



Schola Europaea
European School of Mol
Europawijk 100
2400 Mol

Date: 04/04/2023

SPECIFICATIONS

Procedure n°: **2023_05**

Object:

SUPPLY AND INSTALLATION OF INTERIOR WORKS & RENOVATIONS.

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**

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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)¹.

1.2. Subject: what is this procurement about?

The subject of this procurement is **SUPPLY AND INSTALLATION OF INTERIOR WORKS & RENOVATIONS**

1.3. Lots: is this procurement divided into lots?

This procurement is divided into **four (4)** lots:

Lot number	Lot title
1	Curtains and Sun Blinds
2	Carpentry (internal and external)
4	Flooring (carpet, wood, stone and pvc floors)
4	Panelling Walls (Boards, Planks and panels)

Tenders may be submitted for individual lots or for all the lots. Each lot will be assessed independently of any other lot. 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 because of irregularity.

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

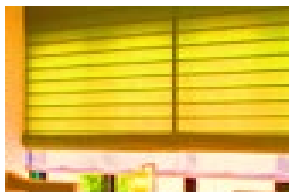

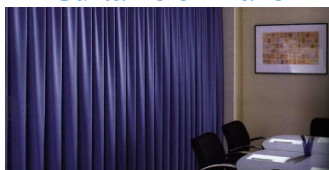
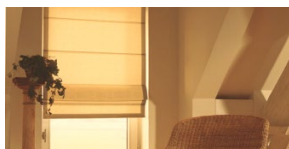
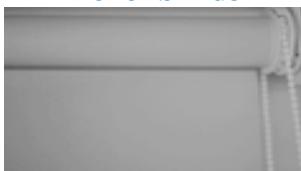


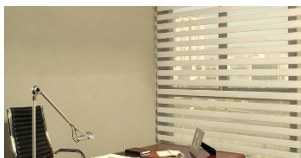

The supplies that are the subject of this call for tender, including any minimum requirements, are described in detail below.

1.4.1. Background and objectives

There will be a procedure for contracting various suppliers to installers of materials for the renovation, repair or new creation, total or partial, of interior elements and spaces. In order to achieve a better adaptation to the needs of use of the rooms and interior units in different buildings of the European School of Mol.

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).

1.4.2. Technical description

LOT NUMBER	LOT TITLE		
1	CURTAINS and SUN BLINDS		
<p>Supply of curtain & window blinding elements must be carried out, as well as their installation, replacement and repair .</p> <p>Possibilities of <u>CURTAINS AND BLINDS</u> to be installed:</p>			
<p>Roman shades - Pacchettos:</p> 	<p>Venetian blinds</p> 	<p>Curtains on Rails</p> 	
<p>Panel Blind</p> 	<p>Roller blinds</p> 	<p>Pleated blinds</p> 	
<p>Vertical blind</p> 	<p>1000 Lines - Sun see</p> 	<p>Net Curtains</p> 	
<p>The materials may be made of textile, fabric, vinyl, plastic, etc. All must be flame retardant and antiallergic.</p> <p>Colors: varied</p> <p>Standards: They must comply with the quality standards of the European Union in terms of safety.</p>			
2	CARPENTRY (INTERNAL AND EXTERNAL)		
<p>The following works will be carried out:</p> <ul style="list-style-type: none">- Installation, Repair, replacement of wooden doors.- Installation, Repair, replacement of cabinets, book shelves- Installation, Repair, replacement of kitchen cabinets- Sanding, varnishing, wooden surfaces.- Custom works			



The supply and installation of fastening and anchoring elements such as metal fittings and bolts shall be included.

Materials must be of quality and resistant to use.

A variety of woods must be available. So, in case of replacing any element, it adapts to the style and design of other previous elements in the room.

Marquee roofs and verandas: Manufacture of coverings or verandas for outdoor use, in wood, plastics, glass, PVC or aluminum materials, etc.



Canopies: Creation and installation of outdoor awnings or canopies



The possibility of installation/repairs or maintenance with a motorized system to move the curtains must be included.

3 FLOORS (STONE, WOOD, SYNTHETICS OR CARPETS)

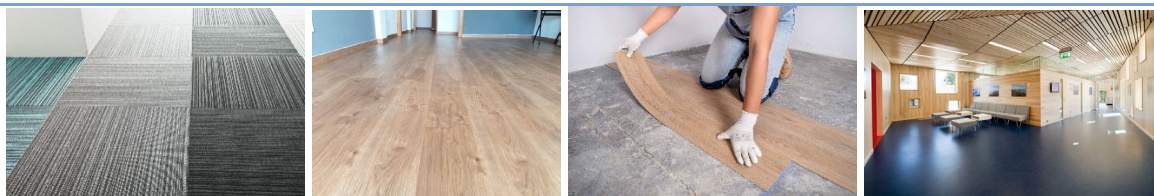
The following works will be carried out:

- Supply and placement of stone, wooden , linoleum and PVC floors.
- Repair and maintenance of all types of floors: Sanding, brushing, varnishing, waxing, polishing, etc. (all chemicals must be environmentally friendly).
- Repair and maintenance of carpets and carpeted floors, including materials:

The materials must comply with the following technical standards:

- EN 1307- Heavy traffic class 33
- Wheelchair resistance EN 985 ≥ 2.4 continuous use
- Dimensional stability: ISO 2551 $\leq 0.2\%$

All materials used must be flame retardant and anti-allergic.

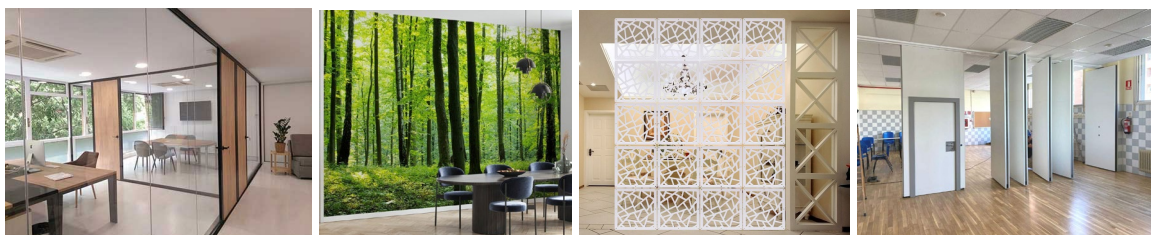


4

PANELLING WALLS (BOARDS, PLANKS AND PANELS)

Wall paneling (fixed and mobile). Supply, **installation, alteration and repair of false walls in different materials, to separate rooms:**

- Gypsum plaster
- Insulating material (thermal and / or acoustic)
- Self-supporting lining
- Glass
- Wood
- Acrylic/ methacrylate
- Aluminum.
- Acoustic and / or thermal paneling
- Folding screens
- Screen printing, vinyl murals, etc.

**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?

Optional services (additional services requested by the contracting authority) are requested without the obligation for the tenderer to submit a price for these optional services. If the tenderer decides to offer the optional services requested, it shall indicate clearly it with its prices in its tender (see **Annex 4 – Financial Schedule**).

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.

1.5. 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). <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, per lot (with a maximum of three (3) contractors per lot).**

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 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 on the basis of 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 **the most economically advantageous specific tender on the basis of the award criteria set out in quality and price.**



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 THIRTY-NINE THOUSAND EUROS (139.000,00€)**, as a result of the estimate value disaggregated (as a prevision²) in the follow lots:

LOT NUMBER	LOT TITLE	MAXIMUM AMOUNT
1	Curtains and sun blinds	62.000,00 €
2	Carpentry (internal and external)	36.000,00 €
3	Floors (stone, wood and synthetics or carpets)	33.000,00 €
4	Panelling Walls (boards, planks and panels)	8.000,00 €
TOTAL		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

² The different budget items may be subject to modification, between lots, depending on the real needs of the moment.

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 **four (4) years**.

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 declarations.

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 works subject to this procurement.

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

- 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 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.

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 (Per each lot)	
The tenderer must prove experience in the field of interior element installations, referring to the lot to which it applies.	
Minimum level of capacity	<u>At least three (3) similar (in scope and complexity) projects completed in the last three years preceding</u> the tender submission deadline , with a minimum value for each of them 10.000,00€.
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 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, **lot by lot**, 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, timing and Guaranties	80,00%	Through the automatic application of mathematical formulas o values.

C1: TECHNICAL PROPOSITION		Weight: 20,00%
<p><u>Quality of the finishes.</u></p> <p>Tenderer submit a photographic dossier of works carried out in each of the lots. Including a brief description of technical qualities and styles (variety of materials, colors, etc.)</p> <p><i>The maximum number of pages of the dossier must be 10 pages, <u>per each lot</u>. Excess pages will not be valued.</i></p> <p><i>In the event that the weight of the file is too high due to the resolution of the pictures, etc., a USB flash drive can be delivered or a link can be sent over the Internet.</i></p>		
<p>QUALITY: The evaluation committee will value up to a maximum of 10,00 points through the application of subjective value judgments in which the quality, resistance and durability of the materials prevail.</p>		Max. 10,00 points
<p>STYLE: The evaluation committee will value up to a maximum of 10.00 points by applying subjective value judgments in which the style of the finishes prevails.</p>		Max 10,00 points

To be accepted, all tenders must obtain at least 50% of the points for the quality criteria (i.e. 5,00 points in quality and 5,00 points in style). If this is not the case, the tender will be excluded, regardless of the points obtained for the price criterion.

C2: PRICES, TIMING AND GUARANTIES		Weight: 80,00%
<p><u>Price per hour of work.</u></p> <p>Tenderers shall indicate the price per hour of a worker's work (All laboral costs and travel costs included, etc.). The most economical price will receive the maximum score. The rest of the bidders will be awarded points arithmetically by applying the following mathematical formula:</p> $\text{No. of points} = 55,00 \times (\text{Pmin}/\text{Pi})$ <p>Being: Pmin= the lowest bidder (in Euros). Pi= The tenderer's offer (in Euros)</p> <p>The price offered must contain all costs (salaries, social security, etc.). Prices will be offered without VAT</p>		Max. 55,00 points

<p><i>Those bidders whose price deviates by more than 15% from the arithmetic average of all the bidders may be considered to be at risk of an abnormal offer. Therefore, in order to be admitted, they may be required to consistently justify how the feasibility of offering such a price has been determined.</i></p>	
<p><u>Availability to carry out the works outside the academic hours of the School.</u></p> <p>Tenderers will automatically receive the following scores, if they offer availability to carry out work, without additional cost for the school:</p> <ul style="list-style-type: none"> - During the week during non-school hours (Monday to Friday from 16:00 p.m. to 23:59 p.m. or from 00:00 a.m. to 8:00 a.m.): 4,50 points. - On weekends: 3,25 points - During holiday periods (Christmas, Holy week, summer, etc.): 2,25 points 	<p>Max. 10,00 points</p>
<p><u>Response period to start from the request for the works (Including availability of stocks of the requested materials)</u></p> <p>If, since the European School commissions any of the works, the company agrees to start the work within a certain time, it will receive the following scores:</p> <ul style="list-style-type: none"> - Between 0 and 2 days: 5,00 points - Between 3 and 7 days: 2,50 points - Between 8 and more days: 0,00 points 	<p>Max. 5,00 points</p>
<p><u>Extension of the warranty period in materials</u></p> <p>Tenderers may offer an extension of the warranty period over the mandatory minimum of two (2) years⁵. Said warranty period must cover the replacement of parts, labor costs, travel, etc.</p> <p>The scores (up to a maximum of 7,50 points) will be awarded by applying the following arithmetic formula. Awarding the highest score to the bidder who offers the longest warranty period.</p> <p style="text-align: center;">No. of points = 7,50 x (Pi/Pmax)</p> <p>Being: Pmax= the high bidder (in Euros). Pi= The tenderer's offer (in Euros)</p>	<p>Max. 7,50 points</p>
<p><u>Labor warranty period in works</u></p> <p>Tenderers may offer an extension of the warranty period over the mandatory minimum of one (1) year⁶. Said warranty period must cover the for finishing and finish defects.</p> <p>The scores (up to a maximum of 2,50 points) will be awarded by applying the following arithmetic formula. Awarding the highest score to the bidder who offers the longest warranty period.</p> <p style="text-align: center;">No. of points = 2,50 x (Pi/Pmax)</p>	<p>Max. 2,50 points</p>

⁵ If any bidder offers a shorter period or none, only said minimum period of two years will be taken into account. Those who offer a period equal to or less than the minimum will be scored with 0.00 points

⁶ If any bidder offers a shorter period or none, only said minimum period of one year will be taken into account. Those who offer a period equal to or less than the minimum will be scored with 0,00 points

Being: P_{\max} = the high bidder (in Euros). P_i = The tenderer's offer (in Euros)	
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2.5. 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 **the first three (3) ranked tenders**, 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. The ranking will determine who will be invited to compete for specific contracts during the implementation of the framework contract.

In each purchase order, the first three contractors selected for each lot will be consulted.

Finally, the one of the three contractors that offers the best value for money, for each purchase order, will be the one that finally provides it. This means that, in each request (purchase order), a total budget for individual works will be negotiated for the work to be carried out, including all costs (materials, labour, travel, etc.). The works will be entrusted to the contractor that offers the best technical solution and at the lowest cost.

2.6. 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.

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?

G 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]