

CALL NOTICE OF EXTREMELY URGENT SIMPLIFIED OPEN PROCEDURE FOR THE PURCHASE AND DISTRIBUTION OF EQUIPPED SCHOOL DESKS AND CHAIRS THROUGHOUT ALL OF ITALY

Lot A Tender Identification Code (CIG Code) 8377980FCB

Lot B Tender Identification Code (CIG Code) 8377988668

1. Information about the award procedure and the Contracting authority

Extremely urgent, simplified, open procedure in derogation from the provisions of the Public Procurement Code (Italian Legislative Decree no. 50 of April 18 2016) called by the Extraordinary Commissioner for the Implementation and Coordination of Measures required to contain and fight the COVID-19 Pandemic (hereinafter referred to as the "**Commissioner**"), in accordance with Art. 8, paragraph 8, of Decree-Law no. 76 of 16 July 2020 and Art. 122 of Decree-Law no. 18 of 17 March 2020, in the manner defined hereto:

- CPV: 39160000-1 - School furniture
- Open procedure through this "call notice" published in the OJEU, on the institutional websites of the Italian Ministry of Education and the Presidency of the Council of Ministers - Special Commissioner for the crisis, valid for the duration of 10 consecutive days and, in any case, until no later than July 30, 2020 at 2:00 P.M.;
- Electronic submission of bids, by that same date, that is, within July 30, 2020 at 2:00 P.M.;
- Submission of any requests for clarification by the economic operators interested in taking part in the procedure: **within July 27, 2020;**
- Evaluation of the offers by the Examining Commission, in accordance with the timing and procedures indicated at paragraph 9 and on the basis of the assessment criteria pursuant to paragraph 8;
- Subsequent stipulation of the contract or contracts, by August 7, 2020.

In regard to this procedure, the following are the essential reference persons:

- Reference Procedure Manager: Antonio Fabbrocini;
- Bid submission procedure: by means of the e-procurement platform made available by Invitalia accessible through the link <https://gareappalti.invitalia.it/tendering/tenders/000148-2020/view/detail/1> as better specified in paragraph 6, upon platform registration and enabling for use, in the manner described in ***Annex 1 - "e-Procurement Platform User Guide"***;
- Contact details for communications or requests for clarifications: by means of the [e-procurement platform made available by Invitalia](#).

The official language of this procedure is the Italian language. The English translation of this Call Notice and its annexes, as well as the answers that will be published responding to any clarification request of the economic operators, are only intended to facilitate the tender participation. Offers must be in Italian language, as well as documents and certifications transmitted by competitors must be, in accordance with Article 134, paragraph 7, of the Public Procurement Code, accompanied by a Italian translation in accordance with the original text certified by the Italian diplomatic or consular authorities of the Country in which they were drafted, or by an official translator.

2. Subject of the procedure

The procedure is aimed at purchasing, before the commencement of the 2020-2021 school year and in the schedule time specified under paragraph 9, of an **estimated 3,000,000 (three million) individual school desks and innovative type equipped seats** and an **estimated 700,000 traditional complementary chairs**, in the following types:

- Lot A: at least 1,500,000 individual school desks, traditional type, and up to 700,000 complementary chairs;
- Lot B: up to 1,500,000 innovative type equipped school seats;

in the quantities better specified and with the characteristics as per the specifications attached to this Call Notice as **Annex 2 - "Technical Specifications"**, for first, middle and secondary schools throughout national territory.

The quantities indicated above for each type are approximate only, under the scope of the comprehensive need for three million innovative equipped desks/seats, and will be defined more precisely in the contract, together with the indication of the recipient schools, on the basis of the respective needs, as declared by the Ministry of Education. As this procedure envisages, as better detailed below, that the Economic Operator shall indicate for each Lot:

- one or more territorial areas of the supply offered, using the term "territorial area" to mean a Region or an Autonomous Province;
- a minimum number of equipped seats/desks (of 200,000 units) and, for Lot A only, a minimum number of traditional type complementary chairs (70,000),

it is hereby specified that, in light of the needs of the recipient schools, the quantity of products offered, for the territorial area indicated by the Economic Operator, may not be purchased in full.

It shall also be noted, with reference to Lot A, that offers should always include a quantity of chairs for traditional type desks that are at least a third lower than the number of desks themselves. If the number of traditional type complementary chairs indicated in the Offer would be higher than expected, the number of such chairs will automatically be considered, by the contracting authority, to be reduced to the permitted amount.

The supply requested includes the complementary service of packaging, transport of the furniture and its assembly in the destination places, which will be specified when stipulating the contract, as per the detailed plan of needs issued by the Ministry of Education (hereinafter the "**Complementary Service**").

Any bid may also include, by way of additional service—if offered by the economic operator—the collection of old desks and/or old chairs, duly removed from the inventory insofar as "out of commission" and relative conferral to facilities for recovery or disposal, without prejudice to the traceability of said conferral in accordance with applicable legislation (hereinafter the "**Additional Service**"). As this is an Additional Service, the number of desks/chairs for which said Additional Service is offered and the corresponding price specified above, shall not exceed the number of new furniture items and the related price offered. The Additional Service shall in any case only be supplied if requested by the Ministry of Education in favour of the schools to which the supplier shall, if awarded the tender, deliver the supply.

3. Qualitative requirements of the products concerned by the procedure

The minimum essential characteristics common to all products concerned by the procedure and those for each product type are indicated in Annex 1 - Technical Specifications.

With the submission of the Participation Application according to the **Annex 3 - "Certification of Requirements"**, signed by the economic operator, through its legal representative or proxy, duly empowered as necessary, the economic operator declares, in accordance with Articles 46, 47 and 76 of Italian Presidential Decree no. 445/2000 that the products offered are compliant with the essential minimum requirements and possession of certificates attesting to the conformity of the products with the requirements.

It is expressly specified that the absence of the minimum requirements described and/or related certifications shall result in exclusion from the tender procedure.

4. Other essential qualitative requirements of the offer

The individual technical offer submitted by the Economic Operator, whether individual or associated, in a consortium or a vertical or horizontal or mixed group, must meet the following essential requirements:

- a) assure, for each Lot, a minimum number of equipped seats/desks of at least 200,000 units;

- b) assure the packaging, transport, delivery and assembly of the products offered and consequent reports of the supply, **by August 31, 2020** (Monday), according to the distribution plan as per paragraph 10, letter a)
- c) assure the supply by the deadline specified by the institutes in the territorial area of no less than the Region/s and/or Autonomous Province/s for which it has submitted an offer in compliance with the provisions of paragraph 6 below;
- d) assure homogeneous quality of the products offered;
- e) assure dimensional flexibility, increasing or decreasing, of the type of products concerned by the supply contract or contracts, according to the plan of needs to be prepared by the Ministry of Education, on at least 20 % of the products offered;
- f) assure the 5 year ordinary guarantees, maintenance and assistance as envisaged by the law, provided by the manufacturer for each product offered;
- g) assure the commitment to provide the performance bond before the undersigning of the contract, in accordance with Article 103 of the Public Procurement Code.

It is expressly specified that the absence of the minimum requirements described **at letters a) to g)** shall result in exclusion from the tender.

5. Subjective requirements of the economic operators involved

All Economic Operators, individually or in associations, consortia or groups, may participate in this procedure, as long as they meet the following requirements and have the following capacity:

- 1) **general requirements:** the same requirements of honour and reliability envisaged by Article 80 of the Public Procurement Code (Italian Legislative Decree no. 50 of 18 April 2016);
- 2) **professional competence requirements:**
 - registration with Companies House of the Chamber of Commerce of the Province in which it is based, for activities consistent with those concerned by the supply tendered (or with one of the professional or commercial registers of the State of residence if an EU Member State, in compliance with the provisions of the Italian Public Procurement Code). A tenderer not established in Italy but in another Member State or in one of the countries referred to in Article 83, paragraph 3 of the Italian Public Procurement Code must submit, at risk of exclusion, a corresponding commercial registration or sworn statement or in accordance with the procedures in force in the country in which it is established;
- 3) **technical and economic capacity requirements:** technical and economic capacity to provide the supply in compliance with the offer submitted and in relation to the quantity offered, provided that the relevant minimum requirements are satisfied, as indicated under paragraph 4 above. These requirements must in any case be borne out by the list of the main supplies of similar products made in the last three years (2017-2018-2019) and an indication of sector turnover in the last three years (2017-2018-2019).

The Economic Operator must attest that said requirements are met through a self-certification according to the format attached as **Annex 3 - "Certification of Requirements"**, which will be filled out, dated and digitally signed by the legal representative of the applicant and thereafter uploaded to the specific section of the e-procurement platform. For consortia, temporary groups and temporary associations of businesses, the requirements must be certified for the legal representative and all associated economic operators, in accordance with the provisions of the Italian Public Procurement Code. In any case, the leading company of the temporary associations of businesses must meet more of the requirements than each principal.

Failure to meet such requirements - in the event of negative outcome of the relevant verifications or failure to prove such - shall also result in exclusion from the tender procedure.

6. Offer contents and submission

Each economic operator tenders for the chosen Lot or for both. If tendering for both Lots, the (Technical and Economic) bids shall be submitted separately, for each individual Lot, whilst the Administrative Documentation may be submitted just once. To this end, the tenderers deciding to submit an offer for both Lots shall always take part in the same form, whether individual or associated, and in the same composition.

Bid submission via the e-procurement platform shall take place through the operations described in Annex 1 - "e-Procurement Platform User Guide".

The offer consists of: **1) the Administrative documentation; 2) the Technical offer; and 3) the Economic offer**, which must be digitally signed or, alternatively, physically signed on the document by the economic operator's legal representative or by the proxy duly empowered as necessary to make a binding commitment on the economic operator's behalf, accompanied by a copy of the signatory's valid identification document, under the terms of the offer submitted, as indicated in the table below.

UNDER PENALTY OF EXCLUSION, NO REFERENCES TO THE TECHNICAL OR ECONOMIC OFFERS MAY BE INCLUDED AMONGST THE ADMINISTRATIVE DOCUMENTATION.

UNDER PENALTY OF EXCLUSION, NO REFERENCES TO THE ECONOMIC OFFER MAY BE INCLUDED IN THE TECHNICAL OFFER.

The Administrative Documentation shall contain:

- a) certification of the requirements as per the format attached to this notice in Annex 3 - "Certification of Requirements" pursuant to paragraph 5 above;
- b) the Excel file attached to this Notice as **Annex 4 - "Participation Info"**, which the Economic Operator, whether individual or associated, in a consortium or group (horizontal, vertical or mixed) must fill out in order to indicate the relative participation model and composition;
- c) the document containing the specific contract conditions attached to this Notice as **Annex 5 - "Specific Conditions of the Contract"**, signing of which marks the Economic operator's full and unconditional acceptance of said specific conditions.

The Technical offer must contain:

1. a technical report, digitally undersigned, which indicates all the qualitative elements that can be appreciated under Annex 2 – "Technical Specifications;
2. it shall also contains:
 - a) description of the products offered for the individual Lot and their qualitative requirements, as envisaged under paragraph 3 and any improvements, complete with the dimensional technical drawing, photography and certifications required. No consideration will be given to offers showing products of non-homogeneous quality;
 - b) indication of the territorial area to which the offer refers, namely the area within which it is able to assure the supply in accordance with the terms and conditions required. The territorial area must coincide with at least one Region or Autonomous Province. No consideration will therefore be given to offers whose area is less than the territory of a Region or Autonomous Province;
 - c) indication of the quantity of products that, with reference to the individual Lot of interest, is to be offered, in accordance with the terms and conditions required, for each of the product dimensions.

No consideration will be given to offers that do not envisage a minimum number of equipped chairs/desks of at least 200,000 units for the individual Lot of interest;

- d) indication of the margin of dimensional flexibility, up or down, of the type of products on the relative quantity offered (expressed as a percentage). No consideration will be given to offers that do not provide for a margin of flexibility of at least 20% with reference to the products offered;
- e) the commitment to provide additional insurance guarantees over and above the minimums required by the law and assistance with the product offered, including its free replacement, on request, of any malfunctioning product or product that does not comply with the requirements indicated in the contract within 10 days of the request, **save the effects of the express termination clause pursuant to paragraph 13;**
- f) any availability, as Additional Service, to collect old desks and complementary chairs, **duly removed from the inventory insofar as “out of commission”**, and to confer them to facilities for recovery or disposal, and consequent indication of the related quantities, provided that to the territorial area of such Additional Service shall be the same for which the supply is to be made. The successful tenderer must certify the traceability of the conferral in accordance with applicable legislation. No consideration will be given to any willingness to collect a larger number of desks/chairs than the number of products offered.

The Economic offer must indicate:

- a) for Lot A:
 - a.1) the unit price offered for each desk, in the types and sizes indicated in the technical offer, including the price of the Complementary Service;
 - a.2) the unit price offered for each complementary chair, in the types and sizes indicated in the technical offer, including the price of the Complementary Service;
 - a.3) if willing to provide the Additional Service, the unit price offered for each old desk/chair covered by said Additional Service. **This price is not used in awarding the points for the economic offer as per paragraph 8 below.**
- b) for Lot B:
 - b.1) the unit price offered for each innovative equipped seats, in the types and sizes indicated in the technical offer, including the price of the Complementary Service;
 - b.2) if willing to provide the Additional Service, the unit price offered for each old desk/chair covered by said Additional Service. **This price is not used in awarding the points for the economic offer as per paragraph 8 below.**

7. Tender Commission

The offers will be assessed by a Tender Commission appointed by the Extraordinary Commissioner for the COVID-19 Crisis, comprising:

- a) two experts designated by the Technical Scientific Committee established at the Civil Guard Department for the COVID-19 Crisis;
- b) two members designated by the Ministry of Education;
- c) an expert in legal matters who shall act as Chairman;
- d) a member of the office managed by the Special Commissioner for the COVID-19 Crisis, who shall act as secretary and shall not have the right to vote.

During the tender procedure, where necessary, the Commission may avail itself of the Technical Scientific Committee established at the Civil Guard Department for the COVID-19 Crisis or other technical staff.

All the works of the Tender Commission may be carried out by video conference call or using other remote connection procedures.

8. Offer assessment criteria

The tender will be awarded according to the economically most advantageous offer on the basis of the best value for money, according to the following evaluation aspects and procedures.

The total points are based on the sum of the points obtained for the technical offer and for the economic offer. The maximum total points is 100, distributed as follows:

ID	EVALUATION ASPECTS	MAXIMUM POINTS
1	TECHNICAL OFFER	80
2	ECONOMIC OFFER	20
TOTAL		100

The offers will be evaluated on the basis of the following criteria and sub-criteria

LOT A

SUB-CRITERIA LOT A		Sub-points
A.1	a.1 formal and functional qualities beyond the minimum requirements	7
a.2	a.2 variable height desks, without prejudice to the solidity of the construction and ease of use	7
a.3	a.3 the development of the desktops and chairs in multilayer wood	7
B.1	b.1 quantities offered ABOVE THE MINIMUM QUANTITY REQUIRED for the desks	9
B.2.	b.2 quantities offered ABOVE THE MINIMUM QUANTITY REQUIRED for the chairs	5
C	c. territorial area ABOVE THE MINIMUM TERRITORIAL AREA REQUIRED;	15
D	d. percentage flexibility of the offer, with reference to the dimensions of the type of products covered by the supply contract or contracts;	10
E.	e. Extension of the insurance warranty: the points will be awarded for each additional year of warranty over and above the minimum of 5 years	5
F.	f. Willingness to collect the old desks and chairs and related conferral to public facilities for recovery/disposal for each Region/Autonomous Province for which cover is guaranteed	10
G.	g. Previous supplies of school furniture (desks and chairs) to Italian schools	5
Total technical offer		80
h.1	h.1. Unit price for the desks (including the Complementary Service)	12
h.2	h.2 Unit price for the chairs (including the Complementary Service)	8

SUB-CRITERIA LOT A		Sub-points
Total economic offer		20
Total offer		100

Identifying the most economically advantageous offer will be based on the following formula:

$$P = (a_1 * 7 + a_2 * 7 + a_3 * 7 + b_1 * 9 + b_2 * 5 + c * 15 + d * 15 + e * 5 + f * 10 + g * 5 + h_1 * 12 + h_2 * 8)$$

The qualitative coefficient $a_{.1}$:

will be determined by calculating the average of the assessment coefficients (from zero to one) assigned on a discretionary basis by each commissioner.

More specifically, with reference to the qualitative offer, each evaluation aspect will be assessed by each Commissioner, who will assign a score according to the following assessment scheme:

OPINION	DESCRIPTION OF OPINION	SCORE
NOT APPLICABLE	Handling not applicable for the subject in question.	0
UNSATISFACTORY	Handling unclear; absence of proposed benefits/advantages in relation to the Rules; lack of analytical technical content.	0.1
POOR	Incomplete handling indicative of a lack of real foundation of the proposal relative to the benchmark. The benefits/advantages are unclear and/or are not demonstrated analytically in the proposal.	0.2
SATISFACTORY	Handling is just adequate in relation to the expectations set out in the Rules. The advantages and/or benefits can just about be seen.	0.3
MORE THAN SATISFACTORY	Handling is exhaustive in relation to the expectations set out in the Rules. The advantages and/or benefits can be seen.	0.4
AVERAGE	Whilst the handling is complete in relation to the expectations set out in the Rules, it does not feature aspects that make the offer stand out. The advantages and/or benefits appear to be partially analysed and fairly clear, but without innovation.	0.5
ABOVE AVERAGE	Handling is complete in relation to the expectations set out in the Rules. The advantages and/or benefits appear to be partially analysed and fairly clear and there are some signs of innovation.	0.6
GOOD	Complete handling of the areas requested clearly, effectively and efficiently in relation to the expectations set out in the Rules. Technical aspects are dealt with rather superficially; however, the advantages are evident and mark the key features of the offer.	0.7
PARTICULARLY GOOD	Complete handling of the areas requested clearly, effectively and efficiently in relation to the expectations set out in the Rules with a good level of technical detail. Solutions appear to be concrete and innovative. The advantages are clearly evident, highlighting the key features of the offer.	0.8
VERY GOOD	Complete handling of the areas requested with a very good level of detail for all technical aspects. Very effective proposal relative to the expectations set out in the Rules also in relation to possible solutions available on the market and the feasibility of the proposal itself.	0.9
EXCELLENT	Exceeds the expectations expressed in the Rules, with exhaustive and precise handling of requested areas and matters. The benefits and advantages of the proposal are evident, well beyond expectations, also with reference to possible solutions present on the market and the feasibility of the proposal itself. The reliability of the offer is concrete and evident.	1

Once each commissioner has assigned a coefficient to each tenderer for sub-criterion **A**, the average of the coefficients assigned will then be calculated. This average will be calculated up until the third decimal digit, without rounding.

The quantitative coefficients $a_{.2}$ and $a_{.3}$:

will be determined as explained below:

$a_{.2}, a_{.3} = 1$ for the offer guaranteeing at least 95% of the products supplied;

$a_{.2}, a_{.3} = 0.8$ for the offer guaranteeing at least 70% and up to 94.99% of the products supplied;

$a_{.2}, a_{.3} = 0.5$ for the offer guaranteeing at least 50% and up to 69.99% of the products supplied;

$a_{.2}, a_{.3} = 0.2$ for the offer guaranteeing at least 40% and up to 49.99% of the products supplied;

$a_{.2}, a_{.3} = 0$ for the offer guaranteeing less than 40% of the products supplied at variable height;

The quantitative coefficients b1 and b2

will be determined using the following formula, adopting the linear interpolation method, attributing the coefficient of zero to the minimum admissible offer (i.e. the minimum quantity established by this notice of 200,000 for desks under criterion b2, **70,000 for chairs**) and the coefficient of one to the maximum quantity of 1,500,000 desks and 700,000 chairs. If a larger quantity is offered to that required by this notice, the points will, in any case, be assigned for up to a maximum of 1,500,000 desks/700,000 units for chairs:

$$b1, b2 = \frac{[\text{quantity offered by the tenderer } i - \text{quantity minimum required}]}{\text{max.quantity envisaged by this notice} - \text{quantity minimum required}}$$

Please note that the amount of seats should be **at least** a third less than the amount of desks on offer.

The quantitative coefficient c.

will be determined using the following formula, adopting the linear interpolation method, attributing the coefficient of zero to the minimum admissible offer (i.e. 1 Region or Autonomous Province for which cover is assured) and the coefficient of one to the best economic offer (i.e. the largest number of Regions and/or Autonomous Provinces that a tenderer has guaranteed it will be able to cover, obtained during the tender):

$$c = \frac{[\text{No.of Regions for which the } n\text{-th tenderer guarantees cover} - 1 (\text{minimum cover required})]}{\text{max No. Regions covered obtained during the tender} - 1 (\text{minimum cover required})}$$

the quantitative coefficient d:

will be determined by applying the following formula that attributes the coefficient of zero to the bid providing minimum percentage required (equal to 20%) and the coefficient of one to the offer providing the highest percentage obtained in the tender):

$$d = \frac{[\% \text{ offer Tenderer } i - \text{minimum } \%]}{[\text{highest } \% \text{ obtained in tender} - \text{minimum } \%]}$$

The tabular coefficient e.

This will be determined as explained below:

$e = 1$ for the offer of 4 or more years of extra warranty beyond the 5 years envisaged as a minimum

$e = 0.75$ for the offer of 3 years of extra warranty beyond the 5 years envisaged as a minimum;

$e = 0.5$ for the offer of 2 years of extra warranty beyond the 5 years envisaged as a minimum;

$e = 0.25$ for the offer of 1 year of extra warranty beyond the 5 years envisaged as a minimum

The quantitative coefficient f.

will be determined, if the tenderer declares availability of the service, with the following formula, adopting the linear interpolation method, attributing a coefficient of zero to the unavailability of the service and the coefficient of one to the maximum quantity of products to be collected, obtained in the tender. Please note that no consideration will be given to any willingness to collect a larger number of desks/chairs than the

number of products offered:

$$f = \frac{\text{[quantity of products from collection offered by the tenderer } i \text{]}}{\text{quantity max of products from collection obtained in office of tender}}$$

The coefficient of table nature g.

will be determined as explained below:

$g = 1$ if the offer meets the requirement.

$g = 0$ if the offer does not meet the requirement.

The sum of the points for the technical offer will be calculated to three decimal places, without rounding.

The quantitative coefficient h_1 and h_2

The **quantitative** coefficients **h_1 and h_2** (economic offer) will be determined by applying the Lowest Price formula:

$$h_1, h_2 = \frac{\text{lowest unit price (including the Complementary Service) obtained in the tender}}{\text{unit price (including the Complementary Service) offered by tenderer } i}$$

LOT B

SUB-CRITERIA LOT B		Sub-points
a.1	a.1 formal and functional qualities beyond the minimum requirements	5
a.2	a.2 resting on six wheels	5
a.3	a.3 wheel lock	5
a.4	a.4 variability of the height of the chair and desktop	5
a.5	a.5 availability in multiple pastel colours	5
B.	quantities offered ABOVE THE MINIMUM QUANTITY REQUIRED	10
C	c. territorial area of needs ABOVE THE MINIMUM TERRITORIAL AREA REQUIRED;	15
D.	d. percentage flexibility of the offer, with reference to the dimensions of the type of products covered by the supply contract or contracts;	10
E.	e. extension of the insurance warranty: the points will be awarded for each additional year of warranty over and above the minimum of 5 years:	5
F.	f. willingness to collect the old desks and chairs and related conferral to public facilities for recovery/disposal for each Region/Autonomous Province	10
G.	g. previous supplies of school furniture (desks and chairs) to Italian schools	5
Total technical offer		80
H.	h. unit price (including the Complementary Service) for innovative equipped chairs.	20
Total economic offer		20
Total offer		100

Identifying the most economically advantageous offer will be based on the following formula:

$$P = (a_1 * 5 + a_2 * 5 + a_3 * 5 + a_4 * 5 + a_5 * 5 + b * 10 + c * 15 + d * 10 + e * 5 + f * 10 + g * 5 + h * 20)$$

The qualitative coefficient $a_{.1}$:

will be determined by calculating the average of the assessment coefficients (from zero to one) assigned on a discretionary basis by each commissioner.

More specifically, with reference to the qualitative offer, each evaluation aspect will be assessed by each Commissioner, who will assign a score according to the following assessment scheme:

OPINION	DESCRIPTION OF OPINION	SCORE
NOT APPLICABLE	Handling not applicable for the subject in question.	0
UNSATISFACTORY	Handling unclear; absence of proposed benefits/advantages in relation to the Rules; lack of analytical technical content.	0.1
POOR	Incomplete handling indicative of a lack of real foundation of the proposal relative to the benchmark. The benefits/advantages are unclear and/or are not demonstrated analytically in the proposal.	0.2

SATISFACTORY	Handling is just adequate in relation to the expectations set out in the Rules. The advantages and/or benefits can just about be seen.	0.3
MORE THAN SATISFACTORY	Handling is exhaustive in relation to the expectations set out in the Rules. The advantages and/or benefits can be seen.	0.4
AVERAGE	Whilst the handling is complete in relation to the expectations set out in the Rules, it does not feature aspects that make the offer stand out. The advantages and/or benefits appear to be partially analysed and fairly clear, but without innovation.	0.5
ABOVE AVERAGE	Handling is complete in relation to the expectations set out in the Rules. The advantages and/or benefits appear to be partially analysed and fairly clear and there are some signs of innovation.	0.6
GOOD	Complete handling of the areas requested clearly, effectively and efficiently in relation to the expectations set out in the Rules. Technical aspects are dealt with rather superficially; however, the advantages are evident and mark the key features of the offer.	0.7
PARTICULARLY GOOD	Complete handling of the areas requested clearly, effectively and efficiently in relation to the expectations set out in the Rules with a good level of technical detail. Solutions appear to be concrete and innovative. The advantages are clearly evident, highlighting the key features of the offer.	0.8
VERY GOOD	Complete handling of the areas requested with a very good level of detail for all technical aspects. Very effective proposal relative to the expectations set out in the Rules also in relation to possible solutions available on the market and the feasibility of the proposal itself.	0.9
EXCELLENT	Exceeds the expectations expressed in the Rules, with exhaustive and precise handling of requested areas and matters. The benefits and advantages of the proposal are evident, well beyond expectations, also with reference to possible solutions present on the market and the feasibility of the proposal itself. The reliability of the offer is concrete and evident.	1

Once each commissioner has assigned a coefficient to each tenderer for sub-criterion **A**, the average of the coefficients assigned will then be calculated. This average will be calculated up until the third decimal digit, without rounding.

The tabular coefficients a_2, a_3, a_4, a_5 :

will be determined as explained below:

$a_2, a_3, a_4, a_5 = 1$ if the offer meets the requirement;

$a_2, a_3, a_4, a_5 = 0$ if the offer does not meet the requirement;

The quantitative coefficients b

will be determined with the following formula, adopting the linear interpolation method, attributing the coefficient of zero to the minimum admissible offer (i.e. the minimum quantity established by this notice of 200,000 for desks) and the coefficient of one to the maximum quantity of 1,500,000. If a larger quantity is offered to that required by this notice, the points will, in any case, be assigned for up to a maximum of 1,500,000 desks:

$$b = \frac{[\text{quantity offered by the tenderer } i - \text{quantity minimum required 200,000}]}{\text{quantity max envisaged by the present notice 1500.000} - \text{quantity minimum required 200,000}}$$

The quantitative coefficient c .

will be determined using the following formula, adopting the linear interpolation method, attributing the coefficient of zero to the minimum admissible offer (i.e. 1 Region or Autonomous Province for which cover is assured) and the coefficient of one to the best economic offer (i.e. the largest number of Regions and/or Autonomous Provinces that a tenderer has guaranteed it will be able to cover, obtained during the tender):

$$c = \frac{[\text{No. of Regions for which the } n\text{-th tenderer guarantees cover } - 1 \text{ (minimum cover required)}]}{\text{max No. Regions covered obtained during the tender } - 1 \text{ (minimum cover required)}}$$

the quantitative coefficient d :

will be determined by applying the following formula that attributes the coefficient of zero to the offer providing for the minimum percentage required (equal to 20%) and the coefficient of one to the offer providing for the highest % obtained in the tender:

$$d = \frac{[\% \text{ offer Tenderer } i - \text{minimum } \%]}{[\text{highest } \% \text{ obtained in tender} - \text{minimum } \%]}$$

The tabular coefficient e.

This will be determined as explained below:

- e = 1 for the offer of 4 or more years of extra warranty beyond the 5 years envisaged as a minimum*
- e = 0.75 for the offer of 3 years of extra warranty beyond the 5 years envisaged as a minimum;*
- e = 0.5 for the offer of 2 years of extra warranty beyond the 5 years envisaged as a minimum;*
- e = 0.25 for the offer of 1 year of extra warranty beyond the 5 years envisaged as a minimum*

The quantitative coefficient f.

will be determined, if the tenderer declares availability of the service, with the following formula, adopting the linear interpolation method, attributing a coefficient of zero to the unavailability of the service and the coefficient of one to the maximum quantity of products to be collected, obtained in the tender. Please note that no consideration will be given to any willingness to collect a larger number of desks/chairs than the number of products offered:

$$f = \frac{[\text{quantity of products from collection offered by the tenderer } i]}{\text{quantity max of products from collection obtained in office of tender}}$$

The coefficient of table nature g.

will be determined as explained below:

- g = 1 if the offer meets the requirement.*
- g = 0 if the offer does not meet the requirement.*

The sum of the points for the technical offer will be calculated to three decimal places, without rounding.

The quantitative coefficients h

The **quantitative** coefficients *h* (economic offer) will be determined by applying the Lowest Price formula:

$$g = \frac{\text{lowest unit price (including the Complementary Service) obtained in the tender}}{\text{unit price (including the Complementary Service) offered by tenderer } i}$$

9. Tender fulfilment procedure

The offers will be assessed **starting July 31, 2020 at 9:00 AM** and will take place in multiple sequential phases, to be concluded in any case by **August 5, 2020 (Wednesday)**.

In compliance with the provisions of Article 56, paragraph 2 of Directive 2014/24/EU and in compliance with the provisions of Article 1, paragraph 3 of Italian Decree-Law no. 32 of 18 April 2019, converted into Italian Law no. 55 of 14 June 2019, **the Commission will assess the technical offers and economic offers submitted by the tenderers before verifying the administrative documentation.**

Said the above, after the deadline has passed for the bid submission but before the Commission is established, the Single Procedure Manager will open the Administrative Documentation of the bids received and will extract the Excel file pursuant to Annex 4 - Participation Info", so as to identify the names of the tenderers, individual and associated, in consortia or groups, and send the relevant list to the Commission members, who shall then issue the necessary statements that there are no causes for conflict of interest, incompatibility or inability to award.

Once the Commission has been established, it will proceed, for each Lot, to:

- open the Technical offers, verifying their consistency with the subject of the tender, immediately excluding any offers that are inadmissible insofar as inconsistent or, in any case, below the minimum requirements;
- assess the admissible Technical offers, according to the criteria pursuant to paragraph 8 and award the points;
- open the Economic offers and assign the points;
- define the ranking by product type and on a territorial area basis (no less than a single Region or Autonomous Province), as per the needs indicated by the Italian Ministry of Education and the availability expressed by the offers, by **August 6, 2020**;
- examine the Administrative Documentation of the possible successful tenderer (or possible successful tenderers) and the subsequent two classified;

The Commissioner and each successful tenderer will stipulate one or more contracts, **by August 7, 2020 (Friday)**.

An award can be granted on more than one economic operator, up to full cover of the quantities and territories needs.

10. Contents of the contracts

Each contract will define:

- a) the subject of the provision, in the functional type envisaged by each Lot, **in the quantities and dimensions envisaged in the detailed plan of needs prepared by the Ministry of Education**;
- b) the unit and total price agreed, also for the Additional Service, where offered, and the invoicing and payment procedures. The prices in the Economic offer will be applied;
- c) the other obligations arising from the contract, including the guarantees required, including that of replacing the faulty products within 10 days of the request, **without prejudice to the effects of the express termination clause pursuant to paragraph 13**;
- d) the list of schools that will be entitled to receive the supply from each contracting economic operator;
- e) the other delivery terms and conditions, **according to the detailed plan of needs prepared by the Italian Minister of Education**;
- f) the reports due in regard to the correct execution of the contract.

Each contract will include the specific conditions accepted by the tenderer in signing the document pursuant to Annex 5 - "Specific Conditions".

12 - Additional needs

If there should be an urgent need for additional supplies of the same type, under the scope of the economic resources **made available for school needs**, with a restricted tender procedure which will only be open to the economic operators that have been included in the ranking as per paragraph 9 of this notice.

13 - Express termination clause

The following shall constitute a breach and entail the immediate termination of the contract, at the expense of the supplier, without prejudice to any compensation for damages:

- A delay of **more than seven days** in the regular delivery of the products;

- Delivery of faulty products or products that do not comply with the stated/requested quality requirements, for more than 1 % of the supply, regardless of the effects of the warranty in respect of the replacement of faulty products within 10 days of request.

Annexes

Annex 1 - "e-Procurement Platform User Guide »;

Annex 2 - "Technical Specifications"

Annex 3 - "Certification of Requirements"

Annex 4 – "Participation Info"

Annex 5 - "Specific Conditions of the Contract"