



Schola Europaea  
European School of Mol

Date: 17/01/2023

## TENDER SPECIFICATIONS

Procedure n°: ESMOL\_2022\_05

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Object:

### SERVICE OF GARBAGE COLLECTION, REMOVAL AND TREATMENT.

Type of procedure: **negotiated procedure for middle value contract**

Award method: **best value for money**

Type of contract: **Framework Contract**

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Contracting authority:

**European School of Mol**

Europawijk 100- 2400 Mol (België / Belgique)

Email: [MOL-PROCUREMENT@eursc.eu](mailto:MOL-PROCUREMENT@eursc.eu)

Website: <https://www.esmol.be/en/procurements>



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## 1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

### 1.1. Legal basis: what are the rules?

This tender is governed by the provisions of:

- [the Financial regulation of the European Schools](#) and
- [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#) (the Financial Regulation)<sup>1</sup>.

### 1.2. Subject: what is this call for tenders about?

The subject of this call for tenders is to source an external service, specialized in the integral service of container rental and the collection, transportation, separation, elimination and treatment of garbage generated during the general activity of the European School of Mol, and final dumping of garbage to authorized places according to the local, regional and national regulations.

The subdivision into lots is not contemplated, because it has become necessary for the integral management of the service to be provided by the same company, as well as to facilitate the control of execution.

### 1.3. Lots: is this procurement divided into lots?

This procurement is not divided into lots

### 1.4. Description: what do we want to buy through this call for tenders (minimal technical specifications)?

The services that are the subject of this call for tender, including any minimum requirements, are described in detail below.

Variants (alternatives to the model solution described in the Tender Specifications) are not allowed. The Contracting authority will disregard any variants described in a tender.

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<sup>1</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).



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#### **1.4.1. Background and objectives**

We wish to contract a complete service of garbage collection, including waste container rental, transport, treatment and removal, through a specialised external company.

The services must include appropriate safety measures and respect for the environment.

#### **1.4.2. Technical description MINIMUM technical requirements**

##### **1.4.2.1. Rental containers (Grey, Blue and confidential information containers)**

The tenderer must provide waste containers in the European School of Mol, in accordance with the conditions of these special specifications.

The tender will include in the rental container's costs (without additional cost):

- Replacement and repair of defective containers
- Adjustment and/or replacement of mechanisms: wheels, gripping elements, opening/closing
- Fitting, reinforcement or adaptation of handles
- Quarterly safety checks on the equipment provided (to ensure that the containers work properly and to avoid accidents)
- The cost of rental containers and transporting the collections

Items not included in the above list can also be ordered by quotation on demand. For example, products and services that are part of the company's range.

##### **1.4.2.2. Services of collection, transport and treatment**

The tenderer must collect, transport and process waste for the European School of Mol, in accordance with the conditions of these special specifications.

The quantities and frequencies indicated in the below schedule are estimations based on the calendar of the School.

Higher or lower quantities or zero quantities shall not give rise to compensation.

The tenderer undertakes to ensure the supply and quality of the service.

The tenderer shall attach the technical data sheet of the proposed containers.



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The description below is a set of items that must be offered by the tenderer. Tenderers must, if not the tender will be invalid, make a tender for all the items listed in this description.

The tenderer should indicate in the tender the unit price for a collection of each type of container at the frequency indicated. The supplies offered should meet the MINIMUM technical requirements listed below.

This includes the rental of specific containers for the different types of waste as well as the collection, transport and treatment:

	TYPE OF WASTE	CAPACITY (Litres)	NO. OF CONTAINERS	RENTAL	LOCATION	NO. OF TIMES OF COLLECTIONS PER YEAR (PREVISION)
GREY CONTAINERS		5000 L	1	YES	Canteen	19
		2500 L	1	YES	Secondary Building	19
		1100 L	1	YES	Primary Building	19
BLUE CONTAINERS		1100 L	1	YES	Canteen	18
		1100 L	1	YES	Secondary Building	18
		1100 L	1	YES	Primary Building	18
YELLOW CONTAINERS <sup>2</sup>		5000 L	1	NO	Canteen	10
		3000 L	1	NO	Secondary Building	10
		3000 L	1	NO	Primary Building	10
CONFIDENTIAL INFORMATION CONTAINER	DOCUMENTS 	240 L	1	YES	Administration Building	2

The collection days are to be defined at the time of awarding the contract, considering the needs of the school. **Pick-up or collection frequencies are approximate based on the annual calendar. However, in the case of special events, the service may be extended with more collections that may also be carried out at the request of the school with prior notice.**

<sup>2</sup> The school owns 3 yellow semi-underground containers for paper and cardboard (For that reason we don't need to rent any containers: collection should only be made on request (approximately 10 times a year)).



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For the confidential information container:

- Suppliers must supply a closed container with a security key.
- Special security vehicles must be used for transportation.
- The personnel in charge of handling the documents to be destroyed must gather the pertinent training regarding the personal data protection.
- The contractor/processor has to comply with DIN 66399 ([DEUTSCHES INSTITUT FÜR NORMUNG](#)) or similar, which specifies, depending on the size of the debris resulting from the destruction of the media, what level of security is achieved by devices whose purpose is to destroy data supports
- Once the documents have been destroyed, a certificate of destruction must be sent, indicating at least:
  - o The date and place of the procedure;
  - o The organization, the person carrying out the destruction (identification);
  - o quantity in kilos,
  - o The data support and the material that incorporates it (serial number, type, etc.);
  - o The technique used (software and hardware tools, level of confidentiality/security, reference standard, method, etc.);
  - o the verification (method) and its final result;
  - o The destination of the support (reuse, disposal, return to the supplier, etc.);
  - o Validation of the certificate (contact details of the person verifying the certificate, this person being different from the person who carried out the destruction).
  - o Minimum measure of paper destruction (DIN)etc.
  - o Final use of waste

1.4.2.3. Optional possibilities

1.4.2.3.1. Possibility of cleaning containers service (on demand)

Optionally, the tenderer might offer rates for the container cleaning service, which will be done on demand of the school (1 or 2 times per year approximately).

Cleaning must be carried out with the most appropriate vehicles and cleaning products for the type of container.

In case of need of electricity and water, the school can provide it to the contractor on the campus.

In case this service is offered, points will be assigned proportionally and arithmetically among all tenderers.



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Those tenderers who do not offer anything in this sense, will not receive said additional points, in the evaluation.

1.4.2.3.2. Apply discount for purchase of paper and carton

Optionally, tenderers might offer a discount applied per kilo of paper or cardboard that is collected for recycling (as a purchase). In this case, additional points will also be assigned in the award criteria, proportionally and arithmetically, among those tenderers who offer it.

Those tenderers who do not offer anything in this sense, will not receive said additional points, in the evaluation.

During the execution of the contract, no credit note will be paid as a return of such amount, but the price must be discounted on the invoice for each service.

1.4.2.4. Compliance with environmental, social and labour law

The tenderer must comply with the applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by international environmental, social and labour law provisions listed in Annex X of Directive 2014/24/EU1.

1.4.2.5. Human resources - Roles and responsibilities

Not applicable in this contract

1.4.2.6. Insurances

The contractor must subscribe an insurance policy of sufficient amount, which must cover the risks of damage to third parties, for any accident that occurs and that covers all its personnel in accordance with the requirements established by Belgian legislation, a photocopy of this policy must be presented prior to the formalization of the contract.

The insurance policy must also cover personal and material risks at least.

1.4.2.7. Controls and inspections.

The European School might have a technical supervision, sufficient for the coordination, control and inspection of the work subject to this procedure, in order to ensure that the service is being carried out in accordance with the established in these specifications and in the contract.

Regardless of all, the European School may at any time take the control, inspection and audit measures it deems necessary to detect the degree of compliance with the objectives of the contract.

1.4.2.8. Place of performance / delivery





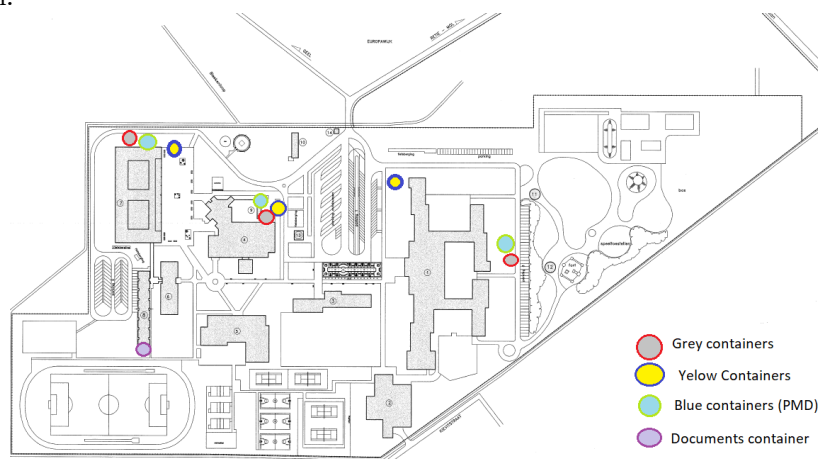
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The supplies and services must be delivered to:

**European School of Mol,  
Europawijk 100.  
Mol 2400 (Anwerpen)- België.**

The contractor will have to comply with the obligations concerning access to the premises of the contracting authority. In view of the current security situation, the contracting authority reserves the right to request security background checks on members of the contractor's team who are to have access to the School's premises as part of the service.

The placement for the containers will be in three different places of our campus, like is indicated in the next plan:



The installation and removal of containers will be carried out without causing inconvenience to people and goods, being responsible for them, and must repair the damage caused.

#### 1.4.2.1. Timetable for services and deliveries

The collection arrangements must take place at the times and place agreed by the managing authority and the ESMOL Safety and Security Officer. Collections must be made outside school hours<sup>3</sup>.

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<sup>3</sup> The school hours are (during these hours it is not allowed to collect):

- **Mondays, Tuesdays, Thursdays, Friday from 8:00 to 16:30 or**
- **Wednesdays from 8:00 to 13:00**



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**The days for the delivery of the supplies and the provision of the related services, not yet determined by the specifications, will be agreed and the services performed on the date agreed by the parties. Therefore, the garbage collection services will be made to order on demand**

The delivery period for services shall commence on the **22 of March of 2023**.

Due to the fact that the European School does not have a service throughout the year and considering the school vacation periods, it is for this reason that an estimate of the days of garbage collection has been determined in the **example** below (although the daily frequency or days could be modified depending on technical needs):

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**GREY CONTAINERS (All rests):** 19 day per year (estimation).

MARCH 23							APRIL 23							MAY 23							JUNE 23							JULY 23							AUGUST 23									
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S										
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13			
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20			
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27			
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31						
																											31																	
SEPTEMBER 23							OCTOBER 23							NOVEMBER 23							DECEMBER 23							JANUARY 24							FEBRUARY 24									
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S			
				1	2	3							1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7			1	2	3	4				
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11			
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18			
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25			
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31														
							30	31																																				



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**YELLOW CONATINERS (Paper and Carton):** 10 days per year (estimation).

MARCH 23							APRIL 23							MAY 23							JUNE 23							JULY 23							AUGUST 23							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7					1	2	3	4						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31				
																												31														
SEPTEMBER 23							OCTOBER 23							NOVEMBER 23							DECEMBER 23							JANUARY 24							FEBRUARY 24							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3							1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31												
							30	31																																		



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**BLUE CONTAINERS (PMD):** 18 days per year (estimation).

MARCH							APRIL							MAY							JUNE							JULY							AUGUST						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4					1	2		1	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
																												31													
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3							1			1	2	3	4	5					1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30	31				26	27	28	29				
							30	31																																	



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#### 1.4.2.10. Languages of services

Correspondence concerning the services will be in English or in Dutch.

#### **1.4.3. Variants: Are variants allowed?**

Variants (alternatives to the model solution described in the Tender Specifications) are not allowed. The Contracting authority will disregard any variants described in a tender.

#### **1.4.4. Options: Are additional optional services requested?**

No optional services are requested. The Contracting authority will disregard any options proposed in a tender.

The contracting authority will not take into account the proposed optional services when ranking the tenders.

If the successful tenderer proposes additional services in its tender, the contracting authority will then consider, before signing the contract, whether these services are directly related to the subject matter of the contract and the specifications, and decide whether to accept them.

#### **1.4.5. Deliverables**

The company must deliver the rented containers prior to the date of starting the service (23/03/2023)

### **1.5. Nature of the contract: how will the contract be implemented?**

The procedure will result in the conclusion of a framework contract.

A framework contract establishes a mechanism for future repetitive purchases by the Contracting authority to be awarded in the form of specific contracts. The signature of a framework contract does not impose an obligation on the Contracting authority to conclude specific contracts with a framework contractor.

☛ Tenderers need to take full account of the provisions of the Draft contract as the latter will define and govern the contractual relationship(s) to be established between the Contracting authority and the successful tenderer(s). Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.



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By submitting a tender, the tenderer also accepts all the terms and conditions set out in the draft contract annexed to these specifications. The successful tenderer of the contract may no longer request an adaptation of any clause whatsoever.

### 1.6. Volume and value of the contract: how much do we plan to buy?

An indicative estimate of the volumes to be ordered over the whole duration of the framework contract is **EIGHTY THOUSAND EUROS (80.000,00€)** for a period of 4 years, distributed in the following annuities:

Year	Amount (Tax free)
2023	15.000,00€
2024	20.000,00€
2025	20.000,00€
2026	20.000,00€
2027	5.000,00€
<b>TOTAL</b>	<b>80.000,00€</b>

In the case of existence of budget remnants at the end of any of the annuities, it may be incorporated as an available credit in the following annuity, provided that the authorization of the Contracting authority is available.

These volumes are estimates only and there is no commitment as to the exact quantities to be ordered. The actual volumes will depend on the quantities which the Contracting authority will order through specific contracts. In any case the framework contract ceiling, i.e. the maximum amount to be spent under the framework contract, shall not be exceeded.

The service will be carried out as the European School of Mol (ESMOL) requests it, without establishing a minimum number of days for the collection.

**The contract shall automatically terminate if this maximum amount is reached, without notice or compensation, unless an addendum has been previously signed by both parties**

### 1.7. Duration of the contract: how long do we plan to use the contract?

The contract or purchase order resulting from the awarding of this call for tenders will be concluded for at most **twenty-four (24) months** with the possibility of making up to **one renewal** for equal period and up to a maximum of 48 months, in total.

**The start date of the contract shall be 23 march 2023, or the day after the contract is formalised, whichever is later.**



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The details of the initial contract duration and possible renewals are set out in the contract or purchase order.

### **1.8. Joint Offers**

Tenderers are allowed to submit joint tenders in joint ventures or individually.

### **1.9. Subcontracting**

Subcontracting is not allowed

### **1.10. Nature of the contracts**

The tenderer must take account of the provisions of the draft contract in Annex , which specifies the rights and obligations of the contractor, in particular those relating to payments, performance of the contract, confidentiality and controls and checks.

### **1.11. Purchase order**

Any service relating to this contract will be the subject of a purchase order drawn up in advance by the designated department of the contracting authority. No service may be provided without such a purchase order.

### **1.12. Terms of payment and penalties**

The terms of payment are specified in the draft contract in Annex (Article I.5 and I.6).

The European Schools' rules allow for payment of invoices only after receipt of supplies/services (no payment before delivery!)

The invoice will only be paid if the contractor has returned the school's signed order form.

### **1.13. Other special conditions**

#### **1.13.1. Penalties**

The school reserves the right to apply penalties, if necessary, in the event of non-compliance or poor quality of service. Once the school is aware of the breach, it will notify the contractor by registered letter of its intention to apply penalties. The contractor will have 8 working days from the date of the letter to provide explanations in writing by registered post. If these explanations are satisfactory, the school will confirm in writing that it is no longer considering the application of penalties. If not, an explanation meeting will be organised with the contractor. It is only after this meeting that the school will confirm or cancel the application of penalties.





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DEFINITION	PENALTIES
Delay in the execution of the waste removal services according to the days of passage mentioned in the price list	40,00 €/day from the 1st working day of delay.
Non-conformity of containers / failure to repair damage, more than 3 workings days.	10,00 €/day from the 4st working day of delay.

These penalties could be discounted in the payments of the monthly invoices.



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## 2. EVALUATION AND AWARD

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;
- 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 *Contracting authority* 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 Contracting authority during the procedure.

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

### 2.1. Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

As evidence of non-exclusion each tenderer needs to submit with its tender a Declaration on Honour in the model annexed. The declaration must be signed by an authorised representative of the entity providing the declaration.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations. The documents mentioned as supporting evidence in the Declaration on Honour



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need to be provided whenever requested and where this is necessary to ensure the proper conduct of the procedure within a deadline given by the Contracting authority<sup>4</sup>.

**Please note that a request for evidence in no way implies that the tenderer has been successful.**

## **2.2. Selection criteria**

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical and professional capacity to perform the contract.

The selection criteria for this call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for the call for tender. The model Declaration on Honour annexed shall be used. The declaration must be signed by an authorised representative of the entity providing the declaration.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender, or may be requested later at any time during the procurement procedure<sup>5</sup>.

**Please note that a request for evidence in no way implies that the tenderer has been successful.**

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<sup>4</sup> The obligation to provide the supporting evidence will be waived in the following situations:

- if such evidence can be accessed by the Contracting Authority on a national database free of charge, in which case the economic operator shall provide the Contracting authority with the internet address of the database and, if needed, the necessary identification data to retrieve the document;
- if there is a material impossibility to provide such evidence.

<sup>5</sup> The obligation to provide the supporting evidence will be waived in the following situations if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document.



### 2.2.1. Legal and regulatory capacity

Tenderers must prove that they have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the work subject to this call for tenders.


The legal and regulatory capacity shall be proven by the evidence listed below:

- Proof of being a company with all the necessary legal permits and registrations to carry out the activities of transport, collection, treatment and disposal of waste.
- Proof of authorisation that the tenderer is authorised to perform the contract in Belgium.
- Proof of authorisation that the tenderer is authorised to is authorized to deposit the waste in a legally authorized place.

### 2.2.2. Economic and financial capacity

Tenderers must comply with the following selection criteria in order to prove that they have the necessary economic and financial capacity to perform the contract.

Criterion F1	
<b>Minimum level of capacity</b>	Average yearly turnover of the <u>last three financial years above 30.000,00€</u>
<b>Evidence</b>	Copy of the profit and loss accounts and balance sheet for the last three years for which accounts have been closed from each concerned involved entity, or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.

 The evidence of economic and financial capacity does need not be provided with the tender but may be requested by the Contracting authority at any time during the procedure. **Please note that a request for evidence in no way implies that the tenderer has been successful.**

### 2.2.3. Technical and professional capacity


Tenderers must comply with the following selection criteria in order to prove that they have the necessary technical and professional capacity to perform the contract.

Criterion T1	
The tenderer must prove experience in the field of <b>transport, collection, treatment and disposal of waste.</b>	
<b>Minimum level of capacity</b>	At least <u>three</u> similar (in scope and complexity) projects completed <u>in the last three years preceding</u> the tender submission deadline, <u>with a minimum value for each of them 30.000,00€.</u>



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<b>Evidence</b>	<p>A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case of projects still on-going only the portion completed during the reference period will be taken into consideration.</p> <p>As supporting documents for each project reference the Contracting authority may request statements issued by the clients and take contact with them.</p>
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 The evidence of technical and professional capacity does need not be provided with the tender but may be requested by the Contracting authority at any time during the procedure. **Please note that a request for evidence in no way implies that the tenderer has been successful.**

### 2.3. Compliance with the minimum requirements of the Tender specifications

By submitting a tender, a tenderer commits to perform the contract in full compliance with the terms and conditions of the procurement documents for this call for tender. Particular attention is drawn to the minimum requirements specified in [Section 1.4 of these specifications][the Technical specifications document (Tender specifications – part 2)] and to the fact that tenders must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any assumptions, limitations, conditions, or reservations on the part of a tenderer.

 **Tenders that are not compliant with the applicable minimum requirements shall be rejected.**

### 2.4. Award criteria

The objective of the award criteria is to evaluate the tenders with a view to choosing the most - quality-economically advantageous tender.

Tenders will be evaluated on the basis of the following award criteria and their weighting:

<b>C. 1. PRICE (Cost)</b>	<b>98,45%</b>
<p>The use of the contract will constitute a request for exemption from VAT No 450, Article 42, §3 paragraph 1, 4 ° of the VAT code, on the condition that the invoices include the following formula: "Exemption from VAT, Article 42, paragraph 3, subparagraph 1, 4 ° of the VAT code.</p> <p><b><u>▲ So, the tenderer should offer the quotation without VAT</u></b></p>	



## **GREY CONTAINERS**

The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the Tender Specifications.

Up to a maximum of 60,00 points will be awarded to the most economical tender from among all the tenders submitted and which have not been excluded. The weight of points is distributed as below:

- Price rental containers
  - 5000 L container: 5.75%
  - 2500 L container: 2.85%
  - 1100 L container: 1.25%
- Price per collection:
  - 5000 L container: 21.50%
  - 2500 L container: 11.50%
  - 1100 L container: 5.50%
- Price per processing and treatment, per kilo: 0.15%
- Price to ask cleaning service for containers (In the optional possibility)<sup>6</sup>
  - 5000 L container: 6.50%
  - 2500 L container: 3.50%
  - 1100 L container: 1.50%

60,00%

**When any tenderer would offer a rate of 0.00€, they will be assigned the maximum points of that section**

**Or, those who, by mistake, do not fill in said cell, it will be considered that their offer is 0.00€ (therefore free/gratis for the School)**

The tenderer will receive the scores arithmetically and proportionally by applying the following mathematical formula.

$$\text{No. of points} = 60,00 \times (\text{Pmin}/\text{Pi})$$

Being:

Pmin= the lowest bidder (in Euros).

Pi= The tenderer's offer (in Euros).

<sup>6</sup> Those who do not submit the cell of "cleaning services" will be assigned 0,00 points in this section



## **YELLOW CONTAINERS**

The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the Tender Specifications.

Up to a maximum of 20,00 points will be awarded to the most economical tender from among all the tenders submitted and which have not been excluded. The weight of points is distributed as below:

- Price per collection: 12.45%
- Price per processing and treatment, per kilo: 0.04%

**The tenderer will receive the scores arithmetically and proportionally by applying the following mathematical formula.**

$$\text{No. of points} = 12,49 \times (P_{\min}/P_i)$$

Being:

$P_{\min}$  = the lowest bidder (in Euros).

$P_i$  = The tenderer's offer (in Euros).

19,49%

- Applying discount for purchase or paper and carton (In the optional possibility): 7,00%

**The tenderer will receive the scores arithmetically and proportionally by applying the following mathematical formula.**

$$\text{No. of points} = 7,00 \times (P_i/P_{\min})$$

Being:

$P_{\min}$  = the lowest bidder (in Euros).

$P_i$  = The tenderer's offer (in Euros).

**When any tenderer would offer a rate of 0.00€, they will be assigned the maximum points of that section**

**Or, those who, by mistake, do not fill in said cell, it will be considered that their offer is 0.00€ (therefore free/gratis for the School)**

## **BLUE CONTAINERS**

16,27%

The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the Tender Specifications.



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Up to a maximum of 12,29 points will be awarded to the most economical tender from among all the tenders submitted and which have not been excluded. The weight of points is distributed as below:

- Price rental containers: 3,75% (1.25% every one)
- Price per collection: 12,45% (4.15% every one)
- Price per processing and treatment, per kilo: 0.07%

**When any tenderer would offer a rate of 0.00€, they will be assigned the maximum points of that section**

**Or, those who, by mistake, do not fill in said cell, it will be considered that their offer is 0.00€ (therefore free/gratis for the School)**

The tenderer will receive the scores arithmetically and proportionally by applying the following mathematical formula

$$\text{No. of points} = 16,27 \times (P_{\min}/P_i)$$

Being:

$P_{\min}$  = the lowest bidder (in Euros).

$P_i$  = The tenderer's offer (in Euros).

## **CONFIDENTIAL INFORMATION CONTAINER**

The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the Tender Specifications.

Up to a maximum of 2,71 points will be awarded to the most economical tender from among all the tenders submitted and which have not been excluded. The weight of points is distributed as below:

- Price rental containers: 1,50%
- Price per collection: 1,15%
- Price per processing and treatment, per kilo: 0,04%

2,69%

**When any tenderer would offer a rate of 0.00€, they will be assigned the maximum points of that section**

**Those who do not submit said cell will be assigned 0,00 points in this section.**

The tenderer will receive the scores arithmetically and proportionally by applying the following mathematical formula.





<p style="text-align: center;"><b>No. of points = 2,69 x (Pmin/Pi)</b></p> <p>Being: Pmin= the lowest bidder (in Euros). Pi= The tenderer's offer (in Euros).</p>	
<p><b>C.2. TECHNICAL VALUES</b></p>	<p><b>1,55%</b></p>
<p>Tenderer will submit a technical report (maximum 25 pages) describing the technical facilities they offer, for which, the Evaluation Committee will award, by applying value judgments, up to a maximum of 1,55 points.</p> <p>In this sense, aspects such as:</p> <ul style="list-style-type: none"> <li>- Recycling, reuse and treatment systems for collected waste: <b>0.25 points</b></li> <li>- Quality and resistance of the containers offered: <b>0.25 points</b></li> <li>- Use of less polluting vehicles: <b>0.20 points</b></li> <li>- Working conditions of its workers: <b>0.15 points</b></li> <li>- Internal communication systems and coordination between the company and the School: <b>0.15 points</b></li> <li>- Level of security and Size of destruction for confidential documents following the DIN 66399: <b>0.15 points</b></li> <li>- Possibilities of increase the frequency for collection on demand: <b>0.15 points</b></li> <li>- Other options offered: <b>0.25 points</b></li> </ul> <p><u>Those who do not submit said report will be assigned 0,00 points in this section.</u></p>	<p>1,55 %</p>

## 2.5. Award (ranking of tenders)

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below:

$$\text{Total points} = C1 + C2$$

☛ In the event of a tie between two more companies, the price reduction will be negotiated with both. If the tie still persists, the inclusion of qualitative activities will be negotiated again (which will be subjectively evaluated by the committee through value judgments, up to a maximum of 10 additional points), such as the recycling system for garbage more respectful with the environment, etc.



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☛ The contract shall be awarded to the tender ranked first, which complies with the Tender Specifications and is submitted by a tenderer having access to procurement, not in an exclusion situation and fulfilling with the selection criteria.



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### 3. FORM AND CONTENT OF THE TENDER

#### 3.1. Visit to European School

In order to know our site, there are the **option** to visit the European School for the participants in the tendering process.


Visits will take place as follows:

The tenderers will contact the European School to organize the visit and the European School Mol will contact the interested bidders informing them of the date, time and place of meeting.


They must contact Mr. Roberto Teruel, by email at [mol-procurement@eursc.eu](mailto:mol-procurement@eursc.eu), communicating your interest in the visit, and indicating the name and ID of the attendees, before 15:00 a.m. on 20 of January 2023. The visits will take place during the week of January 23-27. A maximum of 2 people per bidder is allowed. Access will not be allowed to any person who has not previously communicated it.

#### 3.2. Form of the tender: how to submit the tender?

Tenders are to be submitted according to the instructions laid down in the Invitation to tender letter.

 Make sure you prepare and submit your tender early enough to ensure it is received within the deadline specified to submit an offer in the invitation. A tender received after this deadline will be rejected.

#### 3.3. Content of the tender: what documents to submit with the tender?

 The documents to be submitted with the tender are:

ANNEXES TO BE COMPLETED BY THE TENDERER:	ENVELOPE/ Encrypted PDF by email
Annex 1: Tenderer's entity form	1
Annex 2: Declaration of the honour related to the exclusion and selection criteria	1
Annex 5: Form bank account	1



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<b>Annex 3: Technical offer</b>	<b>2</b>
<b>Annex 4: Financial offer</b>	<b>3</b>

 **Each document must be signed by a duly authorized representative of the tenderer.**

The following requirements apply to the technical and financial offer:

- *Technical offer.*

The technical offer must provide all the information needed to assess the compliance with Section 1.4 of these specifications and the award criteria. Tenders deviating from the minimum requirements or not covering all the requirements may be rejected on the basis of non-compliance and not evaluated further.

1. **Recycling, reuse and treatment systems for collected waste**
2. **Quality and resistance of the containers offered**
3. **Use of less polluting vehicles**
4. **Working conditions of its workers**
5. **Internal communication systems and coordination between the company and the School**
6. **Level of security and Size of destruction for confidential documents following the DIN 66399:**
7. **Possibilities of increase the frequency for collection on demand**
8. **Other offered options**

- *Financial offer.*

A complete financial offer.

In case of discrepancies between different documents, only the amount indicated in the financial offer will be taken into account.

The financial offer shall be:

- expressed in euros. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.
- quoted free of all duties, taxes and other charges, i.e. also free of VAT. The tenderer may indicate the amount of VAT but it must be shown separately.



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☛ The European schools are exempt from such charges. Exemption is granted to the European Schools by the governments of the Member States. In Belgium, European schools are exempted through exemption No 450, Article 42, §3 paragraph 1<sup>st</sup>, 4<sup>o</sup> of the VAT code.



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#### **4. PROCESSING OF PERSONAL DATA**

Any personal data included in or relating to the TENDER, including its implementation, shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. Such data shall be processed solely for the purposes of the monitoring of the tender by the data controller.

Tenderers or any other person whose personal data is processed by the data controller in relation to this contract has specific rights as a data subject under Regulation (EU) 2016/679, in particular the right to access, rectify or erase their personal data and the right to restrict or, where applicable, the right to object to processing or the right to data portability.

Should tenderers or any other person whose personal data is processed in relation to this contract have any queries concerning the processing of its personal data, it shall address itself to the data controller: The Director of the School of Mol.

They may also address themselves to the Data Protection Officer of the data controller. They have the right to lodge a complaint at any time to the European Data Protection Supervisor.

Details concerning the processing of personal data can be requested to the data controller.

#### **5. LIST OF ANNEXES:**

The following documents are attached to this specification and form an integral part of this specification:

- Annex 1: Tenderer's entity form
- Annex 2: Declaration of the honour related to the exclusion and selection criteria
- Annex 3: Technical offer
- Annex 4: Financial offer
- Annex 5: Form bank account
- Annex 6: DIN66399 Sizes