



REAL ESTATE AND FACILITIES SERVICE

**Open Call for Tenders for the provision of Facility
Management Consultancy Services for the
European University Institute**

Ref: ***OP/EUI/REFS/2023/003***

YEAR 2023

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CHAPTER I – SCOPE AND DESCRIPTION OF THE PROCUREMENT PROCEDURE

Article 1. Definitions

‘candidate’ means an economic operator that has sought an invitation;

‘contract’ means a public contract awarded by the EUI for the procurement of services/supply;

‘EUI’ means the European University Institute, which is the contracting authority entrusting the services that are the subject of these tender specifications to the contractor;

‘contractor’ means to the successful tenderer awarded with the contract;

‘economic operator’ can refer to a ‘work contractor’, ‘supplier’, or ‘service provider’ and means any natural or legal person or public entity or group of such persons and/or entities which offers the execution of works, the supply of products or the provision of services on the market;

‘joint tenders’ means a situation where a *tender* is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them. The group as a whole is considered a *tenderer*;

‘subcontracting’ means the situation where the *contractor* enters into legal commitments with other *economic operators* which will perform part of the *contract* on its behalf. The *contractor* retains full liability towards the *EUI* for performance of the *contract* as a whole;

‘tender’ / ‘offer’ defines the terms upon which the supplier is willing to be bound, which normally include price, date of delivery, payment terms and a description of the services/supplies/works;

‘tenderer’ means an economic operator that has submitted a tender;

‘tender specifications (TS)’ means any documents describing the needs and requirements of the EUI for the purposes of the relevant tender.

Article 2. Contracting authority

This procurement procedure is launched and managed by the *EUI*, that is the contracting authority for the purposes of this procurement procedure, through the Real Estate and Facilities Service (hereinafter, the REFS).

Article 3. Subject

Contractual object	The subject of this tender is a service Framework Contract, one for each lot, for the provision of Professional Consultancy Services
Lots	<p>This tender procedure is divided into the following lots:</p> <p>Lot 1 - Provision of consultancy services to maintain and possibly improve the Quality System in compliance with the UNI EN ISO 9001: 2015 standard for the Real Estate and Facility Service of the European University Institute and the Historical Archives of the European Union, as well as to possibly extend and/or integrate the above-mentioned system with further certifications in compliance with the relevant ISO standard.</p> <p>Lot 2 - Provision of consulting services for the implementation and maintenance of an EMS (Environmental Management System) in accordance with the Eco Management and Audit Scheme (EMAS) for the European University Institute as a whole.</p>

	<p>Lot 3 - Awarding of a consultancy service for the final architectural design, aimed at requesting authorisations to the one-stop-shops of the entities concerned for the execution of works on buildings on the campus of the European University Institute.</p> <p>Lot 4 - Awarding of a consultancy service for the final structural design, aimed at the filing or request for authorisation at the portal of the Civil Engineering Department of the Region of Tuscany, or the drafting of feasibility studies, or structural surveys with static or seismic diagnosis of the buildings on the Campus of the European University Institute.</p> <p>Lot 5 - Awarding of a consultancy service for fire prevention design, and in particular the design aimed at obtaining a preventive opinion from the Fire Department for fire prevention adaptation works on the Institute's buildings, the supervision of adaptation works carried out by a third party company, the preparation of the documentation necessary for the filing of the fire prevention SCIA (certified notice of commencement of works) aimed at obtaining the Fire Prevention Certificate for the activities at risk identified in collaboration with the technicians of the European University Institute.</p> <p>Lot 6 - Awarding of a consultancy service for food inspection, consulting, control and sampling services in support of the canteen management contract as well as the analysis and sampling of drinking water at the European University Institute.</p> <p>Bids may be submitted for one or more lots. Each lot will be evaluated independently. <i>Bids</i> referring to one single part of a lot or bids conditional on the award of another one or more lots are not accepted.</p>
<p>Type of contract</p>	<p>This tender procedure will result in the award of a Service Framework Contract for each lot.</p> <p><i>Tenderers</i> should take note of the provisions of the draft contract, as it will define and regulate the contractual obligation that will be established between the <i>EUI</i> and the <i>contractor(s)</i>.</p>
<p>Contract duration</p>	<p>The framework <i>contract</i> to be awarded will have a duration of 5 years. Details of the initial term and possible renewals are set out in Article I.2 of the draft <i>contract</i>.</p>
<p>Estimated contract value</p>	<p>The estimated value of the framework <i>contract</i> to be awarded for the entire duration of 5 years is € 425,000.00 divided among the lots as follows</p> <ul style="list-style-type: none"> • Lot 1: € 150,000.00 • Lot 2: € 70,000.00 • Lot 3: € 50,000.00 • Lot 4: € 75,000.00 • Lot 5: € 25,000.00 • Lot 6: € 30,000.00 <p>The indicated value is an estimate and, therefore, does not imply any obligation for the <i>EUI</i> to purchase the full amount. The actual volume of purchases will depend on the quantities the <i>EUI</i> will order through specific <i>contracts</i>. In any case, the spending limit set for this framework <i>contract</i>, i.e., the maximum amount for each lot, may not be exceeded.</p>

	The <i>EUI</i> may order additional services from the <i>contractor</i> up to a maximum of 50 per cent of the initial <i>contract</i> value.
Place of execution	The services will take place at the <i>EUI's premises</i> and/or the premises of the <i>contractor(s)</i> .

Article 4. Conditions for participation to tender

If you are interested in this *contract*, you should submit a *tender* in one of the official languages of the European Union (with preference for the use of English) provided you comply with the conditions for participation to tenders as set out in Article 3.4 of [President's Decision n. 19/2018](#) of 16 May 2018 implementing title V concerning procurement of the *EUI's Financial Rules* (Public Procurement Regulation), available for consultation at: <https://www.eui.eu/About/Tenders>.

Article 5. Joint Tenders

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

Group members must appoint a Group leader and a single point of contact authorised to act on their behalf in connection with the submission of the *tender* and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the *contract* signature.

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

Changes in the composition of the group during the procurement procedure (after the submission deadline and before *contract* signature) shall lead to rejection of the *tender* except in case of a merger or takeover of a member of the group (universal succession), provided that the new entity has access to procurement (see *Article 9*) and is not in an exclusion situation, (see *Article 8*).

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

Article 6. Subcontracting

Subcontracting is not allowed for this procurement procedure.

CHAPTER II – TECHNICAL SPECIFICATIONS

Article 7. Description of the technical specifications

The services that are the subject of this procurement procedure, including any minimum requirements, are described below.

The services subject of this tender procedure, including the minimum requirements, are described in the following articles.

The services provided for in these specifications must be carried out by the Contractor under their sole responsibility and with the help of their own personnel.

The Contractor must entrust the service to persons of proven ability, honesty and morality and capable of maintaining decent and irreproachable conduct, who are reserved, correct and willing to collaborate both with the staff of the Institute and with the users of the services.

It is also requested that, even once the collaboration has ended, all information that will come to their knowledge during the collaboration regarding the Client, its employees and third parties in any way connected with the Contractor be considered absolutely confidential.

The personnel involved must necessarily possess the minimum requirements envisaged for each lot and indicated in Article 9 below and must possess the certifications appropriate for the performance of the consultancy activities requested. These certifications shall be attached to the technical offer.

LOT 1

Article 7.1 - Provision of consultancy services to maintain and possibly improve the Quality System in compliance with the UNI EN ISO 9001: 2015 standard for the Real Estate and Facilities Service of the European University Institute and the Historical Archives of the European Union, as well as to possibly extend and/or integrate the above-mentioned system with further certifications in compliance with the relevant ISO standard.

The consultancy activity is primarily aimed at maintaining the Quality Management System for the activities of the Real Estate and Facilities Service (REFS) and the Historical Archives of the European Union (HAEU) certifiable according to UNI EN ISO 9001: 2015 limited to the two above-mentioned departments in the performance of their work activities, summarised below:

- Real Estate and Facilities Service (REFS): provision of support services to the academic and administrative units of the European University Institute;
- Historical Archives of the European Union (HAEU): historical document archiving service for public institutions and private entities.

Secondly, the activity shall be aimed to the possible integration the quality system in accordance with further ISO standards.

The purpose of consultancy activities shall be aimed at achieving the following objectives:

- 1) Periodic surveillance of the certification in question for both sites, according to the provisions of the standard, as well as the improvement of the entire quality system.
- 2) Possible gap analysis and subsequent certifications required by the European Institute, which can be integrated with the quality system in force (e.g., ISO 45001, ISO 27001).

Following the achievement of the ISO 9001: 2015 certification in December 2021 and the subsequent maintenance audit in December 2022, REFS and HAEU intend to make use of an assistance service aimed at the maintenance of the quality management system and focused on the following points:

- Internal audits of ISO 9001 standard processes;

- Internal audits of 21 processes related to service delivery and post-delivery activities for the Historical Archives of the European Union (HAEU) and the Real Estate and Facilities Service (REFS),
- Periodic analysis of improvement plans, context analysis, risk management, strategic objectives, KPI's and customer satisfaction results, in agreement with the management;
- Implementation of corrective plans following analyses derived from customer satisfaction, KPI's, strategic objectives, non-compliance and risk management;
- Drafting of new procedures, instructions and forms on any new organisational processes;
- Based on the results of the periodic qualification and retraining of suppliers, of second-party Audit Plans shall be prepared in agreement with the relevant department;
- Second-party audits on the suppliers as determined in the previous point;
- Corrective plans for suppliers following the results of second party audits, resulting from the previous point;
- Periodic verification of corrective plans prepared for suppliers, resulting from the previous point;
- Support for the management in the drafting of the management review document;
- User training on new procedures;
- User training following corrective plans;
- Regular training for Quality Management Managers;
- Assistance during third-party audits;
- Closing of Non-Conformities, Observations and Improvement Actions arising from the results of third-party audits;
- Checking and updating of Quality Management System documentation.

In order to support the elements needed for the correct evaluation of the requested service, the processes involved in the Quality system currently in force in both the REFS and HAEU departments are given below.

REFS

- Human Resources Management
- Regulatory Management
- Document and record management
- Internal Audit Procedure
- Management Review Procedure
- Objectives and Indicators Management Procedure
- Standby duty REFS procedure
- Cleaning Management
- Event logistics support
- Housing Management
- Training and use of thermoscanners
- Application of the children summer camp safety protocol
- Building monitor tasks
- Management of extraordinary maintenance
- Scheduled maintenance management
- Helpdesk management
- Customer Satisfaction Management
- Procurement process
- Operational Budget Management
- Supplier qualification and periodic evaluation
- Service Communication Procedure
- Creche management

- Gadget and Shop Management
- Procedures for the management and use of service vehicles
- EUI4U Welcome
- Mail Procedures
- Non-conformity management and corrective actions

HAEU

- Regulatory Management
- Document Information Management
- Management Review Procedure
- Supplier qualification and periodic evaluation
- Procurement Management
- Transfer of private funds
- Transfer of institutional funds
- Digital archiving management
- Identification and Classification of Institutional Archives
- Archival Consultation Management
- Management of audiovisual materials
- Customer satisfaction
- Non-conformity management and corrective actions
- Internal audit procedure

For the periodic surveillance audits of the UNI EN ISO 9001: 2015 certification, once the internal audits on all the departments concerned have been completed, the consultant, in agreement with the Quality Managers, will contact the Certification Authority to schedule the dates for the surveillance audits and will then support the Real Estate and Facilities Service and the Historical Archives of the European Union during the third-party audit.

The consultancy activity shall include all the phases indicated and described above, and the service will be provided based on the activities needed to achieve the objectives set by the Client. Any possible changes or additions to the services indicated (see below) will be the subject of specific agreements and quotations.

In addition to the above, exclusively upon the Institute's request and subject to quotation, the consultant shall provide consultancy activities aimed at integrating the quality system with other management systems standardised according to the reference ISO standards, as specified above (e.g., ISO 45001/ISO 27001).

Article 7.1.1 - Provision of the requested service and staff involved in the service

The consultancy activity will be coordinated by the EUI managers (*Area Managers*) of the administrative units of the Institute involved (REFS and HAEU) or, in the case of consultancy referring to other ISO systems, by the process manager of the administrative unit involved, who will also be in charge of facilitating the activities.

The progress of the activities will be verified through periodic meetings (to be agreed by the client and the consultant), while the activities covered by this contract will be carried out both at the Institute's premises and at the consultant's office for the processing and drafting of the necessary documentation.

The Client will also be responsible for the provision of:

- a desk and internet access to work on site at the EUI premises of the Badia Fiesolana and/or Villa Salviati (headquarters of the Historical Archives);

- an AD account and an internal e-mail address (remote access, company Outlook access, etc.) for the duration of the service;

The Contractor shall instead:

- provide its staff with all the necessary software and hardware tools for the performance of the planned activities (e.g., laptops, software licences, etc.).

The staff involved shall also be self-equipped in order to be able to reach the various locations of the Institute, during all phases of the activity.

The professional and/or professionals chosen by the Contractor shall interface and communicate efficiently with end users who are not necessarily trained in the subject matter of the contract as well as to "translate" their needs/requests.

LOT 2

Article 7.2 - Provision of consulting services for the implementation and maintenance of an EMS (Environmental Management System) in accordance with the Eco Management and Audit Scheme (EMAS) for the European University Institute as a whole.

The consultancy activity is aimed at implementing an environmental management system for the activities of the European University Institute that can be certified according to the standards set out in the EMAS regulation. The consulting activities are aimed at obtaining certifications and subsequent annual renewals.

Following the Management's decision to undertake a structural path to implement an EMS aimed at the monitoring and continuous improvement of the European University Institute's environmental performance, in accordance with the provisions of the Community Eco-Management and Audit Scheme (EMAS), the service in charge of the project (Real Estate and Facilities Service) intends to use an assistance service aimed at obtaining and subsequently maintaining an environmental management system based on the following points:

- On-going supervision of the activities performed by the Institute's internal resources in structuring the Environmental Management System
- Verification of all documentation necessary to obtain EMAS Registration prepared by EUI staff (environmental assessment, environmental policy, environmental programme, EMS with definition of about 20 procedures, environmental statement).
- Integration of the above documents, where necessary, and definition of the rules to draw up these documents.
- Internal audit of mapped processes within the EMS in view of the external audit by the Certification Authority (periodically, as agreed)
- Assistance during third-party audits;
- Periodic analysis of improvement plans, context analysis, risk management, strategic objectives, KPI's, in agreement with the management;
- Implementation of corrective plans following the above analyses
- Collaboration in drafting new procedures, instructions and forms on any new EMS management processes;

In order to obtain and maintain certification, the consultant will support the Client's staff during the certification inspections.

The consultancy activity shall include all the phases indicated and described above, and the service will be provided based on the activities needed to achieve the objectives set by the Client. Any possible changes or additions to the services indicated (see below) will be the subject of specific agreements and quotations.

Article 7.2.1 - Provision of the requested service and staff involved in the service

The consultancy activity will be coordinated by the EUI managers (*Area Managers*) of the administrative units of the Institute involved (REFS and HAEU) or, in the case of consultancy referring to other ISO systems, by the process manager of the administrative unit involved, who will also be in charge of facilitating the activities.

The progress of the activities will be verified through periodic meetings (to be agreed by the client and the consultant), while the activities covered by this contract will be carried out both at the Institute's premises and at the consultant's office for the processing and drafting of the necessary documentation.

The Client will also be responsible for the provision of:

- a desk and internet access to work on site at the EUI premises of the Badia Fiesolana and/or Villa Salviati (headquarters of the Historical Archives);
- an AD account and an internal e-mail address (remote access, company Outlook access, etc.) for the duration of the service;

The Contractor shall instead:

- provide its staff with all the necessary software and hardware tools for the performance of the planned activities (e.g., laptops, software licences, etc.).

The staff involved shall also be self-equipped in order to be able to reach the various locations of the Institute, during all phases of the activity.

The professional and/or professionals chosen by the Contractor shall interface and communicate efficiently with end users who are not necessarily trained in the subject matter of the contract as well as to "translate" their needs/requests.

LOT 3

Article 7.3 – Awarding of a consultancy service for the final architectural design, aimed at requesting authorisations to the one-stop-shops of the entities concerned for the execution of works on buildings on the campus of the European University Institute.

The consultancy activity is aimed at drawing up architectural plans for the purpose of requesting authorisations, or simple filings, to the appropriate entities, for works on the European University Institute's buildings.

The subject of the contract is the final architectural design and possible authorisation applications for the execution of works on buildings on the EUI campus at the following entities, including but not limited to:

- Soprintendenza Archeologia, Belle Arti e Paesaggio (Office for the Protection of Architectural, Natural, Historic, Artistic and Ethno-Anthropological Heritages) in Firenze or Pistoia and Prato;
- SUAP (One Stop Shop for Productive Activities) of Florence or Fiesole for interventions needing the registration with the Order of Architects.

Article 7.3.1 - Provision of the requested service and staff involved in the service

The service will be requested on a service-specific basis, with a clearly defined scope, schedule and budget. The EUI and the Contractor will agree on the services and products to be provided, the delivery schedule and the price.

The cost of this specific service is predetermined and cannot be changed.

Due to unforeseen circumstances and by mutual agreement, the agreed delivery schedule may be changed. All requests for consulting services with a predetermined cost include travel expenses, daily allowance and any other related costs.

When contracting a specific service, the EUI shall adopt the following workflow:

- A. if deemed appropriate, the EUI shall request the Contractor to perform a preliminary inspection, within a maximum of five working days from the request, which will be sent by the EUI Contract Manager to the Contractor's Contact Person by e-mail, in order to better evaluate the service to be provided;
- B. the EUI submits the specific service request to the first-ranked contractor via e-mail to its Administrative Contact;
- C. the Contractor shall transmit by e-mail a reply to the specific service request within a maximum of five working days. The response shall include documents detailing the service offered and confirming that it meets the EUI's request (specifications, deadlines, expected completion date, etc.) and the financial offer; the reply shall also include a Project Plan with milestones, an estimate of the professional profiles needed for requested service and the expected workload for each of the profiles involved (man-days) for the requested service. The financial offer shall be based on the multiplication of the estimated hours of work (for the identified profiles) by the hourly price offered for them;
- D. following approval of the Contractor's offer, the Contractor's Administrative Contact shall receive a Specific Contract by e-mail from the EUI Technical Contact;
- E. the Contractor shall send to the Institute, within a maximum of five working days, a digitally signed copy of the Specific Agreement and shall then receive a countersigned copy from the Client; after this last transmission the order shall be considered valid and concluded;
- F. the specific service shall then be initiated, performed and completed;
- G. the specific service shall then be invoiced, monitored and paid for by the EUI;

If the first-ranked Contractor is not available, it shall indicate the reasons for its refusal within a maximum of five working days from the requests under points A or B above, depending on the type of service requested, and the Client shall have the right to send the service request to the second-ranked Contractor on the list, and so for any subsequent refusals.

If the Contractor fails to meet the response deadlines, it shall be automatically considered unavailable.

The professional and/or professionals chosen by the Contractor shall interface and communicate efficiently with end users who are not necessarily trained in the subject matter of the contract as well as to "translate" their needs/requests.

If the Institute considers that the consultants offered do not possess an adequate level of technical knowledge and experience, it will request their replacement.

LOT 4

Article 7.4 - Awarding of a consultancy service for the final structural design, aimed at the filing or request for authorisation at the portal of the Civil Engineering Department of the Region of Tuscany, or the drafting of feasibility studies, or structural surveys with static or seismic diagnosis of the buildings on the Campus of the European University Institute.

The consultancy activity is aimed at drawing up structural plans for the purpose of requesting authorisations, or simple filings, to the appropriate entities, for works on the European University Institute's buildings.

Building surveys, aimed at assessing the behaviour of the building from both a static and seismic point of view, as well as any kind of third-party expertise on any problems that may arise on the campus buildings during the duration of the contract, may also be the subject of consultancy.

The subject of the contract is the services of final structural design and possible submission of the necessary authorisation applications for the works on buildings on the EUI campus at the following entities:

- Building Authority of the Region of Tuscany through the Portos portal;
- SUAP (One Stop Shop for Productive Activities) of Florence or Fiesole for interventions needing the registration with the Order of Architects, section A, civil and environmental sector.

Article 7.4.1 - Provision of the requested service and staff involved in the service

The service will be requested on a service-specific basis, with a clearly defined scope, schedule and budget. The EUI and the Contractor will agree on the services and products to be provided, the delivery schedule and the price.

The cost of this specific service is predetermined and cannot be changed.

Due to unforeseen circumstances and by mutual agreement, the agreed delivery schedule may be changed. All requests for consulting services with a predetermined cost include travel expenses, daily allowance and any other related costs.

When contracting a specific service, the EUI shall adopt the following workflow:

- A. if deemed appropriate, the EUI shall request the Contractor to perform a preliminary inspection, within a maximum of five working days from the request, which will be sent by the EUI Contract Manager to the Contractor's Contact Person by e-mail, in order to better evaluate the service to be provided;
- B. the EUI submits the specific service request to the first-ranked contractor via e-mail to its Administrative Contact;
- C. the Contractor shall transmit by e-mail a reply to the specific service request within a maximum of five working days. The response shall include documents detailing the service offered and confirming that it meets the EUI's request (specifications, deadlines, expected completion date, etc.) and the financial offer; the reply shall also include a Project Plan with milestones, an estimate of the professional profiles needed for requested service and the expected workload for each of the profiles involved (man-days) for the requested service. The financial offer shall be based on the multiplication of the estimated hours of work (for the identified profiles) by the hourly price offered for them;
- D. following approval of the Contractor's offer, the Contractor's Administrative Contact shall receive a Specific Contract by e-mail from the EUI Technical Contact;
- E. the Contractor shall send to the Institute, within a maximum of five working days, a digitally signed copy of the Specific Agreement and shall then receive a countersigned copy from the Client; after this last transmission the order shall be considered valid and concluded;
- F. the specific service shall then be initiated, performed and completed;
- G. the specific service shall then be invoiced, monitored and paid for by the EUI;

If the first-ranked Contractor is not available, it shall indicate the reasons for its refusal within a maximum of five working days from the requests under points A or B above, depending on the type of service requested, and the Client shall have the right to send the service request to the second-ranked Contractor on the list, and so for any subsequent refusals.

If the Contractor fails to meet the response deadlines, it shall be automatically considered unavailable.

If the Institute considers that the consultants offered do not possess an adequate level of technical knowledge and experience, it will request their replacement.

LOT 5

Article 7.5 - Awarding of a consultancy service for fire prevention design, and in particular the design aimed at obtaining a preventive opinion from the Fire Department for fire prevention adaptation works on the Institute's buildings, the supervision of adaptation works carried out by a third party company, the preparation of the documentation necessary for the filing of the fire prevention SCIA (certified notice of commencement of works) aimed at obtaining the Fire Prevention Certificate for the activities at risk identified in collaboration with the technicians of the European University Institute.

The consulting activity is aimed at drawing up fire prevention projects in compliance with the regulations in force in Italy.

This design shall be integrated with plans showing fire-fighting equipment, any extinguishing means, detection, escape routes, compartmentalisation, etc., as well as reports with fire risk assessment in accordance with legal requirements.

The purpose of the design shall be to request the fire brigade for a preventive opinion on the design prepared by the contractor, and to obtain a positive preventive opinion.

The service may include the verification of the adaptation works that the European University Institute will award on its campus, as well as their asseveration and the presentation of the fire prevention SCIA (certified notice of commencement of works) aimed at obtaining the Fire Prevention Certificate.

Article 7.5.1 - Provision of the requested service and staff involved in the service

The following services are the subject of the contract:

- A. Drafting of the fire prevention design and submission of the file to obtain a positive preventive opinion from the Fire Department for buildings on the campus of the European University Institute
- B. Drafting of gap-analysis reports in order to assess the interventions needed to adapt buildings according to the activity carried out and for the purpose of submitting the fire prevention SCIA (certified notice of commencement of works)
- C. Final and executive design of fire protection adaptation works
- D. Verification of completed works
- E. Submission of the SCIA (certified notice of commencement of works) file at the Fire Department, including preparation of the file, collection of the necessary and mandatory documents, asseveration and whatever is necessary to obtain the Fire Prevention Certificate.

The service will be requested for specific works, with a clearly defined scope, schedule and budget. The EUI and the Contractor will agree on the services and products to be provided, the delivery schedule and the price.

The cost of this specific service is predetermined and cannot be changed.

Due to unforeseen circumstances and by mutual agreement, the agreed delivery schedule may be changed. All requests for consulting services with a predetermined cost include travel expenses, daily allowance and any other related costs.

When contracting a specific service, the EUI shall adopt the following workflow:

- A. if deemed appropriate, the EUI shall request the Contractor to perform a preliminary inspection, within a maximum of five working days from the request, in order to better evaluate the Services to be provided;
- B. the EUI shall submit the service request to the first-ranked Contractor by addressing its Administrative Contact, indicating the estimated man-days of consultancy according to the service requested, if the service does not fall within those indicated in the tables of the Ministerial Decree of 17/6/2016;
- C. the Contractor shall transmit by e-mail a reply to the specific service request within a maximum of five working days. The response shall include documents detailing the service offered and confirming that it meets the EUI's request (specifications, deadlines, expected completion date, etc.) and the financial offer, based on the multiplication of the estimated working days agreed with the EUI by the hourly price offered for each day of consulting service. The reply shall also include a Project Plan with milestones.
- D. following approval of the Contractor's offer by the EUI, the Contractor's Administrative Contact shall receive a Specific Contract by e-mail from the EUI Technical Contact;
- E. the Contractor shall send to the Institute, within a maximum of five working days, a digitally signed copy of the Specific Agreement and shall then receive a countersigned copy from the Client; after this last transmission the order shall be considered valid and concluded;
- F. the specific service shall then be initiated, performed and completed;
- G. the specific service shall then be invoiced, monitored and paid for by the EUI;

If the first-ranked Contractor is not available, it shall indicate the reasons for its refusal within a maximum of five working days from the requests under points A or B above, depending on the type of service requested, and the Client shall have the right to send the service request to the second-ranked Contractor on the list, and so for any subsequent refusals.

If the Contractor fails to meet the response deadlines, it shall be automatically considered unavailable.

For the purpose of assessing the technical expertise of the staff providing the service, the company is asked to provide CVs containing the following information:

- First and last name of the person, including address;
- Professional experience;
- Any professional certifications for the required technology fields.

If the Institute considers that the consultants offered do not possess an adequate level of technical knowledge and experience, it will request their replacement.

LOT 6

Article 7.6 - Food inspection, consulting, control and sampling services in support of the canteen management contract as well as the analysis and sampling of drinking water at the European University Institute.

The consultancy activity is aimed at consultancy, control, food inspection and sampling in support of the contract for the management of the canteens, bar and catering service of the European University Institute as well as the analysis and sampling of drinking water from the sampling points located in the buildings of the European University Institute.

The contract covers sampling activities, the drafting of control sheets and monitoring plans of the inspection results as well as technical support to the European University Institute's contact staff.

Article 7.6.1 - Provision of the requested service and staff involved in the service – *Catering service*

The service requested relates to the performance of No. 3 food inspections and No. 3 surface analyses on a monthly basis to be carried out on a single day in rotation in the 4 canteens concerned, in addition to No. 6 analyses of drinking water from the sampling points located in the buildings referred to in Article 3 of these Tender Specifications on an annual basis.

The inspections will be carried out during meal production hours without prior notice in order to guarantee the inspection in the most realistic situation and without any possible conditioning. In the event of particular emergency situations, the scheduling of the visits may be agreed with the service manager in order to optimize the result of the consultancy.

The service is completed by general and specific technical assistance on the contents of the catering service.

During the course of each intervention, a technical report will be drawn up, structured in such a way as to examine, based on the type of service examined, all the requirements of the Specifications. In the report, the Technician will also provide suggestions and proposals for the solution of the non-conformities highlighted and for the improvement of the service and recommendations regarding the process phases analyzed.

Below is a sample list of the checks and verifications that shall be performed:

- a) Control of the overall organization of the catering service
- b) Verification of food preservation methods in relation to current regulations and contractual specifications
- c) Verification of processing and cooking technologies on the basis of Good Manufacturing Practice (GMP), the specific characteristics of foodstuffs and contractual specifications
- d) Verification of meal distribution methods, including preliminary operations, with reference to contractual obligations
- e) Analyses of microbiological parameters (sampling of food matrices and surface swabs on equipment, machinery, environment to check hygiene conditions)
- f) Checking staff hygiene, by visual inspection and checking clothing for food hygiene purposes
- g) Checking the documentation of training courses in lieu of the health certificate
- h) Verification of environmental hygiene by checking microbiological parameters (swabs on surfaces) with reference to the planned cleaning and sanitizing plan and the relevant technical specifications
- i) Verification of how cleaning and sanitizing operations are carried out, of the correct use of cleaning and sanitizing products, in relation to contractual obligations and current regulations
- j) Verification of the methods of waste disposal, in accordance with contractual

- obligations and municipal regulations on selective waste collection
- k) Checking the conformity of cleaning and sanitizing products and their intended use
 - l) Checking compliance with the ordinary maintenance plan payable by the Manager, as well as with the Scheduled Maintenance Plan prepared by the Manager at the start of the catering service

Food inspections should be conducted by qualified personnel who will conduct food and surface testing. Samples for microbiological analysis must be taken aseptically and immediately placed in sterile disposable containers. The samples taken must be transported in refrigerated containers that guarantee a temperature of approximately 0/+4°C until arrival at the analysis laboratories.

The result of the testing should be signed and certified by appropriate certified and accredited Organization. Indicative parameters are as follows:

- microbial count at 30° in accordance with UNI EN ISO 4833-1:2013, UNI EN ISO 4833-2/Cor 1:2014;
- Escherichia coli beta glucuronidase-positive count in accordance with UNI ISO 16649-2:2010;
- research and Enterobacteriaceae counts in compliance with ISO21528-2:2017.
- detection of Salmonella spp in accordance with EN ISO 6579-1:2017;
- Listeria monocytogenes count in accordance with AFNOR UNI 03/05-09/06
- Coagulase-positive Staphylococci (Aureus and other species) counts in accordance with UNI EN ISO 6888-1:2018;
- clostridium perfringens counts in accordance with UNI EN ISO 7937:2005;
- mould, yeast counts in accordance with ISO 21527-1:2008, ISO 21527-2:2008.

The results of the analytical tests performed by the contractor shall be sent to the Contact Person of the European University Institute, together with the Inspection Report, no later than 15 consecutive natural days from the date of the inspection. The inspections shall be agreed with the Contact Person of the European University Institute and shall be conducted in full compliance with the sector-specific regulation and the internal regulations of the European University Institute.

Drinking water sampling

The sampling and analysis of the water contained within the storage and distribution tanks shall be carried out at the most sensitive sampling points, indicated by the Contact Person of the European University Institute prior to the start of the service. Sampling shall be conducted by qualified staff and the results of the sampling shall be signed and certified by a Certifying Authority. The indicative parameters are as follows:

- bacterial count at 22° C in accordance with EN ISO 6222:2001
- bacterial count at 36° C in accordance with UNI EN ISO 6222:2001
- Escherichia Coli and coliform bacteria counts in accordance with ISO 9308-1:2017
- research and count of intestinal Enterococci in compliance with UNI EN ISO 7899-2_2003

The results of the analytical checks carried out by the contractor shall reach the Contact Person of the European University Institute, together with the Inspection Report, no later than 20 consecutive natural days from the date of the inspection. The inspections shall be agreed with the Contact Person of the European University Institute and shall be conducted in full compliance with the sector regulations and internal regulations of the European University Institute.

For both activities, availability for regular meetings is required, aimed at explaining the results of control inspections. The consultant must be available during office hours 9 a.m. - 6 p.m. at the telephone number to be provided in case of award.

CHAPTER III – EVALUATION AND AWARD CRITERIA

The evaluation of the *tenders* that comply with the submission conditions will consist of the following elements:

- Check if the *tenderer* has access to procurement (see *Article 9*);
- Verification of administrative compliance (if the *tender* is drawn up in one of the official EU languages and signed by duly authorised legal representative(s) of the *tenderer*);
- Verification of non-exclusion of *tenderers* on the basis of the exclusion criteria;
- Selection of *tenderers* on the basis of selection criteria;
- Verification of compliance with the minimum requirements defined in the tender specifications;
- Evaluation of *tenders* on the basis of the award criteria.

The *EUI* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the *tender* will be rejected and will not be subjected to further full evaluation. The unsuccessful *tenderers* will be informed of the ground for rejection without being given feedback on the non-assessed content of their *tenders*. Only *tenderer(s)* for whom the verification of all elements did not reveal grounds for rejection can be awarded the *contract*.

The evaluation will be based on the information and evidence contained in the *tenders* and, if applicable, on additional information and evidence provided at the request of the *EUI* during the procedure. If any of the declarations or information provided proves to be false, the *EUI* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria the *EUI* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

Article 8. Exclusion criteria valid for **ALL LOTS**

The *tenderer* must not be in one of the exclusion situations listed below:

- a. is bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. has been convicted of an offence concerning their grave professional conduct by a final judgment of a competent judicial authority or administrative decision or decisions of international organisations;
- c. is not in compliance with the obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of Italy being the country of establishment of the *EUI* or those of the country where the contract is to be performed. This breach needs to have been established by a judgment or administrative decision having final and binding effect in accordance with the legal provisions of the country in which the economic operator is established or of those of Italy being the country of establishment of the *EUI*;
- d. has been the subject of a final judgment for fraud, corruption, involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or other forms of

trafficking in human beings or any other illegal activity, where such illegal activity is detrimental to the *EUI*'s financial interests;

- e. has been in serious breach of a contract financed by the *EUI* or have been the subject of an offense of serious irregularity established by a final judgment of a competent judicial authority or administrative decision;
- f. is subject to an administrative penalty for being guilty of grave professional misconduct, or of having made substantial errors or committed irregularities or fraud, or have been declared to be in breach of their obligations under contracts covered by the *EUI*'s budget (Article 41 of the *EUI*'s Public Procurement Regulation (President's Decision No. 19/2018 of 16th May 2018).

In addition to the above, *contracts* cannot be awarded to a *tenderer* who, during the procurement procedure, is proven to be:

- g. subject to a conflict of interest in connection with the *contract* which cannot be effectively remedied by other less intrusive measures;
- h. guilty of misrepresentation in supplying the information required by the *EUI* as a condition of participation in the *contract* procedure or fail to supply this information.

Evidence requested:

The *tenderer* must certify that it is not in one of the exclusion situations by providing in the *tender* a signed and dated Declaration on Honour available in Annex II A. In case of a consortium/*joint tender* or in case of subcontracting, such declaration on honour should be included in the offer for each member of the *joint tender*/consortium and for each identified *subcontractor*.

In addition, the successful *tenderer* shall provide, within 15 days following notification of award and preceding the signature of the *contract*, the following documentary proofs to confirm the declaration referred to above:

- for points (a), (b), (d) and (e): a recent extract from the judicial record of the legal representative of the *economic operator* that submitted the *tender* or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- for the situation described in point (c) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the *tenderer* is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in the paragraph above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

The *EUI* reserves the right to verify the information and to request further supporting evidence prior to the signature of the *contract*.

In the event that the successful *tenderer* does not promptly execute the fulfilment of the above, fails to present all documentation requested or does not provide proof of possession of all requirements declared in the *tender*, as well as if any checks reveal failure of compliance with the declarations submitted during the tendering period, the *EUI* reserves the right to declare a compliance failure and to award the procedure to the following *tenderer* in the list or to launch a new procurement procedure.

Article 9. Selection criteria valid for **ALL LOTS**

To be admitted to the tender, competitors must satisfy the requirements below.

The lack of even one of them will result in exclusion from the tender.

General requirements:

- a) registration with the CCIAA or in equivalent register of the State in which the Company is established for the exercise of the activity with a corporate purpose including or in any case consistent with that of the tender;
- b) being compliant with obligations relating to the payment of social security contributions for workers, according to the current legislation, and application of employment conditions envisaged in the sector's national collective labour agreement;
- c) the commitment, in case of award, to provide any useful element to prove the regularity of contributions (e.g. DURC), according to current legislation;
- d) declaration that it has taken cognizance of all general, particular and local circumstances, none excluded, and any other element that directly or indirectly may influence the performance of the service or the determination of its bid, which is therefore declared remunerative, with the commitment to maintain it valid and binding for ninety (90) days from the deadline for its submission.

Economic and financial capacity:

- e) having generated a minimum annual turnover in the last 3 (three) financial years for which accounts have been closed an annual turnover of at least twice the auction base of the lot for which it participates

LOT 1

Article 9.1 Selection criteria

In order to be permitted to tender, competitors shall meet the requirements set out below.

The failure to meet even one of the following requirements will result in exclusion from the tender.

Technical and professional capacity requirements

The staff involved shall necessarily meet the following requirements:

- a) Minimum 5 years of experience in design and implementation of management systems in accordance with UNI EN ISO 9001;
- b) Minimum 5 years of work experience in business organisation and process optimisation;
- c) Minimum 5 years of experience in business consulting and auditing always with reference to UNI EN ISO 9001 and related standards;
- d) Minimum 3 years of experience in the design and implementation of occupational health and safety management systems in accordance with UNI EN ISO 45001
- e) Minimum 3 years of experience in the design and implementation of information security management systems in accordance with UNI EN ISO 27001
- f) Lead Auditing qualification certification for UNI EN ISO 9001.

In addition to the above, the following requirements are preferential:

- a) Experience in designing and implementing quality management systems consultancy for public entities (both Italian and European), international organisations and/or academic institutions;
- b) Experience in design and implementation of management systems consultancy in compliance with other UNI EN ISO standards (to be specified in the technical bid)

❖ **Evidence to be submitted as part of the *bid* to be included in Envelope No. 1 - Administrative Documents (please refer to point 3 of the letter of invitation for more details on the procedure to submit bids):**

- Declaration on honour duly signed and dated using Annex II A;
- a document certifying that the *tenderer* has generated a turnover of at least EUR 300,000.00 (three hundred thousand) over the last five years (2018-2022), for which the financial statements have been closed;
- proof of the *tenderer's* registration in a Companies or professional register and VAT number;

LOT 2

Article 9.2 - Selection Criteria

In order to be permitted to tender, competitors shall meet the requirements set out below.

The failure to meet even one of the following requirements will result in exclusion from the tender.

Technical and professional capacity requirements

The staff involved shall necessarily meet the following requirements:

- a) Minimum 3 years of experience in the design and implementation of EMAS and/or related environmental management systems (EMS);
- b) Minimum 3 years of experience in business consulting and auditing related to EMAS and/or related systems;
- c) Certification of Lead Auditing qualification for Environmental Management Systems;
- d) Extensive knowledge of current environmental legislation at both national and European level.

In addition to the above, the following requirements are preferential:

- a) Experience in designing and implementing environmental management systems consultancy for public entities (both Italian and European), international organisations and/or academic institutions;
- b) Experience in LEED and/or BREEAM certified systems consultancy or similar.

❖ **Evidence to be submitted as part of the *bid* and to be included in Envelope No. 1 - Administrative Documents (please refer to point 3 of the letter of invitation for more details on the procedure to submit bids):**

- Declaration on honour duly signed and dated using Annex II A;

- a document certifying that the *tenderer* has generated a turnover of at least EUR 140,000.00 (one hundred and forty thousand/00) over the last five years (2018-2022), for which the financial statements have been closed;
- proof of the *tenderer's* registration in a Companies or professional register and VAT number;

LOT 3

Article 9.3 - Selection Criteria

In order to be permitted to tender, competitors shall meet the requirements set out below.

The failure to meet even one of the following requirements will result in exclusion from the tender.

Technical and professional capacity requirements

The tenderer shall meet the following technical capacity requirements for the performance of the contract:

- have experience in the provision of services as described in Article 7.3 -Description of Service and 7.3.1 -Provision of Service.
- be able to provide consultants who meet the professional profiles below.

Evidence shall be provided by the tenderer to demonstrate its technical capacity:

- a list of the tenderer's main clients in the last three years, with particular reference to public entities and private companies that have carried out restoration or refurbishment works on listed historical buildings;
- a list of the main consultancy work of the same type as that required by the tender procedure, broken down by the amount of work, in the last three years;
- a list of three persons (employees and external collaborators) of the tenderer who will perform the activities under the contract and who will be available to the EUI as a 'support team';
- one curriculum vitae for each profile proposed in the above list. To this end, the EUI strongly recommends submitting the curriculum vitae in the European format (Europass). The CV should contain at least the following information:
 - o Person's full name, including residential address.
 - o Professional experience.
 - o Any professional certifications for the required technology areas.

It is not possible to propose the same person for two different profiles, e.g., junior and senior profiles in the same or different fields. In general, a person may only be proposed for one profile.

The Tenderer must submit at least 3 (three) resumes with experience related to the duties listed below..

Professional Profile: Architect - Senior

Main tasks:

- design modifications to workspaces following the instructions of the EUI and taking into account their use and the functionality that the Institute wishes to attribute to them;

- prepare the necessary documentation for filing with the relevant authorities of what is required in accordance with specific rules or building regulations, in order to obtain the authorisation for the interventions;
- analyse any problems that may arise when processing the file or executing the works related to the contracted service and propose solutions in order to solve them;
- supervise the works relating to the contracted service; guarantee the perfect execution of the works and their compliance with the provisions of the contracted service (project, authorisations obtained, regulations in force, etc.) in compliance with the contractual conditions;
- document the progress of the work related to the contracted service;
- verify and certify the compliance of what has been executed with the project carried out within the scope of the contracted service, in order to communicate the end of the work to any authorities, if required by the regulation.

Required skills and experience:

- university degree in architecture and 10 (ten) years of relevant and proven professional experience (acquired after obtaining the university degree). The professional experience shall be relevant to renovation and construction of buildings subject to restrictions by the Soprintendenza Archeologia, Belle Arti e Paesaggio (Office for the Protection of Architectural, Natural, Historic, Artistic and Ethno-Anthropological Heritages);
- qualification, through registration with the Order of Architects, to sign projects and applications for authorisations or deposits with the authorities referred to in Article 7.3 Description of service.
- documents proving experience in processing files as described in Article 7.3 -Description of the Service and 7.3.1 -Provision of the Service.
- mastery (at least level C1) of the Italian language and knowledge of English, both written and oral; the EUI reserves the right to verify the language proficiency levels referred to in this point through specific interviews.

❖ Evidence to be submitted as part of the *bid* and to be included in Envelope No. 1 - Administrative Documents (please refer to point 3 of the letter of invitation for more details on the procedure to be followed for the submission of tenders):

- Declaration on honour duly signed and dated using Annex II A;
- a document certifying that the *tenderer* has generated a turnover of at least EUR 100,000.00 (one hundred thousand/00) over the last five years (2018-2022) for which the financial statements have been closed;
- proof of the *tenderer's* registration in a Companies or professional register and VAT number;

LOT 4**Article 9.4 - Selection Criteria**

In order to be permitted to tender, competitors shall meet the requirements set out below.

The failure to meet even one of the following requirements will result in exclusion from the tender.

Technical and professional capacity requirements

The tenderer shall meet the following technical capacity requirements for the performance of the contract:

- have experience in the provision of services as described in Article 7.4 -Description of Service and 7.4.1 -Provision of Service;
- be able to provide consultants who meet the professional profiles below.

Evidence shall be provided by the tenderer to demonstrate its technical capacity:

- a list of the tenderer's main clients in the last three years, with particular reference to public entities and private companies that have carried out restoration or refurbishment works on listed historical buildings;
- a list of the main consultancy work of the same type as that required by the tender procedure, broken down by the amount of work, in the last three years;
- a list of three persons (employees and external collaborators) of the tenderer who will perform the activities under the contract and who will be available to the EUI as a 'support team';
- 1 (one) curriculum vitae for each profile proposed in the list above. In order to facilitate the evaluation, the EUI strongly recommends that the CV be submitted in the European format (Europass). The CV should contain at least the following information:
 - Person's full name, including residential address;
 - Professional experience;
 - Any professional certifications for the required technology areas.

It is not possible to propose the same person for two different profiles, e.g. junior and senior profiles in the same or different fields. In general, a person may only be proposed for one profile.

The tenderer shall submit at least three curricula vitae with experience related to the tasks listed below.

Professional Profile: Structural Engineer - Senior

Main tasks:

- design the structural works necessary to respond to the critical issues that have emerged and that arise from the construction of new spaces or the recovery of unused spaces or the change of use of spaces or any need that has arisen.
- if provided for by the regulations, file with the Building Authority of the Region of Tuscany, the paperwork necessary to obtain the right to execute the works;
- analyse problems that arise during the preparation of files or the works and proposing solutions to solve them;
- supervise the construction works; ensure the perfect execution of the works and compliance with the project, in accordance with the contractual conditions;
- verify and certify the final execution and correspondence of the project, issue any certifications where required by law, file the certificates of completion with the Building Authority.

Required skills and experience:

- university degree in Civil or Building Engineering, with at least 10 years of relevant and proven professional experience (acquired after obtaining the university degree). The

professional experience shall be relevant to the renovation and construction of buildings and the design of steel, concrete and masonry structures.

- authorisation to sign projects and structural inspections for works in Italy;
- knowledge of design software;
- mastery of the Italian language and knowledge of English, both written and oral.

❖ **Evidence to be submitted as part of the *bid* to be included in Envelope No. 1 - Administrative Documents (please refer to point 3 of the letter of invitation for more details on the procedure to be followed to submit tenders):**

- Declaration on honour duly signed and dated using Annex II A;
- a document certifying that the *tenderer* has generated a turnover of at least EUR 150,000.00 (one hundred fifty thousand/00) over the last five years (2018-2022) for which the financial statements have been closed;
- proof of the *tenderer's* registration in a Companies or professional register and VAT number;

LOT 5

Article 9.5 - Selection Criteria

In order to be permitted to the tender, competitors shall meet the requirements set out below. The failure to meet even one of the following requirements will result in exclusion from the tender.

Technical and professional capacity requirements

The tenderer shall meet the following technical capacity requirements for the performance of the contract:

- have experience in the provision of services as described in Article 7.5 -Description of Service and 7.5.1 -Provision of Service;
- be able to provide consultants who meet the professional profiles below.

Evidence shall be provided by the tenderer to demonstrate its technical capacity:

- a list of the tenderer's main clients over the last three years, with particular reference to public entities and private companies that restored or refurbished historical buildings, including listed buildings, for which the contractor has carried out the fire prevention design of the works
- a list of the main consultancy work of the same type as that required by the tender procedure, broken down by the amount of work, in the last three years
- a list of two persons (employees and external partners) of the tenderer who will perform the contract and who will be available to the EUI as a 'support team'.
- 1 (one) curriculum vitae for each profile proposed in the list above. In order to facilitate the evaluation, the EUI strongly recommends that the CV be submitted in the European format (Europass). The CV should contain at least the following information:
 - Person's full name, including residential address;
 - Professional experience;

- Any professional certifications for the required technology areas.

It is not possible to propose the same person for two different profiles, e.g., the same person for both junior and senior profiles in the same area and in different areas.

The Competitor shall submit at least two Curricula Vitae including experience related to the tasks listed below.

Professional Profile: Fire Designer - Senior

Main tasks:

- draft a fire prevention design of adaptations of EUI campus buildings according to the activities indicated by the Institute's technicians;
- if required by the existing activities, file the necessary paperwork with the fire department to obtain a preventive opinion;
- make any changes to the project that are requested by the fire department within the preventive opinion;
- carry out a gap-analysis between the existing situation and the design, including drafting a basic or construction design of the interventions needed to respond to the project;
- collect all the necessary documentation for the submission of the fire prevention SCIA (certified notice of commencement of works), aimed at obtaining the Fire Prevention Certificate
- any other consultancy activities requested by the institute's technicians in the field of fire prevention.

Required skills and experience:

- university degree in architecture and 10 (ten) years of relevant and proven professional experience (acquired after obtaining the university degree). The professional experience shall be relevant to renovation and construction of buildings subject to restrictions by the Soprintendenza Archeologia, Belle Arti e Paesaggio (Office for the Protection of Architectural, Natural, Historic, Artistic and Ethno-Anthropological Heritages)
- qualified to sign fire prevention designs for works in Italy, i.e., to be a professional registered in a professional register operating within the scope of his or her competences and registered in the special lists of the Ministry of the Interior referred to in Article 16 of Legislative Decree No. 139 of 8 March 2006.
- knowledge of design software;
- mastery of the Italian language and knowledge of English, both written and oral.

❖ Evidence to be submitted as part of the *bid* and to be included in Envelope No. 1 - Administrative Documents (please refer to point 3 of the letter of invitation for more details on the procedure to submit of tenders):

- Declaration on honour duly signed and dated using Annex II A;
- a document certifying that the *tenderer* has generated a turnover of at least EUR 50,000.00 (fifty thousand/00) over the last five years (2018-2022) for which the financial statements have been closed;
- Companies or professional register and VAT number.

Article 9.6 - Selection Criteria

In order to be permitted to the tender, competitors shall meet the requirements set out below. The failure to meet even one of the following requirements will result in exclusion from the tender.

Technical and professional capacity requirements

The staff involved shall meet the following requirements:

- a) Minimum 3 years of experience in consultancy in the food safety sector;
- b) Minimum 3 years of experience in food inspection activities;
- c) Extensive knowledge of current food safety and workplace safety legislation;
- d) Be qualified as a trainer for activities in the field of food safety;
- e) Laboratory analyses shall be carried out by a Certifying Authority.

In addition to the above, the following requirement will be considered preferential:

- (a) Possession of a Bachelor's or Master's degree in Biological Sciences;

The **means of proof** to be provided by the tenderer to demonstrate its technical capacity are:

- a list of the main consultancy work of the same type as that required by the tender procedure, broken down by amount of work carried out, in the last 3 (three) years;
- curriculum vitae of the consultant who will carry out the food inspections. In order to facilitate the evaluation, EUI strongly recommends submitting the CV in the European format (Europass). The CV should contain at least the following information:
 - Person's full name, including residential address;
 - Professional experience;
 - Any professional certifications for the required technology areas.

❖ **Evidence to be submitted as part of the *tender* and to be included in Envelope No. 1 - Administrative Documents (please refer to point 3 of the letter of invitation for more details on the procedure to submit tenders):**

- Declaration on honour duly signed and dated using Annex II A;
- a document certifying that the *tenderer* has generated a turnover of at least EUR 60,000.00 (sixty thousand/00) in the last five years (2018-2022) for which the financial statements have been closed;
- proof of the *tenderer's* registration in a Companies or professional register and VAT number;

In the case of a Temporary Grouping of Companies (joint bid) and/or consortium, please specify which of the above requirements shall be fulfilled by each of the members forming part of the Grouping and/or consortium and which will be verified by considering the Grouping and/or consortium as a single entity and amend the indications in the blue table above accordingly.

The *EUI* reserves the right to conduct random checks in order to verify the accuracy of the declarations provided by *tenderers*.

Tenderers who do not comply with the minimum requirements will be excluded.

Article 10. Award criteria valid for **ALL LOTS**

Only the *tenders* submitted by *tenderers* meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price. The *contract* shall be awarded according to the “**most economically advantageous tender**” criterion following the assessment of the best quality/price ratio made by the competent evaluation committee which will assign a score to each *tender* to a maximum of 100 points, based on the following parameters:

MAXIMUM SCORE	
Technical and quality evaluation	60/100
Financial evaluation (price)	40/100

The total score of the *tender* shall be the sum of the technical and financial score obtained.

The *tenderer* obtaining the highest overall score shall be awarded with the *contract*.

It should be noted that the coefficients of quality will be attributed on the basis as set out in Table II:

TABLE II		
EVALUATION	JUDGMENT	COEFFICIENT
GREAT	Well-structured technical <i>offer</i> that develops the requested project in a clear, precise, and in-depth manner, adding additional value in respect to the expectations of the <i>EUI</i> .	1.00
GOOD	Suitable technical <i>offer</i> that develops the topic with no particular insights.	0.80
ADEQUATE	Well-organized project in line with the Client's expectations	0.60
SUFFICIENT	Acceptable technical <i>offer</i> but poorly structured with limited application to the provisions of the <i>tender specifications</i> .	0.40
LOW	Mediocre project that is not sufficiently developed.	0.20
INSUFFICIENT	Insufficient project technical <i>offer</i> that is generic and inadequate.	0.00

LOT 1

Article 10.1 – Scoring system for technical and qualitative criteria

Each criterion will be attributed scores, the maximum sum of which is equal to 60 points, which, multiplied by the quality coefficient assigned by the evaluation committee (between 0 and 1, as indicated in Table I), will determine the score of each single *bid*, as indicated in Table II below.

The *tenderer* shall submit its technical *bid* using Annex II B.

TECHNICAL OFFER SUMMARY		
TECHNICAL AND QUALITATIVE ASPECTS	REFERENCE PAGES IN THE	MAXIMUM SCORE

			TECHNICAL OFFER	
COMPANY QUALIFICATIONS				
A1	A1.1	Description of the company, existing contracts, references and type of certifications held	10
EXECUTION OF THE SERVICE				
A2	A2.1	General description and organisation of the service based on the requirements of the Tender Specifications (art. 7.1.1)	30
	A2.2	Experience in providing similar service to academic institution, public sector or international organisations. For each year of experience in addition to the minimum requirement laid down in art. 9.1 of the STS, 1 point will be awarded up to a maximum of 5 points	5
SUPPORT TEAM QUALIFICATIONS				
A3	A3.1	Professional profile of the consultant and the team (as per CV). Please refer to the requirements set out in article 9.1 of the STS. The CV must be anonymised and must not contain any personal data that could identify the individual.	15

Description of the company, existing contracts, references and type of certifications held

The minimum score for the technical *bid* is 35/60. *Bids* failing to achieve the minimum score for the technical offer will not proceed to the economic *bid* evaluation.

In the event of award, the entire technical *bid* will supplement the provisions of the special tender specifications and become part of the contract.

Scoring system for the economic and financial award criteria

The maximum score available for price (40 points) will be allocated to the *bid* offering the best price.

The other *bids* will be awarded scores (rounded to the second decimal place if necessary) in relation to the best price offered-price offered by each *tenderer* ratio.

$$S = 40 \times \frac{\text{Best price offered}}{\text{Offer price}}$$

S = Score awarded to the *bid*.

The price considered for evaluation purposes will be the total price proposed in the *bid* with reference to all the requirements set out in these *Special Tender Specifications*.

The *tenderer* shall submit its economic *bid* using Annex II C.

LOT 2

Article 10.2 - Scoring system for technical and qualitative criteria

Each criterion will be attributed scores, the maximum sum of which is equal to 60 points, which, multiplied by the quality coefficient assigned by the evaluation committee (between 0 and 1, as indicated in Table I), will determine the score of each single *bid*, as indicated in Table II below.

The *tenderer* shall submit its technical *bid* using Annex II B.

TECHNICAL OFFER SUMMARY				
TECHNICAL AND QUALITATIVE ASPECTS			REFERENCE PAGES IN THE TECHNICAL OFFER	MAXIMUM SCORE
COMPANY QUALIFICATIONS				
A1	A1.1	Description of the company, existing contracts, references and type of certifications held	10
EXECUTION OF THE SERVICE				
A2	A2.1	General description and organisation of the service based on the requirements of the Tender Specifications (art. 7.2.1)	30
	A2.2	Experience in providing similar service to academic institution, public sector or international organisations. For each year of experience in addition to the minimum requirement laid down in art. 9.2 of the STS, 1 point will be awarded up to a maximum of 5 points	5
SUPPORT TEAM QUALIFICATIONS				
A3	A3.1	Professional profile of the consultant and the team (as per CV). Please refer to the requirements set out in article 9.2 of the STS. The CV must be anonymised and must not contain any personal data that could identify the individual.	15

The minimum score for the technical *bid* is 35/60. *Bids* failing to achieve the minimum score for the technical offer will not proceed to the economic *bid* evaluation.

In the event of award, the entire technical *bid* will supplement the provisions of the *special tender specifications* and become part of the *contract*.

Scoring system for the economic and financial award criteria

The maximum score available for price (40 points) will be allocated to the *bid* offering the best price.

The other *bids* will be awarded scores (rounded to the second decimal place if necessary) in relation to the best price offered-price offered by each *tenderer* ratio.

$$S = 40 \times \frac{\text{Best price offered}}{\text{Offer price}}$$

S = Score awarded to the *bid*.

The price considered for evaluation purposes will be the total price proposed in the *bid* with reference to all the requirements set out in these *Special Tender Specifications*.

The *tenderer* shall submit its economic *bid* using Annex II C.

LOT 3 and LOT 4

Article 10.3 - Scoring system for technical and qualitative criteria

Each criterion will be attributed scores, the maximum sum of which is equal to 60 points, which, multiplied by the quality coefficient assigned by the evaluation committee (between 0 and 1, as indicated in Table IV), will determine the score of each single *bid*, as indicated in Table IV below.

The *tenderer* shall submit its technical *bid* using Annex II B.

TECHNICAL OFFER SUMMARY				
TECHNICAL AND QUALITATIVE ASPECTS			REFERENCE PAGES IN THE TECHNICAL OFFER	MAXIMUM SCORE
<i>PROFESSIONALISM AND SUITABILITY OF THE TECHNICAL PROPOSAL</i>				
A1	A1.1	Description of five similar services undertaken by the tenderer in the last three years. The tender shall indicated the projects that are more significant in relation to the service required in the STS.	<u>30</u>
<i>METHODOLOGY CRITERIA OF THE TECHNICAL PROPOSAL</i>				
A2	A2.1	The tenderer should provide a detailed and comprehensive description of the workflows he will follow and the results he will reach for each specific services to meet all objectives pursued by the STS (art. 7.3.1). Such report shall be made of a maximum of 4 pages in A4 format, with single line spacing and 12 body character. Any covering page and any summary of contents will not be counted in the number of pages. Pages exceeding the above limits will not be evaluated by the EUI.	<u>20</u>
<i>SUPPORT TEAM QUALIFICATIONS</i>				
A3	A3.1	Professional profile of the consultant and the team (as per CV). Please refer to the requirements set out in article 9.3 of the STS. The CV must be anonymised and must not contain any personal data that could identify the individual.	<u>10</u>

The minimum score for the technical *bid* is 35/60. *Bids* failing to achieve the minimum score for the technical offer will not proceed to the economic *bid* evaluation.

In the event of award, the entire technical *bid* will supplement the provisions of the *special tender specifications* and become part of the *contract*.

Scoring system for the economic and financial award criteria

The maximum score available for price (40 points) will be allocated to the *bid* offering the best price.

The other *bids* will be awarded scores (rounded to the second decimal place if necessary) in relation to the best price offered-price offered by each *tenderer* ratio.

$$S = 40 \times \frac{\text{Best price offered}}{\text{Offer price}}$$

S = Score awarded to the *bid*.

The price considered for evaluation purposes will be the total price proposed in the *bid* with reference to all the requirements set out in these *Special Tender Specifications*.

The *tenderer* shall submit its economic *bid* using Annex II C.

LOT 5

Article 10.4 - Scoring system for technical and qualitative criteria

Each criterion will be attributed scores, the maximum sum of which is equal to 60 points, which, multiplied by the quality coefficient assigned by the evaluation committee (between 0 and 1, as indicated in Table I), will determine the score of each single *bid*, as indicated in Table V below.

The *tenderer* shall submit its technical *bid* using Annex II B.

TECHNICAL OFFER SUMMARY				
TECHNICAL AND QUALITATIVE ASPECTS			REFERENCE PAGES IN THE TECHNICAL OFFER	MAXIMUM SCORE
<i>PROFESSIONALISM AND SUITABILITY OF THE TECHNICAL PROPOSAL</i>				
A1	A1.1	Description of five similar services undertaken by the tenderer in the last three years. The tenderer shall indicate the projects that are more significant in relation to the service required in the STS.	<u>30</u>
<i>METHODOLOGY CRITERIA OF THE TECHNICAL PROPOSAL</i>				
A2	A2.1	The tenderer should provide a detailed and comprehensive description of the workflows he will follow and the results he will reach for each specific service to meet all objectives pursued by the STS (art. 7.5.1). Such report shall be made of a maximum of 4 pages in A4 format, with single line spacing and 12 body character. Any covering	<u>20</u>

		page and any summary of contents will not be counted in the number of pages. Pages exceeding the above limits will not be evaluated by the EUI.		
	<u>SUPPORT TEAM QUALIFICATIONS</u>			
A3	A3.1	Professional profile of the consultant and the team (as per CV). Please refer to the requirements set out in article 9.5 of the STS. The CV must be anonymised and must not contain any personal data that could identify the individual.	<u>10</u>

The minimum score for the technical *bid* is 35/60. *Bids* failing to achieve the minimum score for the technical offer will not proceed to the economic *bid* evaluation.

In the event of award, the entire technical *bid* will supplement the provisions of the *special tender specifications* and become part of the *contract*.

Scoring system for the economic and financial award criteria

The maximum scores available for price (40 points) will be allocated to the *bid* offering the best price, broken down as in table VI

TABLE VI		
DESCRIPTION		MAXIMUM SCORE
B1	ECONOMIC BID FOR SERVICES INCLUDED IN THE TABLES OF MINISTERIAL DECREE 17/6/2016	20
B2	ECONOMIC BID FOR CONSULTANCY SERVICES NOT PROVIDED FOR IN THE TABLES OF MINISTERIAL DECREE 17/6/2016	20

The other *bids* will be awarded scores (rounded to the second decimal place if necessary) in proportion to the ratio of the best price offered to the price offered by each *tenderer*.

The procedure to calculate **line B1** will include the proportion between the best offer for the services requested and the one formulated by each company, allocating the scores available according to the coefficient thus obtained.

The bid will be formulated as a **percentage rebate** on the fees calculated by the decree of 17 June 2016, and the attached tables of fees commensurate with the quality level of design services, adopted pursuant to Article 24, paragraph 8, of Legislative Decree No. 50 of 2016.

The score will then be defined according to the following formula:

$$B1 = 20 \times \frac{\text{Rebate offered}}{\text{Maximum rebate}}$$

The procedure adopted to calculate the score for **line B2** will include the proportion between the best offer for the services requested and the one formulated by each company, allocating the scores available according to the coefficient thus obtained.

The bid will be formulated as a **daily price for the** consultancy services of a professional.

The score will then be defined according to the following formula:

Rebate offered
B2 = 20 x -----
Maximum rebate

The *tenderer* shall submit its economic *bid* using Annex II C.

LOT 6

Article 10.5 - Scoring system for technical and qualitative criteria

Each criterion will be attributed scores, the maximum sum of which is equal to 60 points, which, multiplied by the quality coefficient assigned by the evaluation committee (between 0 and 1, as indicated in Table I), will determine the score of each single bid, as indicated in Table V below.

The tenderer shall submit its technical bid using Annex II B.

TECHNICAL OFFER SUMMARY				
TECHNICAL AND QUALITATIVE ASPECTS			REFERENCE PAGES IN THE TECHNICAL OFFER	MAXIMUM SCORE
<i>COMPANY QUALIFICATIONS</i>				
A1	A1.1	Description of the company, existing contracts, references and type of certifications held	-----	<u>5</u>
<i>EXECUTION OF THE SERVICE</i>				
A2	A2.1	General description and organisation of the service based on the requirements of the Tender Specifications (art. 7.6.1)	-----	<u>20</u>
	A2.2	Experience in providing similar service to academic institution, public sector or international organisations. For each year of experience in addition to the minimum requirement laid down in art. 9.6 of the STS, 1 point will be awarded up to a maximum of 5 points	-----	<u>5</u>
<i>SUPPORT TEAM QUALIFICATIONS</i>				
A3	A3.1	Professional profile of the consultant and the team (as per CV). Please refer to the requirements set out in article 9.6 of the STS. The CV must be anonymised and must not contain any personal data that could identify the individual.	-----	<u>30</u>

The minimum score for the technical *bid* is 35/60. *Bids* failing to achieve the minimum score for the technical offer will not proceed to the economic *bid* evaluation.

In the event of award, the entire technical *bid* will supplement the provisions of the *special tender specifications* and become part of the *contract*.

Scoring system for the economic and financial award criteria

The maximum scores available for price (40 points) will be allocated to the *bid* offering the best price.

The other *bids* will be awarded scores (rounded to the second decimal place if necessary) in proportion to the ratio of the best price offered to the price offered by each *tenderer*.

$$S = 40 \times \frac{\text{Best price offered}}{\text{Bid price}}$$

S = Scores awarded to the *bid*.

The price considered for evaluation purposes will be the total price proposed in the *tender* with reference to all the requirements set out in these *Special Tender Specifications*.

The *tenderer* shall submit its economic *bid* using Annex II C.

CHAPTER IV - FINAL PROVISIONS

Article 11. Sanctions and penalties mechanism

Except for cases in which the law specifies otherwise, the EUI shall uphold compliance with the clauses agreed in these Tender Specifications by reserving the right to apply the following penalties, over and above reimbursement for any expenses incurred in ensuring that its activity could continue effectively and regularly.

- failure to comply with the delivery time stipulated in the order form or specific contract € 200 for each day of delay
- failure to respect the deadline for delivery to the entity in charge of the documentation/application subject of the specific assignment € 100 for each working day of delay with respect to what was agreed upon;

The above-mentioned penalties shall be issued under the form of debit notes and deducted directly from the agreed payment.

The application and/or payment of penalties in no way exonerates the contractor from fully complying with the obligation it has breached.

Article 12. Requirements for the signature of the contract

The successful tenderer, within the date to be communicated by the EUI, must submit the following documents before the signature of the contract:

- a copy of the full criminal record of the legal representative of the successful tenderer;
- a copy of an insurance policy against risks and damage relating to the *performance of the contract*.
- the non-disclosure agreement related to the protection of personal data as provided for by the applicable rules of the [EUI Data Protection Policy](#), that will be provided in due time by the EUI to the successful tenderer.

Please be aware that any employee of the successful tenderer who is involved in the implementation of the contract with the EUI must return to the contracting authority such agreement duly filled and signed.

Please note that should the successful tenderer fail to submit the documents outlined above in due time or, upon testing, is found not to be in compliance with the declarations submitted in the tender, the EUI reserves the right to award the contract to the following tenderer in the ranking or to launch a new call for tender.

Article 13. Contract management

For the *EUI*, the reference person for the *contract* management is the following:

- the Director of the Real Estate and Facilities Service.

Article 14. List of tender documents

The tender documents of the present procurement procedure are composed of the draft contract, the invitation letter, these *tender specifications* - TS (Annex I) and the contractor's *tender* (Annex II), including the following annexes:

- Annex II A – Declaration on honor;
- Annex II B – Technical offer form;
- Annex II C – Financial offer form;