

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: TECHNICAL OFFER

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.

LOT A – Preventive and incidental maintenance

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

PRESENT THE FOLLOWING TECNICAL OFFER/SERVICE PROJECT*:

CRITERION A1 – ORGANISATIONAL SERVICE SYSTEM (6.B.1 – 6.B.4)		
A1.1	Preventative maintenance (A1.1)	
	Incidental maintenance (A1.1)	
A1.2	Organisational structure and continuity of service; permanent maintenance worker profiles. (A1.2)	
A1.3	Absence management (A1.3)	
A1.4	Emergency management (A1.4).	
CRITERION A2 – PERSONNEL		
	Personnel training plans: technical and legislative updates.	
CRITERION A3 – MANAGEMENT SYSTEMS		
	Description of the systems offered for the tracking and monitoring of activities.	
CRITERION A4 – SELF-CHECKING		
	Description of the self-check methodology to ensure compliance with the required standards.	
CRITERION A5 – TOOLS, MACHINES AND EQUIPMENT		
	Description of tools, machinery and equipment for the execution of services offered, presenting the methodology of use and storage.	
CRITERION A6 - ENVIRONMENTAL COMPATIBILITY		
	Description of methods for reducing environmental impact; highlight use of all certified machinery, tools, products, supplies and all service items.	
CRITERION A7 – SERVICE IMPROVEMENTS		
	Presentation of any additional services and/or service improvements, defining methods to ensure compliance (distinguishing incidental/ preventive maintenance).	

* Expand the document as needed in order to submit a detailed technical proposal. It is possible to attach documents that develop points of interest, taking care to indicate specific references in the table.

Eventually

What's more declare: **develop**

Also attach to this technical offer: **develop**

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.