



Annex I - Tender Specifications

REAL ESTATE AND FACILITIES SERVICE

OP/EUI/REFS/2017/001

Open Call for Tender for the provision of Facilities Management
Consultancy services for the European University Institute



YEAR 2017



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CHAPTER I – GENERAL INFORMATION

1. Presentation of the European University Institute

The European University Institute (EUI) is a postgraduate and post-doctoral research institute in the field of social sciences, established by a [Convention](#) dated 19 April 1972, ratified by the Member States of the European Community, with the aim of providing advanced academic training for doctoral researchers and of promoting research at the highest levels. The Convention setting up the EUI includes the “Protocol on the Privileges and Immunities of the EUI”.

The EUI Community numbers about 1.300 members. Researchers, academic and administrative staff are for the most part – though not exclusively – citizens of the Member States.

The EUI's headquarters are at the Badia Fiesolana, Via dei Roccettini 9, in San Domenico di Fiesole (near Florence, Italy).

For more information, please see the EUI's official website at www.eui.eu.

2. Definitions

“Company” and “Contractor” mean any economic operators to which the tender has been awarded and to which the provision of the services object of these Tender Specifications (T.S.) is entrusted. “Tenderer” refers to any company that presents a bid.

“Contracting authority”, “EUI” and “Institute” mean the European University Institute, which entrusts the services object of these Tender Specifications to the Company.

3. Object

The Institute launches this open call for tender with the aim of signing a Framework Contract with at least three companies for the provision of quality facilities management consultancy services.

4. Duration

The duration of the Framework Contract is established as 2 (two) years renewable up to 3 (three) times for a period of 1 (one) year each, from the date of signature by the parties.

If, when the contract has automatically lapsed, the Contracting authority has not yet awarded a contract for the following period of time, the Company will be obliged to continue the provision of services for a period of 6 (six) months at most, under the same contractual conditions in force when the Framework Contract expired.

The initial 6 (six) months of the Framework Contract will be intended as a trial period in order to allow the Contracting authority to reach a broad and overall assessment of the partnership. At the end of this period, if any Company, in spite of repeated warnings, do not prove trustworthy and professional, the Contracting authority is entitled to recede from the contract with a 30 (thirty) days notice that will be sent to each Company via registered letter with acknowledgement of receipt.

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In case of withdrawal, each Company will be owed compensation only for the service and deliverables effectively provided, based on the specific orders that have been issued, excluding any other refund or compensation.

5. Estimated cost of the provision of the service

The overall value of the service to be provided over a total 5 (five) years period is estimated at € 1.000.000,00 VAT excluded.

The amount shown above has been determined on the basis of:

- the average annual volume of facility consultancy services (estimated yearly consultancy days + fixed costs works) requested by the Institute over the 2012-2016 period;
- the forecast of future needs for facility consultancy related to the EUI activities' increase.

This estimate will be considered valid only in order to establish the overall value of the tender and does not obligate the Contracting authority to reach the above-mentioned total amount. For that reason, no Company will claim anything but the payment of the services provided to the Institute according to the established terms and conditions.

6. Payment arrangements and Regular price revision

The Contracting authority shall make payment within 60 (sixty) days of receipt of invoice, in accordance with the arrangements specified in article II.15 of the draft Framework Contract.

The amount due by contract for the services to be provided may be reassessed on the basis of Article I.3.2 of the draft Framework Contract.

CHAPTER II – SERVICES DESCRIPTION

7. Objective

The EUI needs quality facilities management consultancy services in the infrastructure and support areas listed below.

Profile	Building	Security & Safety	Environmental Management
1. Civil Engineer (structural)	<input checked="" type="checkbox"/>		
2. Electrical Engineer	<input checked="" type="checkbox"/>		
3. Thermo-Hydraulic Engineer	<input checked="" type="checkbox"/>		
4. Security Engineer		<input checked="" type="checkbox"/>	
5. Interior Designer	<input checked="" type="checkbox"/>		
6. Environmental Engineer			<input checked="" type="checkbox"/>

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The consultants will either be engaged in Times and Means assistance or in Fix-Cost assistance:

- **Time & Means Requests for Service** correspond to the order of a number of days executed on EUI's premises in Fiesole, Italy (i.e. on-site, intra-muros) or on the Contractors' premises (i.e. off-site, extra-muros) during normal working hours (between 08.00 AM and 08.00 PM). EUI and the Contractors will agree on the composition of the consultant team, place of execution, and duration of the service (number of days per consultant).
- **Fixed-cost Requests for Service** correspond to the order of a specific work, clearly defined in scope, schedule, and budget. EUI and the Contractors will agree on the deliverables, the delivery schedule and the price. The cost of such assignment is fixed and cannot change. Due to unexpected circumstances and based on mutual agreement, the agreed deliverable schedules can be adjusted. Fixed price orders are all inclusive of travel costs, subsistence allowance and any other related costs.

7.1. Ordering Requests for Services

When ordering any request for service, the EUI will apply this workflow:

- a) the EUI, if the case, will ask the Contractor a preliminary inspection, in maximum 5 (five) working days, to better evaluate the Services to be provided; given the unpredictability of structural problems or systems' faults, in case of urgency the Contractor has to be available on site in 24h by the EUI request;
- b) the EUI submits a request for service to the first ranked Contractor by contacting its Administrative Contact (art. 11 Selection Criteria, point B. Technical capacity-Contractor's Interfaces);
- c) the Contractor prepares, in maximum 5 (five) working days, a response to the service request that includes:
 - In case of Times and Means Request for Services, 2 CVs of consultants for each specific profile required by the specific request for service (by using EU CV format). The qualified persons proposed must be available for interviews and must be available at the start of the project;
 - In case of Fixed-cost Request for Services, the offer needs to meet the requirements specified in the request and associated documents (specifications, deadlines, time to finish the assignment, etc.). The offer must include a Project Plan with main milestones, an estimation of profiles and workload (person-days) to perform the work. The financial offer must be based on this estimation;
- d) once the EUI agrees with the Contractor's offer, a Specific Contract is emailed to the Contractor's Administrative Contact;
- e) the Contractor sends, in maximum 5 (five) working days, to the Institute 2 signed copies of the Specific Contract and receives back one countersigned copy by the Contracting authority;
- f) assignments are started, executed and concluded;
- g) assignments are invoiced, checked and paid;
- h) should the first ranked Contractor be unavailable, it shall give reasons for refusal within maximum 5 (five) working days and the Contracting authority shall be entitled to send the order form or request for services to the next Contractor on the list. In the event of failure to observe the above deadline, the Contractor shall be considered unavailable.

7.2. Executing Requests for Services

- When executing Time and Means Requests for Service, the service provided is performed at the EUI premises or at the Contractors' premises, as agreed by the parties.
- When executing Fixed-Cost Requests for Service, the work is performed:
 - on-site (EUI premises);
 - off-site (typically at the Contractor's premises).

In case the work is performed on-site, the EUI is not obliged to provide any specific equipment to the Contractors' employees. The deliverables must be on time and compliant with the specifications described in the Specific Contract.

7.3. Replacing consultants involved in Times and Means assignments

- Upon request of the Contracting authority, the Contractor must replace the consultant. The replacing candidate will receive adequate training by the Contractor during a handover period of at most 10 (ten) working days, so that he/she can be operative upon taking up service. Any such replacement and training, if required, will be carried out with no additional cost to EUI.
- The Contractor shall give enough notice to EUI of any change in the composition of the working team. The prior agreement of EUI must be obtained.
- In case of 'force majeure' or if the consultant assigned is no longer able to carry out the work, the Contractor must inform the EUI and must provide a replacement with adequate training in order to guarantee the continuity of the service provided to the Institute. Any such replacement will be carried out with no additional cost to EUI.
- Upon request of the EUI, during holidays or other periods of planned absence of the consultant assigned, the Contractor will be required to provide an adequate replacement. The replacing consultant will receive adequate training by the Contractor and will be provided with all information necessary to guarantee the continuity of the service provided to the Contracting authority. Such training and handover work will be carried out at the Contractor's expense.

In case of replacement, the Contractor must propose a minimum of 2 replacement persons with the required qualifications and experience for the profile.

8. Ownership and intellectual property rights

As regards any product or delivery commissioned by the EUI and developed by the Contractor in the context of the contract resulting from this call for tenders, as well as source codes of IT applications and models developed for the EUI, the intellectual property rights will be owned by the Institute only, in its capacity as financial source of the contract. The Contractor cannot file a trademark, patent, copyright or other IPR protection scheme in relation to any of the results or rights obtained by the EUI in performance of the contract, unless the Contractor requests the EUI an ex-ante authorisation and obtains from the Contracting authority a written consent in this regard.

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All quotations or information the Tenderer provides in the technical and economic offer for the EUI which originates from other sources to which third parties may claim rights, have to be clearly marked in the offer in a way allowing easy identification (source publications, including date & place, creator, number, full title, etc.).

The Tenderer shall take account of the above specification on ownership and copyrights in his technical and economic offer.

9. Penalties

Without prejudice to the sanctions provided for by regulatory provisions and in compliance with the rules described in this document, the Contracting authority may apply the following penalties:

✓ € 200 for any day of delay in respecting the times settled in articles 7.1 and 7.3 of this document.

Penalties shall be applied following a regular complaint procedure for breach of the Framework Contract, against which the Company is entitled to present its own counter-arguments within 5 (five) working days following receipt of the notification of complaint sent by the Contracting authority.

Should these deductions not be considered sufficient to justify a default in the opinion of the Contracting authority, in other words, if they are not delivered in the agreed time, the penalties listed above shall apply.

The total amount of the penalties shall be deducted from the price to be paid for the relevant provided service.

CHAPTER III – EXCLUSION, SELECTION AND AWARD CRITERIA

10. Grounds for exclusion

Shall be excluded from participating in the present call for tenders, any Tenderer that:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning 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 its 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 it is established or with those of Italy being the country of establishment of the Institute or those of the country where the contract is to be performed. This breach needs to have been established by a judgement 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 Italy being the country of establishment of the Institute;

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- 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 Institute's financial interests;
- e) has been in serious breach of a contract financed by the Institute or has 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 for grave professional misconduct, or for 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 Institute's budget (Article 41 of the EU's Public Procurement Regulation (President's Decision No. 36/2016 of 4 August 2016));
- g) has a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest, including conflicting professional interests; at present or occurred over the past 5 years;

The bidders must prove that none of the cases above applies.

Documents proving admissibility on the basis of the criteria for exclusion detailed above:

As sufficient proof that the Tenderer does not fall under the cases described previously, the Contracting authority will accept a signed declaration of honour, as indicated in the form attached as Annex IID.

The Institute reserves the right to check this information and request additional supporting documents prior to signing the contract.

11. Selection criteria

To be admitted to the tender, Tenderers must meet the following requirements.

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

11.1. General requirements

- a) Being a member of the CCIAA (Chamber of Commerce) or an equivalent board in the country in which the Company is established; carrying out corporate object activities including or in any case relevant to the tender;
- b) Providing self-certification in which the Company declares that no impediments to the participation in public procurements exist, using the form in Annex II C;
- c) Anti-mafia self-certification; Whether the successful tenderer has its registered office in Italy, the Institute reserves the right to request the competent Prefecture to issue the related Anti-mafia certificate;
- d) Complying with rules in force regarding shifting from undeclared to declared economy (Individual Schemes);
- e) Complying with the rules regulating the right for disabled people to work;

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- f) The commitment, in case of award, to provide any element that will help prove compliance with tax obligations (e.g. DURC), within the meaning of the regulations in force;
- g) Declaring acknowledgement of all the general conditions, specific and local, none excluded, and of any other element that directly or indirectly may influence the service and bid that is therefore declared profitable, with the obligation of ensuring its validity and binding nature for 180 days from the deadline for submission;

11.2. Economic and financial capacity requirements

- h) Having two references from leading banks or intermediaries registered on official rolls at a date subsequent to that of the dispatch and publication of these Tender specifications, proving that the Company has always met its obligations in a regular and punctual fashion and that it has the commercial and financial capacity to carry out the services described in the tender. Whether the Company can provide only one (1) bank reference, it is necessary for its Legal Representative to submit an appropriate explanation on this matter;
- i) Providing evidence on generating an annual turnover in the last 3 (three) financial years of at least 200,000.00 € (two hundred thousand/00) VAT excluded.

In the case of a TGC and/or consortium, the requirements listed under points (a) to (h) must be possessed by each one of the companies making up the grouping and/or consortium. On the contrary, the verification of requirements listed under point (i) will be performed considering the TGC and/or consortium as a single entity. Therefore, these requirements may be possessed either by a single company or by the individual companies that make up a consortium or are members of a temporary grouping of companies.

The Institute reserves the right to perform sample checks in order to verify the accuracy of the statements submitted by Tenderers.

11.3. Technical capacity requirements

The Tenderer must have the following technical capacity to perform the contract:

- Experience in the provision of the services as described in article 7;
- Ability to provide consultants compliant with the profiles described below.

Evidence on compliance with the technical capacity requirement must be provided by:

- A list of the principal customers of the Tenderer during the past three years provided using the technologies, tools, methodologies and products required;
- A statement indicating the total workforce (employees and external collaborators) of the Tenderer available for EUI, which cannot be less than 25 (20 persons matching the profiles below plus 5 people involved in administrative and management tasks);
- 1 (one) CV for each profile detailed below (12 profiles in total). For this purpose, EUI strongly recommends to use the EU CV format.

The same person cannot be proposed for two different profiles, e.g. same person for both junior and senior profile under the same area and across the different areas.

The Tenderer must provide at least 1 (one) CV for each of the profiles detailed below:

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Profile 1: Civil Engineer - Senior (Structural)

Main duties:

- Design of new work space or modification to same; follow the instructions given by EUI, taking into consideration the use of space and the number of people foreseen to work in it.
- Provide surveillance of the building works; guarantee the execution of the building is perfect and conforms to the project, respecting the contractual conditions.
- Document the progress of the works.
- Verify the timelines of the execution of the project by meeting regularly with the EUI project manager.
- Maintain the EUI project manager informed/updated regularly via written reports, frequency will be decided with EUI.
- Analyse problems which occur and propose solutions to resolve them.
- Verify and certify the final correct execution and correspondence of the project, certify potential legal document requests.

Required skills and experience:

- University degree in civil engineering with seven years (after degree) of relevant and proven work experience. The work experience must be in reconstruction and construction of buildings and design of concrete structures.
- The possibility to sign validation certificate of projects in Italy. This evidence should be provided only by the tenderer(s) awarded the contract before its signature.
- Demonstrate to have carried out and completed three other similar projects. (Design of new spaces with a ground surface bigger than 800mq, for office space).
- Experience in software systems for design.
- Command of Italian and knowledge of English, both written and spoken.

Profile 2: Civil Engineer - Junior (Structural)

Main duties:

- Design of new work space or modification to same; follow the instructions given by EUI, taking into consideration the use of space and the number of people foreseen to work in it.
- Provide surveillance of the building works; guarantee the execution of the building is perfect and conforms to the project, respecting the contractual conditions.
- Document the progress of the works.
- Verify the timelines of the execution of the project by meeting regularly with the EUI project manager.
- Maintain the EUI project manager informed/updated regularly via written reports, frequency will be decided with EUI.
- Analyse problems which occur and propose solutions to resolve them.
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Required skills and experience:

- University degree in civil engineering with one year (after degree) of relevant and proven work experience. The work experience must be in reconstruction and construction of buildings and design of concrete structures.
- The possibility to sign validation certificate of projects in Italy. This evidence should be provided only by the tenderer(s) awarded the contract before its signature.
- Experience in software systems for design.
- Good command of Italian and good knowledge of English, both written and spoken.

Profile 3: Electrical Engineer - Senior

Main duties:

- Design of new work space or modification to same, follow the instructions given by EUI, taking into consideration the use of space and the number of people foreseen to work in it.
- Provide surveillance of the building works, guarantee the execution of the building is perfect and conforms to the project, respecting the contractual conditions.
- Document the progress of the works
- Verify the timelines of the execution of the project by meeting regularly with the EUI project manager.
- Maintain the EUI project manager informed/updated regularly via written reports, frequency will be decided with EUI.
- Analyse problems which occur and propose solutions to resolve them.
- Verify and certify the final correct execution and correspondence of the project, certify potential legal document requests.

Required skills and experience:

- University degree in electrical or electronic engineering with seven years (after degree) of relevant and proven work experience. The work experience must be in designing electrical systems, local area network connections, and electrical transformers.
- The possibility to sign validation certificate of projects in Italy. This evidence should be provided only by the tenderer(s) awarded the contract before its signature.
- Demonstrate to have realized and completed three other similar projects. (projection of new spaces with a ground surface bigger than 800mq, for office space)
- Experience in software systems for design
- Command of Italian and good knowledge of English, both written and spoken

Profile 4: Electrical Engineer - Junior

Main duties:

- Design of new work space or modification to same; follow the instructions given by EUI, taking into consideration the use of space and the number of people foreseen to work in it.
- Provide surveillance of the building works, guarantee the execution of the building is perfect and conforms to the project, respecting the contractual conditions.
- Document the progress of the works

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- Verify the timelines of the execution of the project by meeting regularly with the EUI project manager.
- Maintain the EUI project manager informed/updated regularly via written reports, frequency will be decided with EUI.
- Analyse problems which occur and propose solutions to resolve them.
- Verify and certify the final correct execution and correspondence of the project, certify potential legal document requests.

Required skills and experience:

- University degree in electrical or electronic engineering with one year (after degree) of relevant and proven work experience. The work experience must be in designing electrical systems, local area network connections, and electrical transformers.
- The possibility to sign validation certificate of projects in Italy. This evidence should be provided only by the tenderer(s) awarded the contract before its signature.
- Experience in software systems for design
- Command of Italian and good knowledge of English, both written and spoken

Profile 5: Thermo-Hydraulic Engineer - Senior

Main duties:

- Design of new work space or modification to same, following the instructions given by EUI, taking into consideration the use of space and the number of people foreseen to work in it.
- Provide surveillance of the building works; guarantee the execution of the building is perfect and conforms to the project, respecting the contractual conditions.
- Document the progress of the works.
- Verify the timelines of the execution of the project by meeting regularly with the EUI project manager.
- Maintain the EUI project manager informed/updated regularly via written reports, frequency will be decided with EUI.
- Analyze problems which occur and propose solutions to resolve them.
- Verify and certify the final correct execution and correspondence of the project, certify eventual legal document requests

Required skills and experience:

- University degree in thermo-hydraulic engineering, or equivalent, with seven years (after degree) of relevant and proven work experience. The work experience must be in designing sanitary, air conditioning, heating and similar systems.
- The possibility to sign validation certificate of projects in Italy. This evidence should be provided only by the tenderer(s) awarded the contract before its signature.
- Demonstrate to have realized and completed three other similar projects. (design of new spaces with a ground surface bigger than 800mq, for office space).
- Experience in software systems for design.
- Command of Italian and good knowledge of English, both written and spoken.

Profile 6: Thermo-Hydraulic Engineer - Junior

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Main duties:

- Design of new work space or modification to same, following the instructions given by EUI, taking into consideration the use of space and the number of people foreseen to work in it.
- Provide surveillance of the building works; guarantee the execution of the building is perfect and conforms to the project, respecting the contractual conditions.
- Document the progress of the works.
- Verify the timelines of the execution of the project by meeting regularly with the EUI project manager.
- Maintain the EUI project manager informed/updated regularly via written reports, frequency will be decided with EUI.
- Analyze problems which occur and propose solutions to resolve them.
- Verify and certify the final correct execution and correspondence of the project, certify eventual legal document requests

Required skills and experience:

- University degree in thermo-hydraulic engineering, or equivalent, with one year (after degree) of relevant and proven work experience. The work experience must be in designing sanitary, air conditioning, heating and similar systems.
- The possibility to sign validation certificate of projects in Italy. This evidence should be provided only by the tenderer(s) awarded the contract before its signature.
- Experience in software systems for design.
- Command of Italian and good knowledge of English, both written and spoken.

Profile 7: Security Engineer - Senior

Main duties:

- Designing of new security and monitoring systems or modification to same, following the instructions given by EUI, taking into consideration the use of the space and the number of people foreseen to work in it.
- Provide surveillance of the works, guarantee the execution of the work is perfect and conforms to the project, respecting the contractual conditions.
- Document the progress of the works.
- Verify the timelines of the execution of the project by meeting regularly with the EUI project manager.
- Maintain the EUI project manager informed/updated regularly via written reports, frequency will be decided with EUI.
- Analyse problems which occur and propose solutions to resolve.
- Verify and certify the final correct execution and correspondence of the project certify eventual legal document requests.

Required skills and experience:

- University degree in engineering or equivalent, with seven years (after degree) of relevant and proven work experience. The work experience must be in projecting security systems (video control, access control and alarm systems).

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- The possibility to sign validation certificate of projects in Italy. This evidence should be provided only by the tenderer(s) awarded the contract before its signature.
- Demonstrate to have realized and completed three other similar projects. (Projects of security systems for spaces with a ground surface bigger than 800 mq where a high level of security is needed).
- Experience in software systems for design and projection.
- Command of Italian and good knowledge of English, both written and spoken.

Profile 8: Security Engineer - Junior

Main duties:

- Designing of new security and monitoring systems or modification to same, following the instructions given by EUI, taking into consideration the use of the space and the number of people foreseen to work in it.
- Provide surveillance of the works, guarantee the execution of the work is perfect and conforms to the project, respecting the contractual conditions.
- Document the progress of the works.
- Verify the timelines of the execution of the project by meeting regularly with the EUI project manager.
- Maintain the EUI project manager informed/updated regularly via written reports, frequency will be decided with EUI.
- Analyse problems which occur and propose solutions to resolve.
- Verify and certify the final correct execution and correspondence of the project certify eventual legal document requests.

Required skills and experience:

- University degree in engineering or equivalent, with one year (after degree) of relevant and proven work experience. The work experience must be in projecting security systems (video control, access control and alarm systems).
- The possibility to sign validation certificate of projects in Italy. This evidence should be provided only by the tenderer(s) awarded the contract before its signature.
- Experience in software systems for design and projection.
- Command of Italian and good knowledge of English, both written and spoken.

Profile 9: Interior Designer - Senior

Main duties:

- Design of new work space or modification to same, following the instructions given by EUI, taking into consideration the use of the space and the number of people foreseen to work in it.
- Provide surveillance of the building works, guarantee the execution of the building is perfect and conforms to the project, respecting the contractual conditions.
- Document the progress of the works.
- Verify the timelines of the execution of the project by meeting regularly with the EUI project manager.

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- Maintain the EUI project manager informed/updated regularly via written reports, frequency will be decided with EUI
- Analyse problems which occur and propose solutions to resolve.
- Verify and certify the final correct execution and correspondence of the project, certify eventual legal document requests.

Required skills and experience:

- University degree in architecture and seven years (after degree) of relevant and proven work experience. The work experience must be interior design in reconstruction and construction of buildings.
- The possibility to sign validation certificate of projects in Italy. This evidence should be provided only by the tenderer(s) awarded the contract before its signature.
- Demonstrate to have realized and completed three other similar projects. (projects of new spaces with a ground surface bigger than 800mq, for office space)
- Experience in software systems for design and projection.
- Command of Italian and good knowledge of English, both written and spoken.

Profile 10: Interior Designer - Junior

Main duties:

- Design of new work space or modification to same, following the instructions given by EUI, taking into consideration the use of the space and the number of people foreseen to work in it.
- Provide surveillance of the building works, guarantee the execution of the building is perfect and conforms to the project, respecting the contractual conditions.
- Document the progress of the works.
- Verify the timelines of the execution of the project by meeting regularly with the EUI project manager.
- Maintain the EUI project manager informed/updated regularly via written reports, frequency will be decided with EUI
- Analyse problems which occur and propose solutions to resolve.
- Verify and certify the final correct execution and correspondence of the project, certify eventual legal document requests.

Required skills and experience:

- University degree in architecture with one year (after degree) of relevant and proven work experience. The work experience must be interior design in reconstruction and construction of buildings.
- The possibility to sign validation certificate of projects in Italy. This evidence should be provided only by the tenderer(s) awarded the contract before its signature.
- Experience in software systems for design and projection.
- Command of Italian and good knowledge of English, both written and spoken.

Profile 11: Environmental Engineer - Senior

Main duties:

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- Designing and directing of new environmental management system or modification to same, following the instructions given by EUI, taking into consideration the Institute's environmental policy, the European and Italian laws and voluntary regulation.
- Prepare or update all the documentation and intervention needed in according to environmental law.
- Analyse problems which occur and propose solutions to resolve.
- Inform EUI regularly about needs or changes needed by law.
- Management of the relationships with the local authorities.

Required skills and experience:

- University degree in engineering and seven years (after degree) of relevant and proven work experience in environmental field.
- 3 years of environmental consultancy services demonstrated through references (contracts, invoices, reports, etc.)
- Experience in software systems for design and projection
- Command of Italian and knowledge of English, both written and spoken.

Profile 12: Environmental Engineer - Junior

Main duties:

- Designing and directing of new environmental management system or modification to same, following the instructions given by EUI, taking into consideration the Institute's environmental policy, the European and Italian laws and voluntary regulation.
- Prepare or update all the documentation and intervention needed in according to environmental law.
- Analyse problems which occur and propose solutions to resolve.
- Inform EUI regularly about needs or changes needed by law.
- Management of the relationships with the local authorities.

Required skills and experience:

- University degree in engineering with relevant environmental university curriculum and one year (after degree) of proven work experience.
- Experience in software systems for design and projection.
- Command of Italian and knowledge of English, both written and spoken.

In addition, at the time of the award and before the signature of the contract, the successful tenderer will be asked to designate two interfaces who will liaise with EUI for the implementation of the Framework Contract:

a. Contractor's Interface - Account Manager

He/she ensures that the service delivered to EUI remains excellent throughout the contract duration. His/her main responsibilities are to:

- Handle on behalf of the Contractor all contractual matters vis-à-vis EUI (e.g. concerning payments, whether or not the tasks are performed by a subcontractor);

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- Organize ad-hoc meetings on a short notice with EUI and the Administrative Contact as requested by either party in case of specific issues.
- Resolves all issues related to provision of the service that were escalated to him/her.

b. Contractor's interface - Administrative Contact

He/she is responsible for all administrative aspects related to the Framework Contract's execution: specific contracts, invoicing, payments. His/her main responsibilities are to:

- Process Requests for Services according to the timing described in the Framework Contract;
- Every month, provide EUI with accurate Timesheets for approval and any other requested report, if needed.

12. Award criteria

The offers compliant with the technical specifications, not falling in one of the grounds for exclusion and complying with the selection criteria will be evaluated against the below defined award criteria. The award criteria serve to identify **the most economically advantageous offer**.

a) TECHNICAL QUALITY AWARD CRITERIA

The technical quality of retained offers will be evaluated according to the following award criteria:

Technical award criterion 1: METHODOLOGY PROPOSED FOR ENSURING THE QUALITY OF THE WORKFORCE (max 30 POINTS)

This is to assess the degree to which the methodology proposed shows the capacity to provide the expected services in a realistic and well-structured way as well as to whether the methods proposed are in conformity with the needs of EUI and the technical specifications:

- I. Methodology to maintain an adequate level of competence of the consultants proposed during the implementation of the projects - max 15 points;
- II. Methodology proposed for the selection of consultants in order to guarantee an adequate level of competence with regard to selection and replacement- max 9 points;
- III. Methodology to maintain an adequate level of competence in non-technical areas such as negotiations, problem solving, team working, speaking in public, etc. - max 6 points.

Technical award criterion 2: PROJECT MANAGEMENT (max 40 POINTS)

This is to assess the extent to which the team set-up is suitable for the implementation of the assignment.

- I. How your proposed team would be structured in order to respond to EUI work orders - max 20 points;
- II. How communication with EUI is ensured - max 20 points.

Technical award criterion 3: QUALITY ASSURANCE MEASURES (max 30 POINTS)

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This is to assess the strategies put in place in order to guarantee the highest professional standards and to ensure business continuity.

- I. Quality Assurance of the mechanisms put in place in order to guarantee the high quality of the services provided and the mechanisms in place in order to ensure business continuity

The sum of all quality award criteria gives a maximum possible total of 100 points.

The Technical offer (Annex IIA) should elaborate on all points addressed in the technical specifications in order to score as many points against the quality award criteria as possible. The mere repetition of mandatory requirements set out in these technical specifications, without going into detail or without giving any added value in the technical offer, will only result in a very low score.

MINIMUM QUALITY THRESHOLD:
Offers must score at least 60 points for quality award criteria in order to pass to the subsequent stages of the evaluation process.

B) PRICE AWARD CRITERION:

The offers which passed the above quality threshold will be retained for the further assessment of the following:

- I. The price offer is made within the maximum budget for financial offers indicated in the tender specifications and
- II. The financial offer satisfies the formal requirements of the tender specifications.

C) THE BEST VALUE FOR MONEY OFFER:

The offers which were made within the maximum for financial offers and satisfied the formal requirements indicated in the tender specification will be retained for the identification of the best value for money offer based on the formula:

$$\begin{aligned}
 &\text{TOTAL SCORE OF THE EVALUATED OFFER (X)} \\
 &= \\
 &[\text{CHEAPEST PRICE OFFER/PRICE OF TENDER (X)}] * (30) \\
 &+ \\
 &\text{TOTAL QUALITY SCORE (OUT OF 100) FOR ALL QUALITY AWARD CRITERIA OF TENDER} \\
 &(\text{X})/100 * (70)
 \end{aligned}$$

In case of award, the technical offer will integrate the Tender specifications and will be an integral part of the contract.

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13. Site inspection

Under penalty of exclusion from the call for tenders, the interested companies must appoint a Legal Representative or a proxy appointed by said Operator, who will conduct an inspection to visit the premises involved in the removal services to be provided by the Contractor.

In accordance with the principle of fair and equal treatment and information, the inspection will be carried out on **12/05/2017** during a meeting scheduled at **10.00 (CET)** at the European University Institute, Via dei Roccettini 9, 50014 – San Domenico di Fiesole, Firenze, Italy. For the reasons mentioned above no other visit will be allowed after this date and time. Any possible changes to the date will promptly be posted on the Institute's website <http://www.eui.eu/About/Tenders/Index.aspx>

To this end, Tenderers are invited to send the inspection request form "Request for inspection" (Annex II F), a copy of a valid identification document and a copy of any proxy documents to the Real Estate and Facilities Service by **17.00 (CET) of 11/05/2017** via mail at inforefs@eui.eu. The original paper copy of the document must be handed to the Institute's Operator who will accompany them on the day of the inspection.

14. Award requirements

The successful Tenderers, on the date established by the Contracting authority, for the purposes of the final award, must:

1. provide certified true copies of all certificates presented as documentation for the tender procedure;
2. submit copies of the requested insurance policies, as indicated at art. II.3.5 draft Framework Contract;
3. in the case of a TGC and/or consortium, provide the TGC/consortium act and the special collective mandate with representation conferred to one party of the TGC/consortium who acts as proxy;
4. a copy of the court records of the legal representative of the Tenderer.

If the successful Companies do not promptly comply with the obligations above, do not submit all the requested documents or do not provide proof that they meet the requirements for the tender, namely that the proof is not considered conforming with the declarations made at the time of the tender, the Administration reserves the right to declare the bids lapsed and to launch a new call for tender, without prejudice to further costs incurred by the Contracting authority to be charged to the Tenderers at fault.

Should the assessment of the items above result in a positive outcome, the Tenderers will be awarded the Framework Contract and formally invited to sign the contract.

CHAPTER IV – FINAL PROVISIONS

15. Administrative information

The tender will be carried out in accordance with the Institute's regulations and in particular with Decision No 6/2015 of the High Council establishing the statutory and financial regulations of the Institute and Decision No 36/2016 of the President of the Institute regulating public procurements, available on the website of the Institute <http://www.eui.eu/About/Tenders/Index.aspx>

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Participation in this tender procedure implies full acceptance of these regulations.

The rules establishing the future relationship between the Contracting authority and the Companies that are awarded the Framework Contract, such as the rules for payment, personal data processing, dispute resolution both in the tender procedure and during implementation of the contract rules, are shown in the draft Framework Contract .

16. Person responsible for the contract

The Contracting Authority appoints the Director of Real Estate and Facilities Service as Person responsible for this tender procedure and the Framework Contract.

The Person responsible shall be in charge of all exchanges and communications with the Companies that are awarded the Framework Contract, on all issues relating to the performance of the services in question, and shall be responsible for ensuring that contractual obligations are observed, enacting coercive provisions and applying penalties whenever necessary.

17. Reference persons for the contract

In order to ensure that the Framework Contract is performed satisfactorily and to guarantee a correct contractual relationship with the Companies that are awarded the Framework Contract, the Director of Real Estate and Facilities Service shall appoint two members of his staff as Reference persons for the contract. Among other tasks, the Reference persons shall:

- take care of operational relations with the Companies;
- request interventions for any changes and/or new provisions that may become necessary throughout the duration of the Framework Contract;
- ensure the correct implementation of the services and monitoring results;
- request dismissal and subsequent replacement of unwelcome personnel with justified reason;
- suggest the application of penalties to the Contract Representative or termination of the Framework Contract where applicable;

18. Final provisions and annexes

The tender documents are composed of the draft Service Contract provided by the Institute, this Tender Specification – Annex I and the Contractor’s tender – Annex II including the following annexes:

- II A – Technical offer
- II B – Economic offer
- II C – Self-certification form
- II D – Declaration on honour on exclusion criteria and absence of conflict of interests
- II E – EUI Vacation Days 2017
- II F – Request for site inspection

Signature of the Legal Representative

Company stamp

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