



Schola Europaea
European School of Mol

TENDER SPECIFICATIONS

NEGOTIATE PROCEDURE OF MIDDLE VALUE

TENDER N° 2025_08

MAINTENANCES AND REPAIRS of HVAC (heating and air conditioning) and VENTILATIONS SYSTEMS.

Award method: **best value for money.**

Type of contract: **Framework contract.**

Contracting authority: **European school of Mol.**

Estimated Value: **140.000,00€**

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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 \(EU, Euratom\) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union](#) (the Financial Regulation)¹.

1.2. Subject: what is this procurement about?

This specification document will describe the formula for tendering the outsourced **SERVICE FOR THE MAINTENANCE AND REPAIR OF HVAC (heating and air conditioning) and VENTILATION SYSTEMS** for the European School of Mol for the next 4 years, including fixed annual preventive maintenance and corrective maintenance in case of breakdowns.

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

The European School Mol use buildings from the Belgian building agency ([Regie der Gebouwen](#)). However, the Mol European School signs its own contracts for the maintenance of the associated heating, air conditioning, refrigeration and ventilation installations. This call for tenders therefore includes the maintenance of boilers, hot water appliances, refrigeration systems, ventilation and air conditioning systems.

1.4.2. Technical description

See what is described in document II. Tender Technical specifications

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 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).

1.4.4. 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 and services will be delivered at the European School of Mol (Europawijk, 100.-2400 Mol (België))

Inco term: All materials will be delivered and placed at the location specified by contracting authority. Free of any charge for all transport, customs duties, transshipment insurance, delivery ready-to use, unpacking and installation, etc.

1.6. 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.

1.7. 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 AND FORTY THOUSAND EUROS (140.000,00€)**. The actual amounts 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.

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 **24 months** tacitly renewable 2 times for successive periods of 12 months, i.e., **48 months maximum**, unless one of the parties receives formal notification to the contrary at least three 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 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 authority².

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

² 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 procedure³.

⚠ 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 works subject to this procurement.

The legal and regulatory capacity shall be proven by the **certification 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 three (3) financial years above 70.000,00€.
Evidence	Copy of the profit and loss accounts and balance sheet for the last three (3) 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. .

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.

☞ 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 maintenance of HVAC and ventilation systems in Belgium	
Minimum level of capacity	At least 3 similar (in scope and complexity) projects completed in the <u>last three years</u> preceding the tender submission deadline, with a minimum value for each of them 25.000,00€ .
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.

☞ 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 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, 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

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

CRITERIA	WEIGHT	EVALUATION SYSTEM
Cr.1: Proposed Methodology and organization of the service	25,00%	Valuation through the application of value judgments.
C2: Annual price for Preventive maintenance of the heating boilers	17,25%	Through the automatic application of mathematical formulas.
C3: Annual price for Preventive maintenance of the Air conditioning	12,25%	
C4: Annual price for Preventive maintenance of ventilation systems.	8,00%	
C5: Hourly Rates, for corrective maintenance and repairs	15,00%	
C6: Commission in materials.	12,00%	
C7: increase of Guarantee, in materials (minimum 2 years)	8,00%	
C8. Increase of Guarantee, in works (Minimum 1 year)	2,50%	

C1.- PROPOSED METHODOLOGY AND ORGANIZATION OF THE SERVICE	WEIGHT
<p>Each tenderer will send a technical proposition, and the evaluation committee will score by applying value judgments, about the:</p> <p>a) Service Organization and Planning (10%)</p> <ul style="list-style-type: none"> - Clarity in the operational structure - Preventive maintenance planning (improvements in time of response, frequency, traceability) - Adequacy of human and material resources - Consistency with the Project Plan <p>b) Maintenance Methodology and Technical Approach (8%)</p> <ul style="list-style-type: none"> - Proposed procedures for preventive and corrective maintenance - Incident diagnosis and resolution protocols - Use of digital tools (CMMS, reporting, etc.) - Continuous improvement approach <p>c) Sustainability and Energy Efficiency Measures (3%)</p> <ul style="list-style-type: none"> - Reduction of energy consumption - Use of sustainable materials - Proposals for facility optimization <p>d) Quality Management, Control, and Reporting (2%)</p> <ul style="list-style-type: none"> - Quality control system 	25,00%

<ul style="list-style-type: none"> - Key performance indicators (KPIs) - Reporting and monitoring system - Traceability of interventions <p>e) Experience and Qualifications of the Assigned Team (2%)</p> <ul style="list-style-type: none"> - Relevant experience in contracts Similar - Technical certifications - Stability of the proposed equipment <p>The technical proposition may not exceed 25 pages: Arial font, size 11, single-spaced, excluding the index, cover and back cover. In this section, the bidder must obtain a minimum of 12,00 points to be able to continue being evaluated on the criteria through the application of mathematical formulas. Those who do not submit the technical proposal will receive 0,00 points.</p>	
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The tenderers will offer a price, grantees and reduction in the commissioning of materials, obtaining scores based on the following arithmetic formulas:

CRITERIA	EVALUATION SYSTEM	WEIGHT
C2: Annual price for Preventive maintenance of the heating boilers	$Score = 17,25 \text{ points} \times \left(\frac{\text{Best Offer}}{\text{Offer considered}} \right)$	17,25%
C3: Annual price for Preventive maintenance of the Air conditioning	$Score = 12,25 \text{ points} \times \left(\frac{\text{Best Offer}}{\text{Offer considered}} \right)$	12,25%
C4: Annual price for Preventive maintenance of ventilation systems.	$Score = 8.00 \text{ points} \times \left(\frac{\text{Best Offer}}{\text{Offer considered}} \right)$	8,00%
C5: Hourly Rates, for corrective maintenance and repairs	<ul style="list-style-type: none"> - Hourly rate for project manager: Max. 4,75 points. - Hourly rate for mechanic <i>instalateur</i>. Max. 10,25 points. $Score = \text{points} \times \left(\frac{\text{Best Offer}}{\text{Offer considered}} \right)$	15,00%
C6: Commission in materials. Tenderers may charge a commission (maximum 10,00%) on the materials to be installed, provided they have been previously verified (Proof of purchase will be required for this purpose).	<p>Those offering a lower commission percentage will receive points based on the following arithmetic formula:</p> $Score = 12,00 \text{ points} \times \left(\frac{\text{Best Offer}}{\text{Offer considered}} \right)$ <p>Those offering a 0,00% commission will receive the maximum points.</p>	12,00%
C7: increase of Guarantee, in materials (minimum 2 years)	<p>Tenderer who increase the warranty period will receive points using the following arithmetic formula:</p> $Score = 8,00 \text{ points} \times \left(\frac{\text{Offer considered}}{\text{Best Offer}} \right)$	8,00%
C8. Increase of Guarantee, in works (Minimum 1 year)	<p>Tenderer who increase the warranty period will receive points using the following arithmetic formula:</p> $Score = 2,50 \text{ points} \times \left(\frac{\text{Offer considered}}{\text{Best Offer}} \right)$	2,50%

2.5. Abnormal 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.

Where, on the basis of the parameters established in the award criteria, a tender is identified as abnormally low, the tenderer concerned shall be granted a period of five working days to submit appropriate justifications demonstrating the feasibility of its offer under the proposed conditions.

Upon receipt of such justifications, the Evaluation Committee shall request a detailed technical assessment, typically from the official(s) responsible for drafting the technical specifications, the project documentation, or the economic analysis of the contract, or jointly from all of them, in order to thoroughly examine the grounds invoked by the tenderer in support of its pricing.

In light of the explanations provided by the tenderers whose bids have been classified as abnormally low, together with the corresponding technical assessment, the Evaluation Committee shall submit a reasoned recommendation to the contracting authority regarding the acceptance or rejection of the tender.

In light of the justifications from the contractors whose bids have been classified as disproportionate and the technical report analysing them, the Evaluation Committee will make a reasoned recommendation to the contracting authority regarding the acceptance or exclusion of the bid.

2.6. Tie-breaking criteria.

The tie between several tenderer after applying the contract award criteria will be resolved by applying the following criteria in order:

- 1st. Cheapest in C2,
- 2nd: Cheapest in the C5,
- 3rd. Cheapest in C3.
- 4th. Cheapest in C6
- 5th. Cheapest in C4.
- 6th. Longest period in C7.
- 7th. Longest period in C8.

In the event that, after that ranking, several tenders present the same ratio, the tenderers concerned will be asked to submit a new tender until their tenders are decided upon.

2.7. Award (ranking of tenders)

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

$$C1 + C2+C3+C4+C5+C6+C7+C7+C8 = \text{Total points}$$

♣ 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)
- [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^o 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 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:

- f) Annex 1: Tenderer's entity form
- g) Annex 2: Declaration of the honour related to the exclusion and selection criteria
- h) Annex 3: Technical offer
- i) Annex 4: Financial offer
- j) [Annexe- XX: Any other useful document]