



Schola Europaea
European School of Mol
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Date: 03/04/2023

TENDER SPECIFICATIONS

procedure n° 2023_10

PRINTING AND SCANNING SOLUTIONS

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)¹.

1.2. Subject: what is this procurement about?

The subject of this procurement is **PRINTING AND SCANNING SOLUTIONS**

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/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

It is intended to contract a specialized company for leasing, maintenance and technical assistance service for multifunction photocopying machines (Printing, copying and scanning of documents), including the most optimal software, for the different services and functional buildings of the European School of Mol-Belgium (hereafter ESMOL)

1.4.2. Technical description

The general characteristics are:

- Printers need to be compatible with the Papercut Printing management system and have to possibility to run the Papercut Client on their internal system.
- New duplex multifunctional device with automatic feeding of original document input² (minimum for 50 sheets of 80 g/m²). I. e., it offers the services of printing, scanning and

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).

² Not to be confused with the manual paper input feed (multi-purpose tray/MPT).

copying documents, double-sided (duplex) and with automatic paper management for these purposes.

- The machines must be assembled in furniture, in order to facilitate their mobility and ergonomic use.
- The toner should be replaced when it runs out.
- In all repairs and maintenance, you must include all costs of repair personnel, travel expenses, replacement parts, etc.
- Support PostScript 3 and PCL 6 page description language (embedded/emulated in the computer). PCL Lat in and PostScript 3 Latin fonts.
- All printers should be fully compatible with the latest available version of Papercut, including Follow-Me system for job releasing, Badge to user ID identification, Scan to ONEDRIVE or Office 365 environment and Scan to Email.
- Scanned documents, black/white or color, double-sided and auto-feed, and converted to PDF, JPEG or TIFF page/multipage format, must be stored (on local memory or network disk, provided by the user, accessible by the equipment via SMB version 3 client; save to network folder/Scan-to-SMB). If the equipment offers SMB, it will do so in version 3. Direct link with ONE DRIVE for 360 could be an advantage.
- Remote management. SNMP manageable (SNMP standard MIB support); failing this, it shall include an alternative solution. It shall allow, via SNMP, the reading of the counter of printed sheets, necessary for the accounting of the sheets printed by each user.
- It will support a paper weight of 60 to 90 g/m². Unless otherwise stated, all specifications refer to 80 g/m² A4 paper. (In some cases, also with 200 g/m²)
- Laser printing/copying technology.
- Interaction with the equipment via touch screen
- 16 GB internal storage.
- Send low consumable level alarms to the supplier for early replenishment.
- Direct connection to the Ethernet network, with one Fast Ethernet port (10/100 Base TX), TCP/IP protocol and LPD/LPR service support. SNMP manageable (SNMP standard MIB support). All computers are connected, although the PAS, PDI, students or visitors use different VLAN for printers; these are accessible from a print server (or several, if appropriate). Possibility to add other network cards in the printers.
- Accounting for jobs. Teams will have limited Internet access to report, automatically, both consumption and service incidents, as well as access/authentication.
- Support printing:
 - Secure. I. e. jobs, protected with a password, are stored in the printer's memory and are only printed after the user and password have been specified in the printer. The jobs are automatically deleted from the memory after printing.
 - Personal: I. e., prints the job when the user name is indicated on the printer. The idea is to be able to choose to print when the person in presence (this, among other things, avoids unnecessary/compulsive printing and lost/distracted jobs); the user name is more usable than the job name.
 - Optionally:
 - Proof. I.e., it prints only one copy of the job so that you can check it. To print more copies, the job name is selected in the printer. The job is automatically deleted from memory after the remaining copies are printed.
 - Saved. I.e., it stores the job in the system memory so that it can be printed when desired.

In addition, its required this specific characteristics, namely for machine typologies:

A) Small Multifunctional Black/White and Colour A4 Minimum

Number of estimated machines to be installed	9-12
Pages (images/sheet faces) printed/copied per minute A4	30
Resolution (for printing, copying and scanning).	1200x1200 dpi
RAM (MB)	2048
Input tray capacity [feed] (A4 sheets)	Single 250 Sheet Paper Drawer
Black/white scanning (A4 pages [images/sheet faces] per minute)	20
Color scanning (A4 pages [images/sheet faces] per minute)	10
Copier Type	Office copier
Color Capability	Color Copier
Volume copies per month	580.000
Toner Impressions B/W	17.000
Toner impressions color	6.000

B) Intermediate Multifunctional A4/A3 Black/White and Colour. Minimum

Number of estimated machines to be installed	4
Pages (images/sheet faces) printed/copied per minute A4	30
Pages (images/sheet faces) printed/copied per minute A3	15
Resolution (for printing, copying and scanning).	1200x1200 dpi
Maximum supported paper weight (g/m ²)	160
Indicate if it is a freestanding equipment (high/low cabinet resting on the floor and/or equipped with casters).	
RAM (MB)	4.096
Input tray capacity [feed] (A4/ A3 sheets Paper Drawer)	Dual 550 Sheet Drawers
Black/white scanning (A4 pages [images/sheet faces] per minute)	64
Color scanning (A4 pages [images/sheet faces] per minute)	32
Black/white scanning (A3 A3 pages [images/sheet faces] per minute)	32
Color scanning (A3 A3 pages [images/sheet faces] per minute)	16
Copier Type	Office copier
Color Capability	Color Copier
Volume copies per month	1.750.000
Toner Impressions B/W	29.500
Toner impressions color	18.000

C) High Multifunctional A4 /A3 Black/White and Colour Minimum

Number of estimated machines to be installed	4
Pages (images/sheet faces) printed/copied per minute A4	80
Pages (images/sheet faces) printed/copied per minute A3	30
Resolution (for printing, copying and scanning).	1200x4800 dpi
RAM (MB)	4.096
Black/white scanning (A4 pages [images/sheet faces] per minute)	128
Color scanning (A4 pages [images/sheet faces] per minute)	64
Black/white scanning (A3 A3 pages [images/sheet faces] per minute)	64
Color scanning (A3 A3 pages [images/sheet faces] per minute)	32
Indicate if it is a freestanding equipment (high/low cabinet resting on the floor and/or equipped with casters).	
Input tray capacity [feed] (A4/ A3 sheets Paper Drawer)	Single 2.000 Sheet Drawer Dual 500 Sheet Drawers
Finished:	Sorting, punching and stapling
Copier Type	Digital Press and Office copier
Color Capability	Color Copier
Volume copies per month	100.000

Toner Impressions B/W	47.000
Toner impressions color	26.000

The successful bidder undertakes to supply, install, configure and put into production, with full functionality and before the ICT technicians of the school, the equipment that makes up the lots, before final delivery.

ESMOL will provide the successful bidder with a list of the locations of the equipment, so that they can be delivered directly to their final destination. Along with this list, it will be provided with the labels, with the bar code containing their future identification in the General Inventory of School Assets, which [the successful bidder] must attach to the chassis (two in desktop PCs: CPU and monitor; one in laptop PCs) and peripherals, in the upper right front part, in a fixed part of its casing.

The successful bidder shall provide the IS with a file in computer support (e-mail, CD, etc.), in the format indicated by the IS2, with one line per equipment supplied (chassis and other peripherals), containing, among other data, the inventory label numbers (bar code), serial number, model, manufacturer, location and operating system. In addition, since the configuration of IP communications is done automatically via DHCP, a field with the MAC address will be added (as many as the MAC address of the equipment; e.g., in LAN_MAC and WLAN_MAC laptops). Therefore, the file, although without the location, rosette and department/service fields, must be sent to the IS before starting the distribution. The complete file will be passed to the IS after the distribution. This is a necessary condition to proceed with the inventory and the preparation of the definitive supply reception report.

The delivery/installation of the described material shall be carried out within the period given in the PCAP. The necessary information for the realization of the patching will be provided by ESMOL personnel.

Waste management

The awarded company will be responsible for the management of the packaging and packaging products of the equipment supplied. To do so, it will deposit it either in a controlled landfill (having to present the corresponding documentation) or, once folded and compacted, in the containers provided by the ESMOL.

The contracting company must have a disposal system for exhausted toner cartridges (including their return collection and disposal or environmental treatment for reuse or destruction). So that your best environmental care is facilitated.

Documentation, software and updates

Together with the supply of the products indicated in the different lots of the tender, the successful bidder will deliver a complete documentation accessible online on the Internet.

All offers shall include the corresponding licenses for the use of the base software necessary for the correct operation of the equipment supplied, as well as its distribution media and associated documentation (including, but not limited to, revision notes, installation instructions and user manuals).

Maintenance and support

Very important: for the sake of the effectiveness of the processes (i. e., to do them effectively and efficiently), the diagnosis of the incidents by ESMOL is presumed to be true, since it is performed by qualified technicians. Thus, when ESMOL notifies a fault, either to the contractor or, if applicable, to the manufacturer's technical service, unless otherwise indicated by the ESMOL, the typical dialogue with the call-centre operator aimed at re-diagnosing the problem should not be carried out. It will be the responsibility of the contractor, and at his own expense, to do so if it is a requirement of the manufacturer to, e.g., meet the warranty, considering, moreover, that the deadlines are still running.

The bidder will include in the offers (and its cost will be included in the amount of the economic proposal) the maintenance and support, both hardware and software, of the equipment offered, (modality) at the customer's premises if necessary to restore the service, coverage level (weekly) '8,75 hours x 5 days' (from 8h00' to 16h45' on working days (maximum of 10 h/day), following the production calendar of the ESMOL during the duration of the contract), response time (TRESP) maximum '24h/next working day (NBD)' and replacement time (TRESO) maximum of 2 NBD from the communication of the failure (before 18h30' of a working day), at least, for 90% of the cases (annually), being evaluated its extension and/or improvement in the level of coverage/response/replacement. It is understood as:

- Response time (RESPT): time elapsed from the assignment of a ticket by ESMOL and the start of activities aimed at its resolution or escalation.
- Resolution time (RESOT): period of time elapsed from the assignment of a ticket to the reestablishment of the service.

The maximum response and resolution time depend on the priority with which a ticket has been catalogued. In turn, the priority will depend on the impact and urgency.

The required values are shown in the following table, where each cell indicates the maximum values for response time and resolution time (RESPT-RESOT).

Time (hours)	Impact		
Urgency	High	Medium	Under
High	1-4	2-8	4-16
Media	2-8	4-16	8-32
Low	4-16	8-32	16-48

Although the deadlines only run within the hours of coverage, it must be taken into account that specifications equal to or greater than 24 hours will be understood as calendar time, measured in working days (8 effective hours) (i.e., Monday to Friday, except for non-working days in the European Schools).

The designated technicians will have access to a support service with extended hours from 7:00 am to 20:00 pm Monday through Friday. A proactive remote monitoring service will be included in this same time slot.

The bidder shall specify the characteristics of its maintenance and support service (telephone/telematic), both hardware and software, indicating:

- Maximum response and replacement time in case of failure.
- Technical qualification and location of maintenance and support personnel.

1.4.3. Incoterms

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.

1.4.4. 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.

1.4.5. 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). <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 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?

An indicative estimate of the volumes to be ordered over the whole duration of the framework contract is **NINETY THOUSAND EUROS (90.000,00€)**. This volume is estimated only and there is no commitment as to the exact quantities to be ordered. The actual volumes will depend

on the quantities which the Contracting authority will order through specific contracts. In any case the framework contract ceiling, i.e. the maximum amount to be spent under the framework contract, shall not be exceeded.

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 **twenty-four (24) months**, tacitly renewable two (2) times for periods of twelve (12) months, i.e. **forty-eight (48) months³ maximum**, unless one of the parties receives formal notification to the contrary at least three months before the end of the current duration.

³ 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 authority⁴.

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;
- 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. 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 procedure⁵.

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.

The legal and regulatory capacity shall be proven with 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	<u>Average yearly</u> turnover of the last three (3) financial years above 25.000,00€.

⁵ 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.

Evidence	Copy of the profit and loss accounts and balance sheet for the last three years for which accounts have been closed from each concerned involved entity, or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.
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Only specify evidence must be provided with the tender. The other evidence of economic and financial capacity may be requested by the Contracting authority at any time during the procedure. **Please note that a request for evidence in no way implies that the tenderer has been successful.**

2.2.3. Technical and professional capacity

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

Criterion T1	
The tenderer must prove experience in the field of printing and scanning solutions.	
Minimum level of capacity	At least two (2) similar (in scope and complexity) projects completed in the last three years preceding the tender submission deadline, with a minimum value in total of 45.000,00€
Evidence	<p>A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case of projects still on-going only the portion completed during the reference period will be taken into consideration.</p> <p>As supporting documents for each project reference the Contracting authority may request statements issued by the clients and take contact with them.</p>

Only specify evidence must be provided with the tender. The other evidence of technical and professional capacity may be requested by the Contracting authority at any time during the procedure. **Please note that a request for evidence in no way implies that the tenderer has been successful.**

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: Quality	40,00%	Through the automatic application of mathematical formulas or values. ⁶
C2: Prices	60,00%	

C1: QUALITY		Weight: 40,00%
The bidders will present their technical offer based on the following criteria. That will be evaluated automatically by applying formulas or values.		
<u>C.1.1. Machine functionalities</u> Tenderers must offer the Higher option for Pages printer copies per minute, Resolution, RAM, etc. The company that offers the best option will receive the highest score. The rest of the offers will be valued by applying the following arithmetic formula. $\text{No. of points} = 15,00 \times (\text{Pi}/\text{Pmax})$ Being: Pmax= the highest tenderer offers Pi= The tenderer's offer		Max. 15,00 points
<u>C.1.2. Minimum time response for incidences.</u> <i>Maximum 72 hours.</i> Tenderers must offer a lower response time to incidents that will be quantified in hours. The company that offers the shortest time will receive the highest score.		Max. 15,00 points

⁶ The weight in % could be different on depending the typology of machine.

<ul style="list-style-type: none"> - Max. 7,50 points: Response time (RESPT): time elapsed from the assignment of a ticket by ESMOL and the start of activities aimed at its resolution or escalation. - Max. 7,50 points: Resolution time (RESOT): period of time elapsed from the assignment of a ticket to the reestablishment of the service. <p>The rest of the offers will be valued by applying the following arithmetic formula.</p> <p style="text-align: center;">No. of points = 15,00 x (Pmin/Pi)</p> <p>Being: Pmin= the lowest tenderer in time response for incidences (in number of hours). Pi= The tenderer's offer (in number of hours).</p>	
<p><u>C.1.3. Minimum time Delivery for Installation during the transition (in days).</u> <i>Maximum 60 days.</i></p> <p>Tenderers must offer a lower response time to finish the installation of all machines that will be quantified in days. The company that offers the shortest time will receive the highest score. The rest of the offers will be valued by applying the following arithmetic formula.</p> <p style="text-align: center;">No. of points = 10,00 x (Pmin/Pi)</p> <p>Being: Pmin= the lowest tenderer in time response for incidences (in number of days). Pi= The tenderer's offer (in number of days).</p>	<p>Max. 10,00 points</p>

C2: PRICES		Weight: 60,00%
<p><u>C.2.1. Total price for leasing machines</u></p> <p>Tenderers shall indicate the total price per machine (all 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> <p style="text-align: center;">No. of points in every scenario= 35,00 x (Pmin/Pi)</p> <p>Being: Pmin= the lowest bidder (in 0,00 Euros). Pi= The tenderer’s offer (in 0,00 Euros)</p> <p>The price offered must contain all costs without VAT.</p>	<p>Max. 35,00 points</p>	
<p><u>C.2.2. Total price per copy</u></p> <p>Tenderers shall indicate the total price per copy (all 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> <p style="text-align: center;"><u>Copies in Black and White:</u> No. of points in every scenario= 15,00 x (Pmin/Pi) <u>Copies in Colour:</u> No. of points in every scenario= 10,00 x (Pmin/Pi)</p> <p>Being: Pmin= the lowest bidder (in 0,00 Euros). Pi= The tenderer’s offer (in 0,00 Euros)</p> <p>The price offered must contain all costs without VAT.</p>	<p>Max. 25,00 points</p>	

2.1. Abnormally low tender

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.

2.2. 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. Lowest Total offered price per copies
- 2nd. Lowest total offered price per leasing machine
- 3rd. Best machine functionalities.

2.3. 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.

G 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)
- 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 two (2) similar (in scope and complexity) projects completed in the last three years preceding the tender submission deadline, with a minimum value in total of 45.000,00€.

- **Your financial and technical offer (Annex 3)**
- **Form bank account (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.

G 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 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