

The Library will supply a separate list of subscribed titles included in these packages.

4. Exclusion, selection and award criteria

4.1 Exclusion criteria

"Exclusion criteria" are general criteria related to legal and financial requirements stated in the tender documentation. Exclusion criteria are eliminatory (see Document II – Annex 1).

4.2 Selection criteria

"Selection criteria" relate to the acceptance of the minimum requirements by tenderer as stated in the specifications in this document. Selection criteria are eliminatory.

4.3 Award criteria

"Award criteria" take into account both the technical and economic proposals submitted.

The contract will be awarded to the tenderer submitting the bid that offers the best value for money. Award criteria are specified in Section D. A summary is given in Section D.3. The award criteria will be the basis for the ranking of suppliers.

5. The assessment process

5.1 Lots

Proposals will be assessed on a lot-by-lot basis (a Supplier may have a high rating for one lot and a lower rating for another lot). Lots are specified in Section F.

5.2 Exclusion and Selection

Proposals will be assessed first according to the Exclusion criteria.

Proposals which do not meet the Selection criteria will also be eliminated. It is important that all required information be supplied and attention be paid to the required procedures.

5.3 Score

Maximum score is 100, composed in the following way:

Technical proposal: Maximum Score of 60

Economic proposal: Maximum Score of 40

See Section D (AWARD CRITERIA) for details.

B TECHNICAL SPECIFICATION FOR THE SUPPLY OF PERIODICALS (SERIALS AND JOURNALS)

1. Ordering and supply

1.1 New orders

Replies to quotation requests or other requests must be provided by the Supplier within one week.

Orders for new subscriptions may be placed by letter, e-mail, fax, telephone (with written confirmation) or via the Supplier's automated system.

Acknowledgement of order receipt must be sent by the Supplier within two working days.

Orders for new subscriptions must be processed by the Supplier within three working days of receipt.

The Supplier must notify the Library of any queries relating to new orders within five working days.

Orders for new subscriptions marked as URGENT must be processed by the Supplier within one working day of receipt.

Confirmation of new orders must be sent to the Library within five working days and must include the information listed below:

- Title
- ISSN (where present)
- Library's purchase order number
- Supplier's subscription reference number
- Start date and/or volume and issue
- Price
- Discounts
- Handling charges

QUESTIONS

- 1) Please describe your general procedures for setting up new subscriptions.
- 2) Please explain how bundle or package subscriptions are handled.
- 3) The Library requires its Supplier to move the Library's subscriptions to a calendar year regardless of when the subscription was taken out. Please outline how this will be put into effect.
- 4) Please state your policy on accepting orders for material not listed in your database.
- 5) Please state how you handle subscriptions for material published at irregular intervals.

1.2 Renewals

All subscriptions should be based on the calendar year (1st January-31st December), regardless of the renewal date with the publisher.

The Supplier must send a holdings list for all its subscriptions no later than 30 June each year, as specified in Management information – Section B2.6.

The Library will then indicate amendments, cancellations, additions, if necessary. Otherwise the subscriptions are automatically renewed.

The Supplier must accept the Library's renewal instructions until 31 October each year. In special circumstances the Library reserves the right to postpone renewal.

The Supplier must make renewal payments to publishers in good time to guarantee a regular service.

The Supplier must advise the Library if the price increase is more than 15% for periodicals with an annual price of €200 or more.

QUESTIONS

- 1) Describe your procedure in order to comply with these requirements.
- 2) With reference to annual renewals, describe how you would deal with non-calendar year subscriptions.

1.3 Cancellations

The Supplier must accept annual cancellation instructions until 31 October each year. In special circumstances the Library reserves the right to postpone cancellation.

1.4 Consolidation services

The Library is interested in a consolidation service (receipt of current issues, packaging and forwarding, chasing of late and missing issues).

The consolidation service may include the following additional services:

- physical processing (labelling, stamping and barcoding)
- security tag insertion (strip and/or RFID tag)
- any other services (e.g. supply of check-in data)

QUESTIONS

- 1) Is a consolidation service provided?
- 2) If so, please describe how the service is organized.
- 3) Please state turnaround time taken from receipt of issues from publishers to dispatch.
- 4) Please indicate for which titles/publishers you provide this service.
- 5) Please describe in detail which of the above mentioned additional services you offer.

1.5 Electronic journals

The Supplier will offer access to electronic versions of journals when required.

The Supplier will keep the Library informed of any electronic versions of existing subscriptions, as well as on the availability of any electronic journals in the subject areas of interest to the EUI whether under an existing subscription or not.

The Supplier must assist in the setting up of the electronic subscription. This includes obtaining from the publisher for the Library any licensing details, user IDs, the publisher subscription reference number and name and URL of the platform where the current issues of the electronic journal are available.

In the case of new electronic subscription titles, the Supplier must keep track of the online set-up process with the publisher until electronic access has been activated and the Library is informed accordingly. This is an essential service for the Library.

The Supplier must provide ongoing help with troubleshooting on any access problems that may occur with electronic journal subscriptions.

QUESTIONS

- 1) Describe in detail how you set up an electronic subscription.
- 2) Describe your troubleshooting procedures.
- 3) Please activate temporary access to your bibliographical database, and provide instructions including URL and Username/Password.
- 4) Describe how you would keep the Library informed of any new electronic journals, trials and deals which may be offered by publishers.
- 5) Describe in detail any proprietary service of your own which provides access to electronic journals. Please activate temporary access to this platform, and provide instructions including URL and Username/Password.

1.6 Non-print media

The Supplier will supply on request non-print medium such as CDs, DVDs, microforms.

Network licences, where required, will be supplied.

Where an online version of a non-print media becomes available the Supplier will assist the Library with the transition from one medium to another.

QUESTIONS

- 1) Do you supply non-print media?
- 2) Describe the range of titles you would be able to supply. Are there any limitations on formats and/or publishers?

1.7 Back issues

The Supplier, on request, will provide copies of back issues of periodicals against purchase orders, whether or not a current subscription is held by the Library.

The Supplier will provide information on the availability of back issues.



QUESTIONS

- 1) Do you provide a reprint or a second-hand search service for out of print issues?
- 2) If so, describe in detail your policy and procedures.

1.8 Delivery

Where issues are dispatched direct from publishers, the supplier will ensure that they are sent to the Library as soon as possible.

Where issues are received via a consolidation service, they will be sent to the Library within three working days of their receipt by the Supplier.

Receipt by the Library should not be any later than four weeks from publication date.

QUESTIONS

- 1) Describe your delivery agreements with publishers both for direct and for consolidated services.
- 2) Specify the number of days between publication and dispatch for direct delivery.
- 3) Specify means of transport used for direct delivery.
- 4) Describe in detail your delivery procedure and policy in the case of consolidated service including length of time for processing/dispatch and means of transport.

1.9 Claims

The Supplier will process claims sent by the Library within two working days of receipt.

The Supplier will send publishers' responses to claims to the Library within one working day. In any case the Library expects to be informed within five working days from the receipt of the claim.

Claims marked as URGENT will be processed and a response given within one working day of receipt.

QUESTIONS

- 1) Describe your procedure in order to comply with these requirements.

1.10 Invoicing

Invoices for subscriptions will be paid in the financial year to which they refer, so that the principle of annuality is safeguarded.

Invoices should be supplied in electronic format, as specified in paragraph IT systems Section B2.7, and on paper.

Invoices for serials (continuations) will be paid after the arrival of the relevant volume.

Invoices will be paid within 60 days.

The currency of payment will be in Euros (€).



Invoices should specify:

- Library purchase order number
- title
- ISSN
- supplier subscription number
- coverage period of subscriptions or volume/number of the invoiced title
- format (e.g. print, e-only)
- number of users for electronic access
- detailed subscription information, if applicable (e.g. premium subscription, standard subscription)
- list price in native currency
- discount / service charge applied
- final price
- correct name and address of the Library
- reference to EUI VAT exemption
- supplier's IBAN, BIC/SWIFT code, Bank name and address

No additional charges should appear on the invoice: the discount/service charge should include all charges.

Delayed titles (more than one year) should not continue to be invoiced automatically.

QUESTIONS

- 1) With reference to invoicing describe how you would deal with non-calendar year subscriptions, in order to respect the principle of annuality.
- 2) Send a sample of an invoice on paper.

2. Services

2.1. Quality

The Library requires an experienced supplier focused on the high quality of the service. A minimum of three years in business is essential.

QUESTIONS

- 1) For how many years have you provided these kinds of services? Describe business dealings, relevant to this contract (e.g. similar customers, similar content supplied) in the last three years.
- 2) Provide any information on the stability of your client list during that time.
- 3) Provide any evidence of client satisfaction with the services delivered.
- 4) Provide the names and contact details of at least three academic libraries that we may contact for information regarding your performance.
- 5) Provide evidence of any experience of dealing with academic institutions and international organisations.
- 6) Provide details of:
 - a. Any written policy on quality.
 - b. Any external assessment or certification of quality.

- c. Approach to assuring quality in meeting this Agreement.
- 7) Provide information on the Supplier's membership of a trade association or similar.
- 8) Provide details of the standards set for personnel management of staff responsible for the execution of this Agreement. In particular, specify standards set for competence, training and development, and particular strengths, amongst the staff dealing with services described in this Agreement.

2.2. Customer Service

The Supplier will allocate one named Customer Account Manager to take charge of the Library's account.

The Supplier will provide the Library with the name of a permanent staff member to whom the Library can refer if the Customer Account Manager is unavailable.

Meetings with a representative from the customer service team and with a member of the sales team will be held at the Library's site, at intervals of not more than one year.

On request of the Library the Supplier will provide training sessions on the use of its own platform/administrative module.

QUESTIONS

- 1) Describe your prerequisites for your Customer service representatives: (e.g. qualification, turnover, experience, etc.)
- 2) Describe your problem-solving procedures, troubleshooting, etc.

2.3. Communications

All communications will be in English, unless mutually agreed otherwise.

Responses to e-mail correspondence will be given within three working days. If no substantive response can be made within this time a holding reply will be sent.

If a holding reply has been sent initially, a follow up message with substantive reply will be made within five working days of the original request.

Responses by e-mail will attach the original message from the Library.

QUESTIONS

- 1) Describe your communication policy in terms of speed and efficiency.

2.4. Bibliographic services

The Supplier will provide the Library with secure online access to its bibliographic and subscriptions database.

The Library requires the possibility to retrieve the following title periodical subsets of the database:

- a holdings list of all the Library's subscriptions
- all the Library's subscriptions in a particular subject category
- lists of cancelled subscriptions
- lists of all subscriptions from a particular publisher
- lists of titles on order

QUESTIONS

- 1) Please activate temporary access to your bibliographical database, and provide instructions including URL and Username/Password.
- 2) Describe the features for viewing Library's subscription information online, such as order numbers, invoicing, claiming and e-journal access information (platform, URL, etc.).
- 3) State the size (number of titles overall, and number of current titles) of your bibliographic database
- 4) State the number of titles in our subject areas listed in the database.
- 5) Indicate the availability of the database and advice when database down.
- 6) The Library is interested in a new titles alerting service in the relevant subject areas. Please describe the service if available.

2.5. Journal packages

The Library subscribes to several electronic journal packages, some of which are channelled through consortial agreements. A list of subscribed packages is attached in Document II.2 Lists of Titles.

QUESTIONS

- 1) Describe your services and procedures for the administration of (consortia) negotiated packages, including how you manage the processing of title lists, discounts, etc. with publishers and/or consortia.

2.6. Management information

The Library requires regular management information reports.

All reports should include: titles, ISSNs, supplier's reference no, the Library's order no. and, when necessary, subject areas, current list price.

- a. Prompt reports must be sent (preferably by e-mail) with general information and updates concerning:



- issues delayed
 - title change
 - frequency change
 - publisher change
 - ceased title
- b. Holdings lists must be sent to the Library each year by the end of June (Excel file).
- c. Three-year price comparison reports for the Library's subscriptions including new list prices must be sent for comprehensive coverage by the end of September (Excel file).
- d. On request the following reports must be sent to the Library:
- all the Library's subscriptions in a particular subject category
 - all the Library's subscriptions listed under a particular Library fund code
 - a holdings list of all the Library's subscriptions
 - lists of cancelled subscriptions
 - lists of titles on order
 - lists of all subscriptions from a particular publisher.

2.7. IT systems

The Supplier should use the most up-to-date technical standards in order to exchange information electronically with the Library.

The Library Information System in use is Millennium, a product of Innovative Interfaces Inc. To be considered eligible, any service must be compatible with EUI operated software systems. It must be made clear if a modification is required, or likely to be required, to achieve compatibility with EUI software systems. If necessary, further information on EUI systems can be requested from the Client prior to submitting the proposal.

The Supplier should implement appropriate public standard formats, where they exist.

QUESTIONS

- 1) Describe your IT services giving detailed information about your compliance with EDI standard and Millennium specifically regarding:
 - a. EDI ordering
 - b. Electronic claiming
 - c. Millennium serials electronic invoicing
 - d. Supplier subscription number supplied with Millennium serials electronic invoice
 - e. Other services compliant with EDI standards or the Millennium system
- 2) Supply sample files of Millennium serials electronic invoices or EDI invoices or any other sample file you may consider relevant.

2.8. Transfer arrangements

The Supplier will assist the Library in the transfer of subscriptions from the previous supplier. The Supplier will make clear to the publisher that the orders are transferred from another agent and are not new subscriptions.

The supplier subscription reference numbers should be loaded into the Library's automated management system (Millennium).

QUESTIONS

- 1) Describe your procedures for assisting the Library to transfer subscriptions from a previous supplier. Describe in detail how you would liaise with the previous supplier.
- 2) Describe how your subscription reference numbers can be loaded into the Library's automated management system (Millennium).

2.9. Expiry of contract

The Supplier will assist the Library in transferring subscriptions to another company at the end of the contract or if the contract is terminated early owing to poor performance or liquidation of the company.

The Supplier will take over the claiming of any outstanding issues still awaited from the publisher.

2.10. Service levels

The Library understands that some aspects of the service will be beyond the direct control of the Supplier including:

- time taken for publishers to respond to queries
- time taken for publishers to announce bibliographic changes
- the percentage of periodicals issues requiring to be claimed from the publishers
- the percentage of missing issues available when claimed from the publishers
- the time taken for issues to arrive from the publishers

No invoices / renewal notices from publishers should be sent to the Library.

Although no numerical targets have been set for these requirements the Library will expect the Supplier to work proactively with publishers and seek commitment to meeting required service levels. Where a particular publisher or group of publishers consistently causes the Library problems, the Supplier should provide on request details of the steps they have taken to improve the service given by the publishers.

The Library will monitor the service provided by the Supplier and will notify the Supplier, in writing, of any areas where performance is deemed to be unsatisfactory.

2.11. Contract monitoring

Review meetings between the Library staff and the Supplier will be held at least once every 12 months.

2.12. Default

Failure to respond to information requests will lead to new orders being diverted elsewhere. Failure to deliver as specified may lead to cancellations. Failure to invoice as specified may lead to late or contested payment. Beyond these "penalties" which arise from normal operation there is a system of default.

Any failure to deliver as specified, required or agreed, or according to normal business or legal standards, may be regarded as a default (See B1.5; B1.8).

The main categories of default under this specification are services, facilities, pricing and performance standards not as required and described, such as:

- a. Late delivery or online update when the item is elsewhere on time (See B1.5; B1.8).
- b. No delivery or online update when the item is elsewhere available (See B1.5; B1.8).
- c. Failure to provide online access as required and described (See B1.5).
- d. Delivery of incorrect item (See B1.8).
- e. Errors in delivery documentation (See B1.8; B1.10).
- f. Failure to implement claims procedures as required and described (See B1.9).
- g. Communications not up to required standards (See B1.1-9; B2.3).
- h. Provision of incorrect information (See B1.1-9).
- i. Failure to present invoices as required (See B1.10).
- j. Pricing/charging not in agreement with the contract.
- k. Misrepresentation of past experience, client base, validated quality standards or any other points mentioned in B2.1.
- l. Failure to provide customer service as required and described (See B2.2).
- m. Failure to provide service performance data and management information as required and described (See B2.4; B2.6).
- n. Failure to provide IT services as required and described (See 2.7)

Defaults may be recorded by the Client. They will be classified as 'minor' or 'major' defaults. Any default not included in 'major' defaults (see below) will be considered as 'minor'.

Major defaults include:

- a. misrepresentation
- b. failure to deliver a significant proportion of the titles to which the Client subscribes
- c. significant failures on pricing
- d. persistent minor defaults in an area of service following a performance warning from the Client.

A points system will apply with minor defaults valued at 5 points and major defaults at 50 points.

Following the recording of ten minor defaults, or one major default, the Client shall inform the Supplier and indicate areas for improvement.

If a Supplier has accumulated 100 default points in any twelve month period, and these relate to more than 2% of all transactions with the Supplier, or relate to major defaults, the Client may issue a penalty notice sent in writing to the Supplier. The Supplier will be informed in such case beforehand.

All invoices relating to transactions from the date of the first recorded default to the last recorded default will have a 1% discount. A credit note must be issued within ten working days of notice by the Client.

If subsequently the total of 200 default points is reached then the discount will be 2.5%, 300 default points 5%, 400 default points 7.5% and so on.

The Client reserves the right to transfer future orders/contracts to alternative suppliers following the award of 200 default points in any twelve month period. The Client reserves the right to terminate existing contracts without further notice if 300 default points are awarded in any twelve months.

In this case an alternative supplier will be selected from the list of ranked suppliers.

C ECONOMIC SPECIFICATION

1. Required Services Economic Proposal

1.1. Pricing formula

State the pricing policy in this format

Publishers list price @ xxx%

(For example, "Publishers list [price@95%](#)", or "Publishers list [price@105%](#)")

The rate xxx% should take into account all discounts and all costs, up to and including delivery to the EUI. This rate will apply to all orders and contracts.

Proposals submitted in other formats will not be accepted.

N.B. If you provide both direct and consolidated services, please submit two separate economic offers.

1.2. Pricing policies

- The main base of the pricing, used for all material published or routinely distributed, is the **publisher's list price**.
- The pricing formula will be followed in all orders/contracts. However, such a formula represents the **maximum** acceptable price: lower rates may be offered by the Supplier, if agreed, for specific orders/contracts.
- The formulae based on fixed percentages of publisher's list price will not be reviewed. (The publisher's list prices themselves may of course change.)

2. Additional Services Economic Proposal

2.1. Additional services pricing

If relevant please provide prices for any additional service offered such as management of journal packages (B2.5), physical processing and any other services not included in the standard pricing formula (B1.4).

D AWARD CRITERIA

1. Technical proposal award criteria

1.1 Score for technical proposal

Maximum Score = 60

N.B.: Decimal fractions are allowed (e.g. 0, 5)

1.2 Award criteria

- Ordering and supplying (B.1): Score 38
- Services (B.2): Score 22

2. Economic proposal award criteria

2.1 Score for economic proposal

Maximum score = 40

- Price should be offered according to Introduction (A.3) and Economic Specification (C)
- The economic proposal will be scored according to the following formula:

Score	=	$\frac{\text{Min Price}}{\text{Price}}$	x	MaxScore
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Where:

Price = The percentage value of the price offered by the individual tenderer.

MaxScore = The maximum score assigned.

MinPrice = Lowest percentage value of the price offered in the tendered bids.

N.B. The first three digits after the decimal point will be calculated

e.g.:

- Economic proposal for the assessed tender = price@105%

- MinPrice = price@102%

- MaxScore = 38

Score	=	$\frac{102}{105}$	x	38	=	38.857
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2.2 Price award criteria for required services

Maximum Score: 38

<i>Services</i>	<i>Score</i>
Standard service (direct or consolidated) N.B. Submit separate offers for direct and consolidated delivery	38

2.3 Price award criteria for additional services

Maximum Score: 2

The following services will be evaluated:

<i>Service (C2.1)</i>	<i>Score</i>
Physical processing	1
Any other services	1

3. Summary of award criteria

<i>Proposal</i>	<i>Service Type</i>	<i>Feature</i>	<i>Score</i>
Technical	Required	Ordering and supplying (B.1)	38
	Required	Services (B.2)	22
	Total		60
Economic	Required	Required services	38
	Additional	Physical processing (C2.1)	1
	Additional	Other (C2.1)	1
	Total		40
Grand Total (Technical + Economic)			100



E TERMINOLOGY

Authorizing Officer	refers in practice to the head of service in charge of the launching and awarding of the contract within the limits of the powers of signature available to him/her.
Best value for money	Evaluation according to the best quality/price ratio.
Client -	(note the capital “C”) - Director of the Library of the European University Institute, or an official authorized by the Director. 'Authorized officials' will be identified to Suppliers with a description of their roles.
Credit note	a note providing refund, valid against present or future invoices from the Supplier, without restriction. A “credit note” which takes the form of an extension of a specific subscription, or which is valid only for limited purposes, is not normally acceptable.
EUI	European University Institute.
European Union (EU)	the present European Union of 27 member states.
Journal	A publication in print or non-print form issued in successive parts, usually having numerical or chronological designations and intended to be continued indefinitely which is charged on a pre-paid, usually annual, subscription basis, together with any back issues
Library (the Library)	the Library of the European University Institute.
May	the use of “may” indicates that the specified item is <i>optional</i> . (See also “must” and “should”).
Must	the use of “must” indicates that the specified item is <i>mandatory</i> . (See also “should” and “may”). Mandatory items include e.g. minimum service standards, requirements to provide information, particular service features, and requirements to present price offers in a particular format.
Non-print media	CDs, DVDs and microforms.
Periodical	includes journals and serials.
Publisher's list price	the retail price advertised by the publisher or distributor, or the price printed on, or in, the item, whichever is the lower.
Serial	A publication in print or non-print form issued in successive parts, usually having numerical or chronological designations and intended to be continued indefinitely normally invoiced on arrival of the volume.
Should	the use of “should” indicates that the specified item is <i>desirable</i> . (See also “must” and “may”). Desirable items include some service features, some standards above the mandatory level, etc.
Specification	set of requirements related to each Lot and each type of supply.
Supplier	the tenderer to whom the contract has been awarded.



Working days

are Monday-Friday, excluding recognised national public holidays in the country of the Supplier or Client, as relevant to the case. The passing of “one working day” is from the time of initiation on the first day to the same time on the next working day.

F LOTS

- Lot 1. Periodicals published in the English language (about 51% of the titles)
- Lot 2. Periodicals published in the French language (about 15%)
- Lot 3. Periodicals published in the German and Dutch languages (about 11%)
- Lot 4. Periodicals published in the Italian, Spanish, Portuguese and Greek languages (about 11%).

N.B.: Tenderers who submit an offer for lots 3 or 4 should include periodicals published in all the listed languages.

The library subscribes to a small number of journals published in other languages. Tenderers are invited to submit an offer also for periodicals published in the following languages:

- Eastern European languages (1.50%)
- Scandinavian languages (0.80%)

Contracts for periodicals in Eastern European languages and Scandinavian languages will be assigned to the “best offer” submitted by one of the winning suppliers.

- N.B.**
1. Percentages refer to subscriptions in 2010;
 2. The publications of the European Union (OPOCE – Luxembourg) and the Council of Europe (Strasbourg) are excluded from the tender; government and international/agency publications, newspapers, and ‘grey’ publications are generally excluded from the tender.
 3. The client reserves the right exceptionally to place out-of-print, rare, or particular titles/volumes with a supplier of its choice.



EUI/2010/Periodicals
Tender for the Supply of Periodicals
to the European University Institute, Florence, Italy

Document II

2. Lists of Titles

Complete Lists

- Print Periodicals
- E-only Periodicals

Lists per Publisher¹

- Cambridge University Press package
- Elsevier package – Print
- Sage package
- Springer package – Print
- Taylor & Francis package

NB: All lists are provisional. The final lists will be made available along with the contract.

¹ The content of the lists per publisher are also part of the ‘Print Periodicals’ and ‘E-only Periodicals’ lists.

Print Periodicals

TITLE	ISBN/ISSN
1 20 century British history	0955-2359
2 Ab imperio	
3 The Academy of Management review	0363-7425
4 Das achtzehnte Jahrhundert	0722-740X
5 Acordaos do tribunal constitucional	0870-8665
6 Acta oeconomica	0001-6373
7 Acta politica	0001-6810
8 Acta poloniae historica	0001-6829
9 Acta sociologica	0001-6993
10 Actes de la recherche en sciences sociales	0335-5322
11 Actualite de la formation permanente	0397-331X
12 L'actualite juridique, droit administratif	0001-7728
13 Administration	0223-5439
14 Administration	0001-8325
15 Administration & society	0095-3997
16 Administration publique : [edition trimestrielle]	0771-4084
17 Administration yearbook and diary	0073-9596
18 Administrative science quarterly	0001-8392 0001-8382
19 Advances in econometrics	0731-9053
20 Advances in librarianship	0065-2830
21 Advances in the economic analysis of participatory and labor-managed firms	0885-3339
22 Affari esteri	0001-964X
23 Africa South of the Sahara	0065-3896
24 African books in print : an index by author, subject and title	
25 Die Aktiengesellschaft	0002-3752
26 Albanian journal of politics	1932-7978
27 The all England law reports	0002-5569
28 The all England law reports	0002-5569
29 Allemagne d'aujourd'hui	0002-5712
30 Allgemeine Zeitschrift für Philosophie	0340-7969
31 Alternatives	0304-3754
32 América Latina, hoy : revista de ciencias sociales	1130-2887
33 American anthropologist	0002-7294 0065-6941
34 The American behavioral scientist	0002-7642 0097-6407
35 The American economic review	0002-8282
36 The American economist	0569-4345
37 The American historical review	0002-8762
38 The American journal of comparative law	0002-919X
39 American journal of international law	0002-9300
40 American journal of political science	0092-5853 0026-3397
41 The American journal of sociology	0002-9602
42 American philosophical quarterly	0003-0481
43 The American political science review	0003-0554
44 American politics research	1532-673X
45 The American scholar	0003-0937
46 American sociological review	0003-1224
47 The American statistician	0003-1305
48 Amministrare	0044-8141
49 Amnesty International report	0309-068X
	0007-585X;"1439-7838 (Sondernummer/Special issue)"
50 Amtliche Nachrichten der Bundesagentur für Arbeit	
51 Anales de historia contemporánea	0212-6559
52 Analise social	0003-2573
53 Analyse & Kritik	0171-5860
54 Annales	0395-2649 0373-2835
55 Annales de demographie historique	0066-2062
56 Annales de droit de Louvain	0770-6472
57 Annales du Midi	0003-4398

58 Annales historiques de la Revolution francaise	0003-4436
59 Annali	0393-3954
60 Annali della Fondazione Luigi Einaudi	0531-9870
61 Annali dell'Istituto storico italo-germanico in Trento	0392-0011
62 The annals of statistics	0090-5364
63 Annals of the American Academy of Political and Social Science	0002-7162
64 Année du Maghreb	1952-8108
65 L'annee politique, economique et sociale	0764-8138
66 L'annee sociologique	0066-2399
67 Annotated leading cases of international criminal tribunals	
68 Annuaire administratif et judiciaire de Belgique	0066-2461
69 Annuaire des collectivites locales	0291-4700
70 Annuaire des unites et des personnels de recherche : Departement sciences de l'homme et de la societe	
71 Annuaire du College de France	0069-5580
72 Annuaire europeen d'administration publique	0221-5918
73 Annuaire francais de droit international	0066-3085
74 Annuaire français de relations internationales	
75 Annuaire : Institut de droit international	0073-8182
76 Annuaire international de justice constitutionnelle	0995-3817
77 Annuaire statistique de la justice	0291-848X
78 Annuaire statistique du Luxembourg	0076-1575
79 Annual abstract of statistics	0072-5730
80 Annual ECE-FAO price review : prices of agricultural products and selected inputs in Europe	0251-3986
81 The annual register	0066-4057
82 Annual report	1020-4997
83 Annual report and resource accounts	
84 Annual report : Economic Commission for Europe	
85 Annual report : National Institute of Economic and Social Research	0077-5274
86 Annual report of United States Mint	0160-1210
87 Annual report on exchange arrangements and exchange restrictions	0250-7366
88 Annual report on the Japanese economy and public finance;"Keizai zaisei hakusho. English"	
89 Annual report : Scottish Law Commission	0080-7915
90 Annual review of Irish law	0791-1084
91 Annual review of political science	1094-2939
92 Annual review of sociology	0360-0572
93 Annual review of United Nations affairs	0066-4340
94 Annual World Bank Conference on Development Economics	1020-4407
95 Annuario pontificio per l'anno [...]	0390-7252
96 Antitrust bulletin	0003-603X
97 Antitrust law journal	0003-6056
98 Anuario de derecho civil	0210-301X
99 Anuario de derecho penal y ciencias penales	0210-3001
100 Anuario estadístico de America latina y el Caribe	1014-0697
101 Anuario estadístico de Espana	0066-5177
102 Anuario estadístico de Portugal	0871-8741
103 Applied economics	0003-6846
104 Applied economics quarterly	1611-6607
105 Apres-demain	0003-7176
106 AQ	1443-3605
107 Arab studies quarterly	0271-3519
108 Arbejderhistorie	0107-8461
109 Arbor	0210-1963
110 Archiv des Öffentlichen Rechts	0003-8911
111 Archiv des Völkerrechts	0003-892X
112 Archiv für Begriffsgeschichte	0003-8946
113 Archiv für die Civilistische Praxis	0003-8997
114 Archiv für Kulturgeschichte	0003-9233
115 Archiv für Reformationsgeschichte	0003-9381
116 Archiv für Reformationsgeschichte : Beiheft - Literaturbericht	0341-8375
117 Archiv für Sozialgeschichte	0066-6505
118 Archives de philosophie	0003-9632
119 Archives de philosophie du droit	0066-6564

120	Archives de politique criminelle	0242-5637
121	Archives internationales d'histoire des sciences	0003-9810
122	Das Argument : Zeitschrift für Philosophie und Sozialwissenschaft	0004-1157
123	The Aristotelian Society : Supplementary volume	0309-7013
124	Armed forces and society	0095-327X
125	Ars aequi	0004-2870
126	ARSP : Archiv für Rechts- und Sozialphilosophie	0001-2343
127	Art, antiquity and law	1362-2331
128	ASK ACE	
129	The Atlantic	1072-7825
130	Atlantic studies	1478-8810
131	Atlas of global development : [a visual guide to the world's greatest challenges]	9,78082E+12
132	Aufklärung : interdisziplinäre Jahrbuch zur Erforschung des 18. Jahrhunderts und seiner Wi	0178-7128
133	Aus Politik und Zeitgeschichte. Beilage der Wochenzeitung Das Parlament	0479-611X
134	Aussenwirtschaft	0004-8216
135	Austrian history yearbook	0067-2378
136	Austrian review of International and European law	1385-1306
137	Aut aut	0005-0601
138	Ayer	1134-2277
139	B en m : tijdschrift voor beleid, politiek en maatschappij	1389-0069
140	Balance of payments statistics yearbook	0252-3035
141	Balkan studies	0005-4313
142	Bambini	0393-4209
143	Banca impresa societa	1120-9453
144	Bancaaria	0005-4623
145	Bank Archiv	1015-1516
146	Bank of England quarterly bulletin	0005-5166
147	The banker	0005-5395
148	Bankhistorisches Archiv	0341-6208
149	Le banquet : revue du CERAP	1164-7590
150	Basic instruments and selected documents	1726-2917
151	Berichte zur Wissenschaftsgeschichte	0170-6233
152	Berkeley journal of sociology	0067-5830
153	Berliner Journal für Soziologie	0863-1808
154	Bestuurswetenschappen	0165-7194
155	Bibliografia anual de historia de Portugal da pre-historia a 1974	0872-1084
156	Bibliographic index	0006-1255
157	Bibliographie de la philosophie	0006-1352
158	Bibliographie der Schweizergeschichte	0378-4584
159	Bibliographie des institutions parlementaires dans le monde	
160	Bibliographie internationale de l'humanisme et de la Renaissance	0067-7000
		3870613149 (Bd.
		5);"3870614757 (Bd.
		8);"3870616016 (Bd.
		9);"383050229X (Bd.
161	Bibliographie juristischer Festschriften und Festschriftenbeiträge : Deutschland, Schweiz, Ö	10);"0931-7686"
162	Bibliographie zur Geschichte der deutschen Arbeiterbewegung	0343-4117
163	Bibliographische Informationen zur neuesten Geschichte Italiens = Informazioni bibliografic	1121-1938
164	Bibliography of the International Court of Justice	0085-2139
165	Biblioteche oggi	0392-8586
166	Bibliotheque d'Humanisme et Renaissance	0006-1999
167	Bibliotheque(s)	
168	Bibljografija nazzjonali ta' Malta	0258-669X
169	Bijdragen en mededelingen betreffende de geschiedenis der Nederlanden	0165-0505
170	Bildwelten des Wissens : Kunsthistorisches Jahrbuch für Bildkritik	1611-2512
171	Biometrika	0006-3444
172	Biuletyn statystyczny	0006-4025
173	Bohemia : Zeitschrift für Geschichte und Kultur der Bohemischen Länder	0523-8587
174	Boletin de la Real Academia de la historia	0034-0626
175	Bollettino del C.I.R.V.I	0394-1434
176	Bollettino mensile di statistica	0021-3136
177	Books Ireland	0376-6039

178	Bottin administratif	
179	The Bowker annual of library and book trade information	0068-0540
180	Britannica book of the year	0068-1156
181	British journal of political science	0007-1234
182	The British journal of sociology	0007-1315
183	British social attitudes	0267-6869
184	The British year book of international law	0068-2691
185	Brookings papers on economic activity	0007-2303
186	Brussels economic review = Cahiers économiques de Bruxelles	0008-0195
187	Bulletin de la Banque de France	1250-5765
188	Bulletin de la Commission royale d'histoire	0001-415X
189	Bulletin de la Société de l'histoire du protestantisme français	0037-9050
190	Bulletin des bibliothèques de France	0006-2006
191	Bulletin d'histoire contemporaine de l'Espagne	0987-4135
192	Bulletin du Centre d'histoire des espaces atlantiques	0755-8775
193	Bulletin du STATEC	0076-1583
194	Bulletin législatif belge : La semaine législative	0304-3665
195	Bulletin of comparative labour relations	0770-3724
196	Bulletin of housing and building statistics for Europe and North America	
197	Bulletin on constitutional case-law	1025-8116
198	Bulletin statistique : Banque nationale de Belgique	1372-7893
199	Bundesgesetzblatt. Teil I	0341-1095
200	Bundeshaushaltsplan für das Haushaltsjahr	0431-6495
201	Die Bundesrepublik Deutschland, Staatshandbuch : Sachsen-Anhalt	
202	Business and economic history	0894-6825
203	Business history review	0007-6805
204	Business week	0007-7135
205	Cadernos de justicia administrativa	0873-6294
206	Cahiers de droit européen	0007-9758
207	Cahiers de droit fiscal international	0168-0455
208	Les cahiers de la Fondation	0983-1851
209	Cahiers de l'Orient	0767-6468
210	Cahiers des Amériques latines / I.H.E.A.L	1141-7161
211	Cahiers des Anneaux de la mémoire	1280-4215
212	Cahiers d'histoire	1271-6669
213	Cahiers d'histoire du temps présent	1370-7876
214	Cahiers du CeFRoS	
215	Cahiers du Centre de recherches historiques	0990-9141
216	Cahiers du CEPSS	1783-6883
217	Cahiers du CEVIPOF	1146-7924
218	Les cahiers du Comité consultatif national d'éthique pour les sciences de la vie et de la santé	1260-8599
219	Cahiers du genre	1165-3558
220	Cahiers du monde russe	1252-6576
221	Les cahiers français	0008-0217
222	Cahiers internationaux de sociologie	0008-0276
223	Cahiers Simone Weil	0181-1126
224	Cahiers Vilfredo Pareto	0008-0497
225	Calendario atlante De Agostini	0393-3202
226	Cambridge journal of economics	0309-166X
227	The Cambridge law journal	0008-1973
228	Cambridge yearbook of European legal studies	
229	Canadian almanac and directory	0068-8193
230	Canadian annual review of politics and public affairs	0315-1433
231	Canadian historical review	0008-3755
232	The Canadian journal of economics	0008-4085
233	Canadian journal of history = Annales canadiennes d'histoire	0008-4107 0008-4197
234	The Canadian journal of law and jurisprudence	0841-8209 0703-900X
235	Canadian journal of philosophy	0045-5091
236	Canadian journal of political science : Revue canadienne de science politique	0008-4239
237	The Canadian yearbook of international law : Annuaire canadien de droit international	0069-0058
238	Capitalism, nature, socialism	1045-5752
239	Caravelle	0008-0152

240	Cardozo law review	0270-5192
241	Carrefour de l'economie	
242	Le carte e la storia	1123-5624
243	Cases decided in the Court of Session, Court of Judiciary & also in the House of Lords	
244	The Cato journal	0273-3072
245	Central Europe	1479-0963
246	Central European history	0008-9389
247	Central European political science review	1586-4197
248	CentrePiece	1362-3761
249	CESifo economic studies	1610-241X
250	Challenge	0577-5132
251	Challenge Europe	
252	Cheiron : Materiali e strumenti di aggiornamento storiografico	1127-8951
253	Chiffres clés	
254	China facts and figures annual	0190-602X
255	China statistical yearbook	1052-9225
256	Chronique des elections parlementaires	
257	Chronological table of the statutes : covering the period from 1235 to date	0140-2005
258	CIRAC forum	0989-3202
259	Citizenship studies	1362-1025
260	Civil justice quarterly	0261-9261
261	Civil Service year book	0302-329x
262	Civitas : Revista espanola de derecho administrativo	0210-8461
263	Claves	1130-3689
264	Clio : rivista trimestrale di studi storici	0391-6731
265	Clio (Toulouse, France)	1252-7017
266	College and research libraries	0010-0870
267	College and research libraries news	0099-0086
268	Colloquia : journal of Central European history	1223-5261
269	The Columbia journal of European law	1076-6715
270	The Columbia journal of transnational law	0010-1931
271	Columbia law review	0010-1958
272	COM documents	0254-1475
273	Combined statement of receipts, outlays, and balances of the United States government	
274	Commentaire	0180-8214
275	Commi-Contact : the detailed directory of the European Commission Services	
276	Common Market law reports	0588-7445
277	Common market law review	0165-0750 0588-7453
278	Commonwealth & comparative politics	1466-2043 0306-3631
279	The Commonwealth yearbook	0952-8083
280	Communication yearbook : an annual review	0147-4642
281	Communications	0588-8018
282	Communications & strategies	0249-2571
283	Communications law	1746-7616
284	Communisme	2209-7007
285	Comparativ	0940-3566
286	Comparative European politics	1472-4790
287	Comparative labor law & policy journal	1095-6654
288	The comparative law yearbook of international business	0962-0435
289	Comparative political studies	0010-4140
290	Comparative politics	0010-4159 0588-9073
291	Comparative social research	0195-6310
292	Comparative sociology	1569-1322
293	Comparative studies in society and history	0010-4175
294	Compendio statistico italiano	0069-7958
295	Competition and regulation in network industries	1783-5917
296	Computers in libraries	1041-7915
297	La Comunita' internazionale	0010-5066
298	Concurrence & consommation	0220-9896
299	Concurrences : revue des droits de la concurrence	1773-9578
300	Confluences Mediterranee	1148-2664
301	Congressional staff directory	0069-8938

302 Consolidated fund account ..	1351-0487 0351-0487 0260-8448
303 Constellations : an international journal of critical and democratic theory	0010-6623
304 Constitutional and parliamentary information	1127-3070
305 Contemporanea : rivista di storia dell'800 e del'900	1361-9462
306 Contemporary British history	0960-7773
307 Contemporary European history	0010-7565
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309 Contemporary sociology	0951-4937
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317 Country profile : Portugal	
318 Country profile : Turkey	
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334 Cultural and social history : the journal of the Social History Society	1478-0038
335 Cultures et conflits : Culturas y conflictos = Cultures and conflicts	1157-996X
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348 Die deutsche Rechtsprechung auf dem Gebiete des internationalen Privatrechts	0340-6881
349 Deutsche Zeitschrift für Philosophie	0012-1045
350 Deutsche Zeitschrift für Wirtschafts- und Insolvenzrecht	1439-1589 0940-1555
351 Deutsches Verwaltungsblatt	0012-1363
352 Deutschland Archiv	0012-1428
353 Development in the Americas	0095-2850
354 Developpement culturel	0294-8451
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357 The Digest : annotated British, Commonwealth and European cases	
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381	Dokumentation zur Abruestung und Sicherheit	0583-1997
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396	East European human rights review	1382-7987
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398	East-West investment	
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457	Entscheidungen des Bundesgerichtshofes in Zivilsachen	0435-7124
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468	ERA-forum : scripta iuris europaei	1727-6926
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490 The EU environment guide / the EC Committee of the American Chamber of Commerce	9782914685559;"2914685556"
491 EU information handbook : 2009	0946-4689
492 EU Magazin	381830209X;"9783818302092"
493 EUA Bologna handbook	1780-7611
494 Euredia : revue européenne de droit bancaire et financier = European banking and financial	13725270
495 Euro	
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499 Europa e diritto privato	
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502 Europäische Grundrechte Zeitschrift	0341-9800
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504 Europäische Rundschau	0304-2782
505 Europäische Zeitschrift für Wirtschaftsrecht	0937-7204
506 Europäisches Wirtschafts- und Steuerrecht	0938-3050
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508 Europarecht	0531-2485
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512 L'Europe en formation	0014-2808
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521 European foreign affairs review	1384-6299
522 European history quarterly	0265-6914
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547	European public law	1354-3725
548	European review	1062-7987
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564	European yearbook of minority issues / European Centre for Minority Issues	
565	Europe's world	1782-0642
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567	Europolitics monthly	
568	Europolitics new neighbours	
569	Europolitics social	1811-4148
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571	FAO statistical yearbook	1812-0571
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578	Financial and economic statistics monthly	1344-9141
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580	Financial management	0046-3892
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658	Harvard law review	0017-811X
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660	Hemecht	0018-0270
661	Hermès (Centre national de la recherche scientifique (France))	0767-9513
662	Herodote : revue de geographie et de geopolitique	0338-487X
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665	Higher education quarterly	0951-5224
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693	Historische Zeitschrift	0018-2613
694	Historisches Jahrbuch	0018-2621
695	Historisk tidskrift	0345-469X
696	Historisk tidskrift f6r Finland	0046-7596
697	Historisk tidsskrift (Kobenhavn)	0106-4991
698	Historisk tidsskrift (Oslo)	0018-263X
699	History	0018-2648
700	History	0361-2759
701	History and memory	0935-560X
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712	L'Homme	1016-362X
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714	Horizonte	1430-3922
715	Human development report	0969-4501
716	Human rights	0046-8185
717	Human rights case digest	0965-934X
718	Human rights law journal	0174-4704
719	Human rights law review	1461-7781
720	Human rights quarterly	0275-0392
721	Human security report	1557-914X
722	ICSID review	0258-3690
723	IDS bulletin	0265-5012
724	IFO Schnelldienst	0018-974X
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736	The Indian journal of international law	0019-5294
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738	L'indice dei libri del mese	0393-3903
739	Indice historico espanol : bibliografia historica de Espana e Hispano-America	0537-3522
740	L' Industria	0019-7416
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745	Industrial law journal	0305-9332
746	Industrial relations law reports	0307-5591
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749	INSEE resultats (Order record)	
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751	Intellectual history review	1749-6985 1749-6977
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755	International and comparative law quarterly	0020-5893
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758	International economic review	0020-6598
759	The international economy	0898-4336
760	International financial statistics : English edition	0020-6725
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762	The international history review	0707-5332
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764	International journal	0020-7020
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766	The international journal of comparative labour law and industrial relations	0952-617X
767	International journal of comparative sociology	0020-7152
768	International journal of constitutional law	1474-2640
		1076-9307 (printed edition);"1099-1158 (online version)"
769	International journal of finance & economics	
770	International journal of game theory	0020-7276
771	International journal of health services	0020-7314
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773	The International journal of humanities and arts computing	1753-8548
774	International journal of maritime history	0843-8714
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780	International journal of sociology	0020-7659
781	International journal of Turkish studies	0272-7919
782	International journal of urban and regional research	0309-1317
783	International journal on minority and group rights	1571-8115 1385-4879
784	International labour law reports	0168-6526
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787	International migration	0020-7985
788	International migration review	0197-9183
		0020-8183 (Printed edition);"1531-5088 (Online version)"
789	International organization	

790	International political science review	0192-5121
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792	International research centers directory	0278-2731
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		0162-2889 (Printed edition);"1531-4804 (Online version)"
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796	International social security review	0020-871X
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801	International trade statistics yearbook	1010-447X
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815	Irish jurist	0021-1273
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1338	Review of world economics : Weltwirtschaftliches Archiv	1610-2878
1339	Revista andina	0259-9600
1340	Revista catalana de dret public = Revista catalana de derecho publico = Catalan journal of law	1885-5709
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1343	Revista de derecho bancario y bursatil	0211-6138
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1487	Scandinavian political studies	0080-6757
1488	Scandinavian studies in law	0085-5944
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1533 Social security bulletin	0037-7910
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1535 Social trends	0306-7742
1536 The socialist register	0081-0606
1537 Societa e storia	0391-6987
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1539 Society for Spanish and Portuguese Historical Studies bulletin	0739-1824
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1541 Sociologia	0049-1225
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1561 Soziale Welt	0038-6073
1562 Sozialer fortschritt	
	0490-1657 (fuer 1954-1990);"0943-1462 (fuer 1992)"
1563 Sozialgerichtsbarkeit	
1564 Sozialismus : Zeitschrift für marxistische Theorie und sozialistische Politik	0721-1171
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1641	Les temps modernes	0040-3075
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1645	Thesis eleven	0725-5136
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1656	Totalitarismus und Demokratie : Zeitschrift für internationale Diktatur- und Freiheitsforschur	1612-9008
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1733	World dictionary of legal abbreviations / general editors, Igor I. Kavass, Mary Miles Prince	899417817
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Journal packages	B2.5 Question 1	
IT systems	B2.7 Questions 1-2	
Transfer arrangements	B2.8 Questions 1-2	

<p>Signature by the Tenderer (or by his/her duly authorised representative)</p> <p>.....</p> <p>Place and Date</p> <p>.....</p>

EUI/2010/Periodicals

Tender for the Supply of Periodicals to the European University Institute, Florence, Italy

Document III –Tender Information and Documentation

2.b - Economic Proposal Form

Please fill in according to 'Document II.1: Specifications for Technical and Economic Proposals'

Name of the Tenderer	
Type of service (Specify if standard or consolidated)	
LOT Number	
Other Countries (not included in lots)	

Required services	C1	Economic proposal
Required services economic proposal		[State the pricing policy, in this format: Publishers list price @ xxx%]

Additional services	C2	Available (YES/NO)	Economic proposal Additional services are optional. Please describe pricing policies or indicate "free of charge" where applicable.
Management of journal packages	C2.1		
Physical processing (specify price for every service)	C2.1		
Other services	C2.1		

Signature by the Tenderer (or by his/her duly authorised representative)

.....

Place and Date

.....



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Tender for the Supply of Periodicals
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Document III - Tender Information and Documentation

3. Annex I - Declaration Concerning Exclusion Criteria

The Tenderer hereby declares:

- Not being in any of the following situations:
 - Being bankrupt or being wound up, or having their affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, or being subject to proceedings concerning those matters, or being in any analogous situation arising from a similar procedure provided for in national legislation;
 - Having been convicted for an offence concerning one's professional conduct;
 - Having been declared guilty of grave professional misconduct;
 - Having not fulfilled 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 the candidate is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
 - Having been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
- The EUI will be informed immediately of any change in the above circumstances and at any stage during the execution of the contract.

The Tenderer gives proof of being in a stable financial position.

Signature and Stamp by the Tenderer
(or by his/her duly authorised representative)

Place and Date

.....

.....

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DOCUMENT III - Tender Information and Documentation

**4. Annex II - Declaration Concerning
the Clause on Disputes and Arbitration**

Any dispute arising from the award of contracts or the application of the contracts signed can be transmitted, within 10 days, to a Mediator.

The EUI and the complainant shall jointly appoint the Mediator. A decision will be taken by the Mediator within 5 working days.

The Mediator is asked to conduct the mediation in an effective, impartial and competent way, regardless of the denomination or profession of that third person in the Member State concerned and of the way in which the third person has been appointed or requested to conduct the mediation.

The European Code of Conduct for Mediators applies.

If the decision by the Mediator is considered unsatisfactory, any party to the mediation may activate the arbitration procedure mentioned below within four weeks.

The costs of the mediation procedure shall be borne by the parties.

In order to start an arbitration procedure, each party shall appoint one arbitrator and the two appointed persons shall nominate a third arbitrator.

The decisions of the arbitration body will be taken by majority.

The costs of the arbitration procedure shall be borne by the party which loses the case.

Signature and Stamp by the Tenderer
(or by his/her duly authorised representative)

Place and Date

.....

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