

CFT/EUI/REFS/2013/003

For the kind attention of:
EUROPEAN UNIVERSITY INSTITUTE the
REAL ESTATE AND FACILITIES SERVICE
Via dei Roccettini, 9
50014 San Domenico di Fiesole FI

OBJECT: DECLARATION IN LIEU

**OPEN CALL FOR TENDER FOR MAINTENANCE SERVICES AND BUILDING WORKS, CIVIL ENGINEERING, INFRASTRUCTURE
AND MECHANICS CONCERNING THE CONSTRUCTION, RENOVATION AND MAINTENANCE OF BUILDINGS INCLUDING
CIVIL, INDUSTRIAL AND RELATED INFRASTRUCTURE OF THE EUROPEAN UNIVERSITY INSTITUTE AND THE HISTORICAL
ARCHIVES OF THE EUROPEAN UNION**

The undersigned _____
born on _____ in _____
province _____ taxation code _____
in the role of _____
for the company/TGC/Consortium _____
with registered office in _____
and administrative headquarters in _____

Present the offer for the tender of object, for the : *(tick the option/s of interest)*

- ☐ **LOT A** – Preventative and incidental maintenance
- ☐ **LOT B** – Building works, civil engineering, infrastructure and mechanics concerning the construction, renovation and maintenance of buildings including civil, industrial and related infrastructure

Upon their own responsibility, being aware that any false statements will result in the penalties pursuant to Article 76 of Presidential Decree 28.12.2000, n. 445:

Declare

(complete by ticking the pertinent box and where requested, fill out the declarations in capital letters)

(cross one of the two following and alternative declarations)

- ☐ 1) that the company is duly enrolled in the commercial register established by the Chamber of Commerce for Industry, Artisans and Agriculture:

of _____

registration number _____ date of registration _____

name _____

fiscal code _____ taxation code _____

Existing legal form _____

Based in _____ Prov. _____

Street _____ n. _____ C.A.P. _____

constituted by deed dated _____ duration of the company _____

or

- ☐ that no obligation to register with the Chamber of Commerce for Industry, Artisans and Agriculture exists *(in this case, attach to the declaration a copy of the constitutive deed and statute)*;

- ☐ 2) that the individuals assigned as per Article 38, paragraph 1b) of Legislative Decree 163/2006 are the following¹:

Name and Surname					
Born in		Province		on	
Fiscal Code					
Role					

Name and Surname					
Born in		Province		on	
Fiscal Code					
Role					

Name and Surname					
Born in		Province		on	
Fiscal Code					
Role					

¹ Specify all current **technical directors, shareholders** (only for collectives), **owners** (only for individual companies), **administrators with powers of representation, limited partners** (only for limited partnerships), **sole individual shareholder** or **majority shareholder** (only in case of a corporation with less than four members) and all those who, beyond their formal qualifications and due to the powers essentially conferred to them, **manage business affairs** and are able to affect through their work, the reliability of the company as a whole (e.g., *managers, attorneys, etc.*).

(tick one of the two following and alternative declarations)

- ☐ **3)** that no person has been terminated from the corporate positions listed in Article 38, paragraph 1c) of Legislative Decree no. 163/2006 in the year prior to the date of publication of the notice;

or

- ☐ that the persons who resigned their corporate position listed in Article 38, paragraph 1c) of Legislative Decree no. 163/2006 in the year preceding the date of publication of the contract notice are:

Name	
Surname	
Role	
Date of role cessation	

Name	
Surname	
Role	
Date of role cessation	

Name	
Surname	
Role	
Date of role cessation	

- ☐ **4)** that the collective contract/s applied are: _____
(attach remuneration tables of reference)

- ☐ **5)** that the contributory and insurance agreements made out to the Company are as follows:

With INPS	office of		reference n.	
	office of		reference n.	
	office of		reference n.	

With INAIL	office of		reference n.	
	office of		reference n.	
	office of		reference n.	

Any other insurance policies with security organisations or social security funds:

- ☐ 6) To accept, without any conditions or reservations, all the norms and indications set out in the Letter of Invitation and in the Special Contract Specifications and its attachments.
- ☐ 7) To be aware, in making the offer, of the obligations relative to the norms pertaining to workplace safety, evaluating the costs of the specific risks for each activity.
- ☐ 8) To not incur any prohibitions as outlined in Article 36, paragraph 5 or Article 37, paragraph 7 of Legislative Decree 163/06.
- ☐ 9) To possess all prerequisites for professional technical suitability outlined in Article 26, paragraph 1a) of Legislative Decree 81/2008.
- ☐ 10) To ensure, in case of award, to constitute a definitive surety in the means outlined in Article 39 of the CSA.
- ☐ 11) That no conditions exist which may cause an obstacle for participation in public tenders of which concerns Article 38 of Legislative Decree 163/2006 and subsequent amendments, or situations of incapacity to contract with the PA.
- ☐ 12) To be in compliance with the rules governing the right to employment of people with disabilities, in accordance with the law of 12th March 1999 n. 68 (*tick the declaration even if the economic operator is not subject to recruitment as it occupies less than 15 employees*).

In addition that the provincial office of the competent authority (*or other authority of the State in which established*) from whom verification may be requested is as follows:

Provincial office	
Address	
Fax	
Tel.	
NOTES	

- ☐ 13) To be in compliance with the provisions of Law 383/2001 (Individual Emergency Plans).
- ☐ 14) To not be in situations of control, as referred to in Article 2359 of the Civil Code, with other competing companies or in circumstances that would lead the tender to be under a single decision-making body or, alternatively, a statement to be in a situation of control as referred to in Article 2359 of the Civil Code yet having independently expressed the offer. This statement will have to outline the relationship with the competitor where there is any relationship and must be accompanied by the documents necessary to prove that the control situation has not influenced the formulation of the offer.
- ☐ 15) To be in compliance with obligations to payments of social security contributions for workers, according to the current legislation, and application of contractual norms within the field.
- ☐ 16) To be in compliance with safety regulations and to be in possession of a risk assessment evaluation document as well as having appointed a person to be in charge of prevention and protection as per Legislative Decree No. 81/2008 and subsequent amendments.

- ☐ **17)** To undertake the commitment, in case of award, to supply any relevant information to verify the regularity of contributions ("DURC"), pursuant to the regulations in force.
- ☐ **18)** To have a number of employees equal to _____, however not less than 60.
- ☐ **19) Only Lot A** - To have a place of business in the city a Florence located in:

Or, in alternative

- ☐ **Only Lot A** - to undertake to establish one in the case of award, within thirty (30) days of notification of award.
- ☐ **20)** To have undertaken the site inspection as referred to in point 5 of the Letter of Invitation.
- ☐ **21)** Acknowledge that for this contract there are risks of interference and to have taken these into account in formulating the offer.
- ☐ **22)** To have knowledge of all general, particular and local circumstances, without exception, and of every other element that may directly or indirectly have an effect on the execution of service or on the determination of the offer, which is therefore, declared profitable, with the commitment to maintain it valid and binding for one hundred and eighty (180) days from the date of the submission deadline.

Prerequisites for financial-economic capacity

- ☐ **23)** To be in possession of two (2) bank references issued by major banks or authorised brokers pursuant to Legislative Decree No. 385/1993 dated after the invitation to the present Letter of Invitation, in which it is shown that the company 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 object of the tender.
- ☐ **24)** To have realised, in the previous three years prior to the date of publication of the tender procurement of 2010-2011-2012 (or 2009-2010-2011 in the case whereby the 2012 budget is not yet deposited), the following global turnover of the company, not less than the minimum outlined in Article 4.15 of the Letter of Invitation:

YEAR	INVOICED (Euro)
2010	
2011	
2012	
Total	

- ☐ **25)** To have carried out, in the 3 years preceding publication of the notice for tender (2010–2011–2012), the following invoiced amounts specifically for services similar to the object of tender, not less than the minimum requested in the Letter of Invitation Article 4.16.

YEAR	TOTAL INVOICED FOR SIMILAR SERVICES
2010	
2011	
2012	
Total	

Requirements of technical capacity

- ☐ **26)** List of the principal services similar to those put forth for tender, carried out in the last 3 financial years (2010-2011-2012). Hereby attached must be certificates issued and endorsed by the administration of contracting stations for whom the services were performed (as requested in the Letter of Invitation, Article 4.17)

YEAR	SERVICE	SUM	START DATE	END DATE	RECIPIENT
2010					
2011					
2012					

- ☐ **27)** To have carried out in the 3 years preceding publication of the notice (2010-2011-2012), on behalf of a single client, public or private, services similar to the subject of tender for which the offer is submitted, not less than the minimum requested in the Letter of Invitation Article 4.18.

YEAR	SERVICE	AMOUNT	RECEIVER
2010			
2011			
2012			
Total			

- ☐ **28)** That the company is in possession of the prerequisite quality certifications as per point 4.19 of the Letter of Invitation and that they are specifically in possession of the following certifications:

Type of certification	Certifying agent	Admission date	Expiry date

Or rather, in the case of TGC or consortium, to be in possession of the aforementioned specific prerequisites herein articulated (parent company and affiliates, associated companies):

- ☐ **29)** to have no personal, commercial or financial interest, existing now or in the past five years that could give rise to a conflict of interest;
- ☐ **30)** to immediately inform the European University Institute should the abovementioned circumstances change at any stage during the tender procedure or during the execution of the contract;
- ☐ **31)** to fully recognise and accept that any inaccurate or incomplete information deliberately provided in such a procedure may result in exclusion from this or other tenders financed by the European University Institute;
- ☐ **32)** to authorise the European University Institute to use the following contact details for any communication related to the tender (clarifications, request for supplements, notification of award and conclusion of contract, etc.):

Tel: _____ Fax: _____

Email: _____

Place and Date _____

Signature of the Legal Representative _____

Hereto attached to this present declaration is a non-authenticated photocopy of a valid identification document of the signatory.