

Schola Europaea European School of Mol Europawijk 100 2400 Mol

Date: 15/06/2023

# **TENDER SPECIFICATIONS**

procedure nº 2023\_06

# SCHOOL BUS TRANSPORT

Type of procedure: **negotiated procedure for middle value contract.** Award method: **best value for money** Type of contract: **framework contract** Contracting authority: **European School of Mol (ESMOL)** 

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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 procurement about?

The subject of this procurement is SCHOOL BUS TRANSPORT.

#### 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 procurement (minimal technical specifications)?

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

#### 1.4.1. Background and objectives

Transfer of students by bus for short trips (maximum of 300 km in one day) from the European School of Mol (go and return)

#### 1.4.2. Technical description

The contractor company must comply with the following technical minimums:				
	School bus transportation with driver.			
	The transport service will be carried out by means of bus that guarantee sufficient service capacity for all students and teachers.			
Services	<ul> <li>The vehicles must have, among others, the following technical characteristics:</li> <li>Be up to date with the technical revisions necessary to carry out the service.</li> <li>Have the authorizations established by the regulations in force regarding transportation.</li> </ul>			
	In the event of a vehicle breakdown during the provision of the service, the successful bidder must make another vehicle with similar characteristics to the damaged one available to it within a maximum time of <b>135 minutes</b> .			

<sup>&</sup>lt;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 1306/2013, (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).

TYPE OF POSSIBLE BUSSES TO OFFER	Minivan (9 seats incl. driver): up to 8 seats Microbus: between 9 to12 seats Minibus: Between 13 to 22 seats Midibus: Between 23 to 30 seats Standard Bus: Between 31 to 54 seats Great capacity Bus: Between 55 to 69 seats Trolleybus: More than 70 seats		
DATES OF SERVICES	Academic Year: from 1 <sup>ST</sup> September to 15 <sup>th</sup> July		
APPROXIMATE NUMBER OF USERS PER TRIP	On demand: from 8 to 150 students (+ or -), with accompanying teachers (1- $10$ , + or -).		
INSURANCE POLICY	The successful bidder will be responsible for the quality of the transport service that it develops, as well as for the consequences that derive for the European School or for third parties from omissions, errors, inadequate methods, or incorrect conclusions in the execution of the contract and must have contracted compulsory insurance according to current regulations.         The contracting company must subscribe an insurance policy on accidents, civil liability, or damage to third parties, with a minimum coverage of 500.000,00€ per event. <sup>2</sup> SCENARIO 1       SCENARIO 2         I day trip from ESMOL to Mechelen (BE)         (BE)       SCENARIO 1       SCENARIO 2         I day trip from ESMOL to Mechelen (BE)         (BE)       SCENARIO 2         I day trip from ESMOL to Aachen (GER)         Boarding point: European School– 2400 Mol (BE)         (BE)       -       Start at 7:45 am       -       End return to Mol at 6:30 p.m.       -       Number of students: 60       -       Number of students: 120       -       Number of students: 160       -       Number of students: 4       Total Kilometres: 180 kms       -       Number of students: 4       -       Number of students: 3       -       Number of students: 32       -<		
EXAMPLES OF TRIPS			
EXTRAS	On some occasion, it may be requested that the buses have additional space through trailers in which to include, for example: suitcases, musical instruments, play equipment, bicycles or wheelchairs, etc.)		
OBLIGATIONS FOR THE CONTRACTOR:	<ul><li>Obligation to dedicate or assign to the execution of the contract the personal or material means sufficient for it.</li><li>Obligation to execute the contract under the conditions of its offer.</li></ul>		

<sup>&</sup>lt;sup>2</sup> This policy must provide coverage during the entire period of the contract. In case of contracting annually, a copy of the policy renewed annually must be provided.

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	<ul> <li>The winning company must ensure compliance with all regulations regarding the transport of schoolchildren.</li> <li>Comply during the execution of the contract with the provisions in force regarding labour, Social Security, occupational safety and health, for which the contractor will be obliged to provide the measures required by such provisions, being at his expense, the expense that this originates; as well as to comply with the salary conditions of the workers in accordance with the applicable sectoral collective agreement.</li> <li>Guarantee compliance with the current provisions on environmental, social, or labour matters established by European Union law, national law, collective agreements or by the provisions of international environmental, social, or labour law that bind the State.</li> <li>Comply with the provisions in force regarding the social integration of people with disabilities.</li> <li>Comply with all the safety requirements established by state, regional or local regulations.</li> <li>Provide the service in accordance with the prescriptions set forth in the present specification and in that of the administrative clauses and in the legislation in force at any time on safety conditions in school transport.</li> <li>Allocate and maintain during the provision of the service the vehicles</li> </ul>
	<ul> <li>indicate and mathematicating and provision of the contract awarded.</li> <li>Communicate in writing to the European School any variation that may occur on the vehicles assigned to the service, whatever the cause, and in the communication made to the European School, state any eventuality, accompanied by a certificate that the new vehicle complies with all legal provisions and contractual procedures described in terms of security.</li> <li>Comply with current regulations on occupational risk prevention.</li> <li>Provide, before the formalization of the contract, the current policies and payment receipts of the obligatory accident and liability insurance.</li> <li>Comply throughout the execution of the contract the salary conditions of the workers in accordance with the applicable sectoral collective agreement.</li> </ul>
DRIVER'S OBLIGATIONS	<ul> <li>The driver's obligations are merely illustrative, but not limiting, among others the following:</li> <li>Have the necessary and current permits to provide the service.</li> <li>Comply with the traffic code and other regulations regarding public passenger transport.</li> <li>Cover the route according to the itinerary and at the scheduled time.</li> <li>Direct the loading and unloading of luggage.</li> <li>Check and maintain the proper functioning of all interior and exterior vehicle elements (doors, windows, seat belts, seats, heating.).</li> <li>Enable coordination and communication with accompanying personnel in the tasks entrusted to this service.</li> </ul>
RIGHTS FOR USERS	<ul> <li>Users of this service will have the following rights:</li> <li>Use the services, at the times and stops established for the provision of the service.</li> <li>Receive equal treatment without discrimination based on age, sex, race, opinion, origin, religion, personal beliefs, sexual orientation, etc</li> <li>Dignified and respectful treatment.</li> <li>Confidentiality and non-disclosure of the personal data in accordance with Law on Data Protection.</li> </ul>

- Information and participation in the service.				
IDENTIFICATION	The contractor will demand, in attention to the dignity of the users of the centre and their families, exceptional conditions of presence, manners, composure, etc., of the personnel at your service, who must be duly uniformed and wear an identification plate with the name of the driver. The vehicles that carry out the transport service for the European School must be identified as a school bus transporting children (similar to the gif). For entrances and exits to/from the European School campus, a list of vehicles and license plate numbers must be provided, to be accredited as they pass through the security checkpoint at the campus entrance.			
SUPERVISION	The school will be allowed to check the possible defects and will be able to cancel the trip or request another vehicle if the vehicle is deemed unsuitable or unsafe.			

#### 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 option is requested. The Contracting authority will disregard any option proposed in a tender.

#### 1.5. Place of performance: where will the contract be performed?

The services will be performed from the following locations:

#### European School of Mol

Address: Europawijk 100, 2400 Mol (Belgium). https://goo.gl/maps/Se7n9eez7waR7AU78

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

The procedure will result in the conclusion of a multiple framework contract with reopening of competition with a maximum of every first five (5) contractors.

In each purchase order, <u>the first five selected contractors</u> will be consulted with a request for quotation.

The interested contractors must respond with their quotation, within a maximum period of 2 days, from when the request for quotation is received.

Finally, the one of the five contractors that offers the best value for money, for each request for quotation, will be the one that finally provides it. This means that, in each request for quotation,.

The service of the trip in question will be awarded to the contractor that offers the lowest price.

In the event that none of the first 5 contractors could offer a travel offer, a low-value purchase order may be agreed directly with the rest of the companies in the order of preference according to their classification order, even if they had not been classified as final contractors in this tender procedure.

This 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 or purchase order with a framework contractor.

Multiple framework contracts with reopening of competition are awarded through specific contracts for which all contractors are invited to propose an offer based on the same or, if necessary, more precisely formulated terms laid down in these Tender specifications. A specific contract shall be awarded to the contractor who has submitted <u>the most economically</u> advantageous specific tender bid based on the award criteria set out in price and quality.

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, those on payments, performance of the contract, confidentiality, and checks and audits.

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.

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

The ceiling of the framework contract, i.e., the maximum amount that can be spent under the framework contract is **ONE HUNDRED THIRTY-NINE THOUSAND EUROS** (139.000,00€)

These amount estimates are indicative. Being able to increase or decrease depending on the needs throughout the entire period of execution. The amounts will depend on the quantities that the contracting authority will order under specific contracts or order forms. In any event, the ceiling of the framework contract, i.e., the maximum amount that can be spent under the framework contract cannot be exceeded.

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. If the total amount is reached for a lot, no more orders may be placed under the said lot, without notice or compensation, unless an addendum has been previously signed by both parties.

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

The contract or purchase order resulting from the award of this procurement will be concluded for one year (1) year tacitly renewable three (3) times for successive periods of one (1) year, i.e., four (4) years maximum, unless one of the parties receives formal notification to the contrary at least three (3) months before the end of the current duration.

# 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 based on the exclusion criteria.
- Selection of tenderers based on selection criteria.
- Verification of compliance with the minimum requirements defined in the Tender specifications.
- Evaluation of tenders based on 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 based on the submitted declarations. The documents mentioned as supporting evidence in the Declaration on Honour 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>3</sup>.

<sup>&</sup>lt;sup>3</sup> The obligation to provide the supporting evidence will be waived in the following situations:

<sup>-</sup> 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;

<sup>-</sup> if there is a material impossibility to provide such evidence.

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

# 2.2. <u>Selection criteria</u>

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 procurement, 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 based on 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>4</sup>.

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

#### 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 services subject to this procurement.

Candidates must demonstrate compliance with <u>Regulation (EC) No 1071/2009 of the European</u> parliament and of the Council of 21 October 2009 establishing common rules concerning the conditions to be complied with to pursue the occupation of road transport operator and repealing Council Directive 96/26/EC:

- I. Being effectively and permanently established in a Member State; and
- II. Have the required **professional competence**, by adding:
  - a. A legally valid <u>Access to the Profession Permit</u>, in accordance with the <u>Besluit van</u> <u>de Vlaamse Regering van 23 december 2010</u> (Decree of the Flemish Government of 23 December 2010). If the holder of the Access to the Profession license is a different person (e.g. drivers) than the one who signs the offer, the tenderer add a statement

<sup>&</sup>lt;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.

to the certificate which sufficiently demonstrates the bond between the tenderer and the titular holder (partner-manager-business manager), or

b. Adding a community license issued by the <u>FOD MOBILITEIT</u>; whereby the tenderer encloses as many copies of this as it specifies vehicles for this contract.

In the event of changes to any permit (e.g., suspension/withdrawal), during the execution of the contract (all period), the European School must be informed immediately by e-mail by the candidate contractor, stating the reason and, if applicable, the duration.

# 2.2.2. Economic and financial capacity

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

Criterion F1			
Minimum level of capacity	Average yearly turnover of the last two financial years above		
	35.000,00€.		
Evidence	Copy of the profit and loss accounts and balance sheet for the last		
	two 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.		

 $\hfill\square$  All of the above specified evidence of economic and financial capacity must be provided with the tender.

# 2.2.3. Technical and professional capacity

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

Criterion T1 (Per each lot)				
The tenderer must prove experience in the field of transport services by bus.				
Minimum At least five (5) similar (in scope and complexity) projects completed in the				
level of	level of <u>last three years preceding</u> the tender submission deadline, with a minimum value			
capacity for each of them 1.000,00€				
Evidence	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.			
	As supporting documents for each project reference, the Contracting authority may request statements issued by the clients and take contact with them.			

All of the above specified evidence of technical and professional capacity must be provided with the tender.

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Involved entities must not be subject to conflicting interests which may negatively affect the contract performance. Where the Contracting authority has established such conflicting interests,

it may conclude that the tenderer or an involved entity does not possess the required professional capacity to perform the contract to an appropriate quality standard.

The presence of conflicting interests shall be examined during the evaluation phase based on the statements made through the Declarations on Honour

# 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 documents for this call for tender. Particular attention is drawn to the minimum requirements specified in Section 1.4 of these specifications 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, limitations, conditions, or reservations on the part of a tenderer and not be the subject of any negotiation initiated by the contracting authority.

 $\Box$  Tenders that are not compliant with the applicable minimum requirements shall be rejected due to irregularity.

### 2.4. Award criteria

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

Tenders will be evaluated, lot by lot, based on the following award criteria and their weighting:

CRITERIA	WEIGHT	EVALUATION SYSTEM
C1: Quality	60,00%	Through the automatic application of mathematical
C2: Prices	40,00%	formulas o values.

#### **C1: QUALITY**

Weight: 60,00%

The bidders will present their technical offer based on the following criteria. That will be evaluated automatically by applying formulas or values.

# Number of vehicles

The tenderer shall indicate the number of buses with number of seats on depending on the list. The bidder with the highest vehicle number will receive the maximum number of points, in each type of buses:

TYPE	Capacity	Max. Y POINTS	Max. 30 points
MINIVAN	(9 seats incl. driver): up to 8 seats	1,15	points
MICROBUS	between 9 to12 seats	2,15	
MINIBUS	between 13 to 22 seats	4,15	
MIDIBUS	between 23 to 30 seats	4,65	
STANDARD BUS	between 31 to 54 seats	7,30	
GREAT CAPACITY	between 55 to 69 seats	6,45	
TROLLEYBUS	more than 70 seats	4,15	

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	er will be awarded points and intercarly t	The rest of the tenderer will be awarded points arithmetically by applying the following mathematical formula:			
	No. of points = Ypoints x (Pmin/Pi)	1			
Being: Pmin= the lowest bidder Pi= The tenderer's offer (					
In the ranges in whic will be scored in that	ch no vehicle with these characteristic section.	s is offered, 0,00 points			
Average of newest a	age of available vehicles (10 first new	west)			
A list of available vehicles will be submitted with number of car plate and the year of their first registration. To which the <b>average newest age of the first 10 vehicles</b> will be applied. (The number of vehicles must match the total of those offered). The average cars receive the maximum score. The rest of the tenderer will be awarded points arithmetically by applying the following mathematical formula:					
Being: Pmin= the lowest bidd Pi= The tenderer's offe			Max. 18,00 points		
When a bidder offers less than 10 vehicles, an estimate of more than 10 years will be automatically applied to each of the vehicles until the list of 10 vehicles is completed.					
<b>completed.</b> <b>Number of Buses wit</b> The tenderer shall ind depending on the list.		r of buses with toilet on			
completed. <u>Number of Buses wit</u> The tenderer shall ind depending on the list maximum number of p	<u><b>h Toilet</b></u> icate the number of buses with number . The bidder with the highest vehicle oints, in each type of buses:	r of buses with toilet on number will receive the			
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completed. Number of Buses with The tenderer shall ind depending on the list maximum number of p COMPANY MINIVAN MINIVAN MINIBUS MINIBUS STANDARD BUS GREAT	h Toilet icate the number of buses with number . The bidder with the highest vehicle oints, in each type of buses: Capacity (9 seats incl. driver): up to 8 seats between 9 to12 seats between 13 to 22 seats between 23 to 30 seats	r of buses with toilet on number will receive the Max. Y POINTS 0,01 0,10 0,30 0,64	Max. 5,00		
completed. Number of Buses with The tenderer shall ind depending on the list maximum number of p COMPANY MINIVAN MINIVAN MINIBUS MINIBUS MIDIBUS STANDARD BUS	h Toilet icate the number of buses with number . The bidder with the highest vehicle oints, in each type of buses: Capacity (9 seats incl. driver): up to 8 seats between 9 to12 seats between 13 to 22 seats between 23 to 30 seats between 31 to 54 seats	model for the second se	Max. 5,00 points		
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completed. Number of Buses with The tenderer shall ind depending on the list maximum number of p TYPE MINIVAN MICROBUS MINIBUS MIDIBUS STANDARD BUS GREAT CAPACITY TROLLEYBUS The rest of the tenderer	h Toilet icate the number of buses with number . The bidder with the highest vehicle oints, in each type of buses: Capacity (9 seats incl. driver): up to 8 seats between 9 to12 seats between 9 to12 seats between 13 to 22 seats between 23 to 30 seats between 31 to 54 seats between 55 to 69 seats more than 70 seats er will be awarded points arithmetically between 10 to 10 seats Mo. of points = Ypoints x (Pmin/Pi) (in number of buses).	r of buses with toilet on number will receive the $\begin{array}{ c c c }\hline Max. Y POINTS \\\hline 0,01 \\\hline 0,10 \\\hline 0,30 \\\hline 0,64 \\\hline 1,65 \\\hline 1,40 \\\hline 0,90 \\\hline \end{array}$ by applying the following			

#### Number of buses with Air conditioning

The tenderer shall indicate the number of buses with number of buses with air conditioning on depending on the list. The bidder with the highest vehicle number will receive the maximum number of points, in each type of buses:

ТҮРЕ	Capacity	Max. Y POINTS
MINIVAN	(9 seats incl. driver): up to 8 seats	0,01
MICROBUS	between 9 to12 seats	0,10
MINIBUS	between 13 to 22 seats	0,30
MIDIBUS	between 23 to 30 seats	0,64
STANDARD BUS	between 31 to 54 seats	1,65
<b>GREAT CAPACITY</b>	between 55 to 69 seats	1,40
TROLLEYBUS	more than 70 seats	0,90

Max. 5,00 points

The rest of the tenderer will be awarded points arithmetically by applying the following mathematical formula:

#### No. of points = Ypoints x (Pmin/Pi)

Being:

Pmin= the lowest bidder (in number of buses).

Pi= The tenderer's offer (in number of buses).

In the ranges in which no vehicle with these characteristics is offered, 0,00 points will be scored in that section.

Number of buses with access system adapted for people with reduced mobility.

Tenderer who offers adapted vehicles with access for people with reduced mobility will receive the following scores: Max. 2,00 points

0 buses	0,00 points.
At least one (1) bus	0,45 points.
2 buses	1,05 points
Equal or more 3 buses	2,00 points

C2: PRICES	Weight: 40,00%
<u>Total Price per Scenario</u> Tenderers shall indicate the total price per scenario (all costs included, etc.). The most economical price will receive the maximum score. The rest of the bidders will be awarded	Max. 40,00 points
points arithmetically by applying the following mathematical formula: <b>No. of points in every scenario= 10,00 x (Pmin/Pi)</b> Being: Pmin= the lowest bidder (in 0,00 Euros). Pi= The tenderer's offer (in 0,00 Euros)	
The price offered must contain all costs without VAT. Those tenderers whose price deviates by more than 25% from the arithmetic average of all the tenderer may be considered to be at risk of an abnormal offer. Therefore, to be admitted, they may be required to consistently justify how the feasibility of offering such a price has been determined.	

SCENARIO 1 (Maximum 10,00 points)	SCENARIO 2 (Maximum 10,00 points)
1 day trip from ESMOL to Mechelen (BE)	1 day trip from ESMOL to Aachen (GER)
Boarding point: European School- 2400 Mol (BE)	Boarding point: European School- 2400 Mol (BE)
- Start at 9:00 am	- Start at 7:45 am
- End return to Mol at 3:45 pm	- End return to Mol at 6:30 p.m.
- Number of students: 120	- Number of students: 60
- Number of accompanying teachers: 10	- Number of accompanying teachers: 4
Total Kilometres: 180 kms	Total Kilometres: 220 Kms
SCENARIO 3 (Maximum 10,00 points)	SCENARIO 4 (Maximum 10,00 points)
1 day trip from ESMOL to Middelburg (NL)	1 day trip from ESMOL to Antwerp (BE)
Boarding point: European School- 2400 Mol	Boarding point: European School- 2400 Mol
- Start 7:30 am	- Start at 10:30 am
- End return to Mol at 5.30 pm	- End return to Mol at 6:30 pm
- Number of students: 32	- Number of students: 17
- Number of accompanying teachers: 3	- Number of accompanying teachers: 3
<ul> <li>Total Kilometres: 270 km</li> </ul>	- Total Kilometres: 140 kms

### 2.5. Tie-breaking Criteria

The tie between several tenderer after applying the contract award criteria will be resolved by applying the following social criteria in order, referred to at the time the bid submission period ends:

- a) Average age of available vehicles: ratio of newest vehicles.
- b) Lower percentage of temporary contracts in the workforce of each of the companies (to be required on demand, if it is necessary).

### 2.6. Award (ranking of tenders)

Tenders shall be ranked, for every lot, according to the best price-quality ratio in accordance with the formula below: C1 + C2.

The contract shall be awarded to <u>all the first ranked tenders</u>, which comply with the Tender Specifications and are submitted by tenderers with access to procurement, not in an exclusion situation and fulfilling the selection criteria. <u>The ranking will determine who will be invited to</u> <u>compete for specific contracts during the implementation of the framework contract.</u>

The final price inquiries will be made among the first five (5) contractors. In case of not receiving any response, it will go directly to the next section of every 5 contractors and so on.

# 3. Form and content of the tender

#### 3.1. 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 automatically rejected due to irregularity.

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

# THE DOCUMENTS TO BE SUBMITTED WITH THE TENDER ARE:

#### - ESPD document (Annex 1)

- Proof for complying the legal and regulatory capacity (see 2.2.1.)

- Proof for complying the Economical Solvency Criteria.(see 2.2.2)

Copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned involved entity, or, failing that, appropriate statements from banks

- Proof for complying the Technical Solvency Criteria (see 2.2.3.):

List of at least five (5) similar (in scope and complexity) projects completed in the last three years preceding the tender submission deadline, with a minimum value for each of them 1.000,00€

- Your quality and prices offer (Annex 2)

- Form bank account (Annex 3)

- [Any other useful documents (Annex XX)]

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

The following requirements apply to the technical and financial offer:

• Technical and financial 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 will be rejected based on non-compliance and not evaluated further.

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

The financial offer shall be:

- expressed in euros. Tenderers from countries outside the euro zone must 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.

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° of the VAT code.

# 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 regarding 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 for the European Schools.

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.