



Schola Europaea
European School of Mol
Europawijk 100
2400 Mol

Date: 13/11/2023

TENDER SPECIFICATIONS

procedure n° 2023_07

SUPPLY OF SCHOOL AGENDAS

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

Award method: **best value for money**

Type of contract: **Framework contract (FWC)**

Contracting authority: **European School of Mol**

TABLE OF CONTENTS

1.	SCOPE AND DESCRIPTION OF THE PROCUREMENT.....	3
1.1.	Legal basis: what are the rules?	3
1.2.	Subject: what is this procurement about?	3
1.3.	Lots: is this procurement divided into lots?	3
1.4.	Description: what do we want to buy through this procurement (minimal technical specifications)?.....	3
1.5.	Place of performance: where will the contract be performed?	5
1.6.	Incoterms.....	5
1.7.	Nature of the contract: how will the contract be implemented?.....	5
1.8.	Volume and value of the contract: how much do we plan to buy?.....	5
1.9.	Duration of the contract: how long do we plan to use the contract?.....	6
2.	EVALUATION AND AWARD	7
2.1.	Exclusion criteria	7
2.2.	Selection criteria.....	8
2.3.	Compliance with the minimum requirements of the Tender specifications.....	9
2.4.	Award criteria	10
2.5.	Abnormally low tenders	11
2.6.	Award (ranking of tenders)	11
3.	FORM AND CONTENT OF THE TENDER.....	12
3.1.	Form of the tender: how to submit the tender?.....	12
3.2.	Content of the tender: what documents to submit with the tender?	12
4.	PROCESSING OF PERSONAL DATA.....	13
	LIST OF ANNEXES:.....	13

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)¹.

1.2. Subject: what is this procurement about?

The subject of this procurement is **the supply of customized school agendas for students and teachers in the European School of Mol during 4 academic years:**

- 2024-2025,
- 2025-2026,
- 2026-2027 and
- 2027-2028

1.3. Lots: is this procurement divided into lots?

This procurement is divided into two lots:

LOT NUMBER	LOT TITLE
1	School Agendas for Students
2	School Agendas for Teachers

Tenders must be submitted for both lots. Each lot will be assessed independently of any other lot. Although the contract will be awarded to the best escrow integrated into both lots. Tenders which cover only part of one lot or are declared as being conditional on the award of any other lots are not permitted and will be dismissed of its own motion (*ex officio*) because of irregularity.

1.4. Description: what do we want to buy through this procurement (minimal technical specifications)?

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

¹ 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).

1.4.1. Background and objectives

It is intended to hire a company specialized in the design, layout, and professional printing of personalized school agendas, for use by the educational community of the European School of Mol.

1.4.2. Technical description

Quantities (approximately):

- 520 School Agendas for Students every year (2.080 in total for 4 years)
- 120 School Agendas for Teachers every year (480 in total for 4 years)

(This figures may vary from one academic year to another, depending on the number of enrolled students. Although, it should be noted that during last years it has been gradually increasing.)

Sizes: 30 x 21 cm

Languages: Dutch, English, French (*and optionally in German or other languages*).

Description:

- Cover Flyleaf (logo, picture and text): Personalized in colour with design (the design of the cover is different each year (made by a student every year).
- Interior: in Black or in Blue colour
- Fixed agenda section:

FOR STUDENTS	FOR TEACHERS
Total 98 pages	Total 120 pages
n/d	List of students (per academic year) with check list for evaluations
Front matter (8 double pages): overdue, correspondence, annual school calendar, special permits, sick notes, map of the campus.	
Double page per week, monthly plan before the month	
8/9 lessons per day, 5 lessons on Wednesday	
Space for lesson topics, tasks, tests and communication.	
Dated with school week entry	
Final section: 3 pages for notes and 3 pages for some pedagogical advices	
Perfect bundles of pages with stapled, stitching and/or sewing glue (holds sheets), etc. The hinges must be flexible in order for the book to open without breaking.	

- Laminating of the covers with a transparent plastic lining (adhesive) to protect the agendas.
- Personalization options: print or completely own cover, own texts, coloured paper, etc. (Personalization must be requested before Easter holidays every year.)

If the tenderer wishes to know more details with an example of how the agendas have been designed in previous years, please contact mol-procurement@eursc.eu

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 supplies will be delivered at European School of Mol

Address: Europawijk 100, 2400 Mol (Belgium)

How to arrive: <https://goo.gl/maps/Se7n9eez7waR7AU78>

1.6. Incoterms.

All materials will be delivered and placed at the European School of Mol. Free of any charge for all transport, customs duties, transshipment insurance, delivery ready-to use, unpacking and installation, etc.

1.7. 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.

The framework contract will be concluded with one contractor. Specific contracts shall be awarded on the basis of the terms laid down in the framework contract, refined or, in duly justified circumstances, supplemented to reflect the particular circumstances of the specific contract. The details are set out in Article I.4.3 of the Draft contract

⚠ 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.

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.

1.8. 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 **SIXTY THOUSAND EUROS (60.000,00€, excluded VAT)**

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 purchase orders. In any case the framework contract ceiling, i.e. the maximum amount to be spent under the framework contract, shall not 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, no more orders may be placed under the said lot, without notice or compensation, unless an addendum has been previously signed by both parties.

1.9. 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 **two (2) years**, tacitly renewable two (2) times for periods of one (1) year every one, i.e. **four (4) years² maximum**, unless one of the parties receives formal notification to the contrary at least six months before the end of the main duration or the first renewal.

² The duration of a contract may not exceed 48 months except in duly justified exceptional cases (Article 1.1 of Annex 1 to 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 (Financial Regulation)).

If the duration of the contract exceeds 48 months, the file must contain a precise and factual statement of reasons which justifies, in particular with regard to the subject-matter of the contract, how this execution period is appropriate (investment in time and human resources, life of the product, duration/cost/investment necessary for the implementation of the contract,...) — see procurement network of 21.06.2022

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 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 authority³.

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

³ 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.

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 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 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 procedure⁴.

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 supplies subject to this procurement.

The legal and regulatory capacity shall be proven by the evidence of a **Proof of authorisation that the tenderer is authorised to perform the contract in its country of establishment**

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	
Minimum level of capacity	Average yearly turnover of the last two financial years above 22.000,00€
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

⁴ 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.

☞ 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 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 professional printing (or similar)	
Minimum level of capacity	At least one (1) or more similar (in scope and complexity) projects completed in the <u>last three years</u> preceding the tender submission deadline , with a minimum value of 10.000,00€ , in total
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.

☞ 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.

☞ **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 on the basis of the following award criteria and their weighting:

CRITERIA	WEIGHT	EVALUATION SYSTEM
C1: Technical proposition	20,00%	Through the application of subjective value judgments, determined by the evaluation committee
C2: Prices	80,00%	Through the automatic application of mathematical formulas

C1.- TECHNICAL PROPOSITION:	WEIGHT: 20,00%
<p><u>C.1.1. Technical proposition Lot 1 “School agendas for students” and Lot 2 “School agendas for teachers”:</u></p> <p>Each bidder will send a technical description of the School agendas for students. <u>Also, if desired, bidders may send or show a paper sample of how it would look, which will be returned after evaluation. (examples of agendas prepared for other schools may serve)</u></p> <p>The evaluation committee will score by applying value judgments, up to a maximum of 10,00 points for lot 1 and 10,00 points for lot 2, in qualitative aspects as for instance:</p> <ol style="list-style-type: none"> 1. Quality and resistance and texture of the paper (covers and interior). 2. Quality in the printing resolution and contrast of images and text, colour gradation, etc. 3. Materials used with environmental EU-ECO LABEL, recycled or environmentally friendly materials, etc. 4. Typography and text size, which makes it easier to read and view (Preventive adaptation of dyslexia and visual accessibility for students with functional diversity). 5. Inclusion and additional languages: <i>for example, the addition of German and/ or Spanish, etc. will be a value to take into account.</i> <p><u>In both: To be accepted, all tenders must obtain at least 50% of the points for the quality criteria (i.e. 5,00 points in total in every sub-criteria). If this is not the case, the tender will be excluded, regardless of the points obtained for the price criterion.</u></p>	<p>Max 20,00 points</p>

C2.- PRICES	WEIGHT: 80,00%
<p><u>C.2.1. Prices of Lot 1 “School agendas for students”:</u></p> <p>Tenderers will offer a reduced price on the unitarian school agenda for students.</p> <p>The scores will be awarded automatically, by applying the following arithmetic formula. Awarding the highest score to the most economical option.</p> <p style="text-align: center;">No. of points = 65,00 x (Pmin/Pi)</p> <p>Being: Pmin= the lowest bidder (in Euros).</p>	<p>Max. 65,00 points</p>

<p>Pi= The tenderer's offer (in Euros)</p> <p><i>Prices without VAT were taken into account</i></p>	
<p>C.2.2. Prices of Lot 2 “School agendas for teachers”:</p> <p>Tenderers will offer a reduced price on the unitarian school agenda for teachers.</p> <p>The scores will be awarded automatically, by applying the following arithmetic formula. Awarding the highest score to the most economical option.</p> <p style="text-align: center;">No. of points = 12,50 x (Pmin/Pi)</p> <p>Being: Pmin= the lowest bidder (in Euros). Pi= The tenderer's offer (in Euros)</p> <p><i>Prices without VAT were taken into account</i></p>	<p>Max. 12,50 points</p>
<p>C.2.3. Prices of plastic covers:</p> <p>Tenderers will offer a reduced price on the unitarian plastic cover for school agenda.</p> <p>The scores will be awarded automatically, by applying the following arithmetic formula. Awarding the highest score to the most economical option.</p> <p style="text-align: center;">No. of points = 2,50 x (Pmin/Pi)</p> <p>Being: Pmin= the lowest bidder (in Euros). Pi= The tenderer's offer (in Euros)</p> <p><i>Prices without VAT were taken into account</i></p>	<p>Max. 2,50 points</p>

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

2.5. Abnormally low tenders

If the price proposed in the tender appears to be abnormally low (**Greater than 25% of the arithmetic average of all the offers received and accepted**), the *Contracting authority* may reject the tender under the conditions set out in point 23 of Annex 1.6 to the EU Financial Regulation.

2.6. Award (ranking of tenders)

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

☞ 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.

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:

- Tenderer's entity form (Annex 1)
- Declaration on the honour related to the exclusion and selection criteria (Annex 2)
- Your technical offer (Annex 3)
- Your financial offer (Annex 4)
- Form bank account (Annex 5)
- [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 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 on the basis of non-compliance and not evaluated further.

- 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.

🕒 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 1st, 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 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 European 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.

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
- [Annexe- XX: Any other useful document]