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## TENDER SPECIFICATIONS

procedure n° 2023\_02

# SUPPLY OF ELECTRONICAL DOOR LOCKS

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

Award method: **best value for money**

Type of contract: **framework contract**

Contracting authority: **European School of Mol (ESMOL)**

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## 1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

### 1.1. Legal basis: what are the rules?

This tender is governed by the provisions of:

- [the Financial regulation of the European Schools](#) and
- [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#) (the Financial Regulation)<sup>1</sup>.

### 1.2. Subject: what is this procurement about?

The subject of this procurement is the purchase of **electronical door locks**.

### 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 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

Currently there are DOM-type electronic locks that will have to be replaced over the next few time, due to their obsolescence.

In the coming times, the locks will must be equipped with new batteries. Defective locks are renewed with a lock of the type DOM EniQ or equivalent. ESMol expects a phased replacement of 400 locks for the next 4 years.

Therefore, it is necessary to hire a supplier with the capacity to supply similar items.

#### 1.4.2. Technical description

**Supply with installation** of locksmith for the maintenance of the installed base of electronic door locks. Locks that work with our own badges<sup>2</sup>. These work solitary on brand-specific batteries.

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<sup>1</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 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).

<sup>2</sup> Badges for the European School of Mol

**LOCKS DOM ENiQ Guardian** or compatible brand /type (European profile)

- **Quantity:** 90 (estimated)
- Communication Technology and user identification: **BLE 4.2, RFID 13.56 MHz, NFC**
- Number of Inputs: **minimum 2**. Number of Outputs: 0
- Supported Locking Media: **Mifare Classic, Mifare DESFire, Mifare DESFire 8k, Mifare Ultralight, Mifare Plus, ISO 14443 A, Legic ATC 1024**
- Programming Methods: **Master Card, Programming Card, Software, Smartphone**
- RFID Encryptions: **AES, AES-128 Bit, DES, 3DES, Crypto-1, ISO 14443A, OSS**
- Data Encryption: **XSALSA20-256 Bit, Curve 25519-256 Bit, Poly 1305-128 Bit**
- Surface Finish: **Brushed Stainless Steel, Black, White, Grey**
- Input Options: **Door open, lock status, etc.**
- Minimum grantee: **2 years**

**LOCKS DOM ENiQ Pro** or compatible brand /type (European Profile)

- **Quantity:** 25 (estimated)
- Providing electronic locks with a new battery (included),
- The lock must be replaced, or in case of major damage, new full hinges and locks will be replaced.
- Communication Technology: **NFC, BLE 4.2**
- User Identification Technology: **Mifare RFID 13.56 MHz**
- Supported Locking Media: **Mifare DESFire, Mifare Classic, Mifare Plus, Mifare Ultralight, ISO 14443 A**
- Programming Methods: **Software, Master Card, Programming Card, USB Key**
- Minimum certificate: **SKC 3**
- RFID Encryption: **AES-128 Bit, Crypto-1, ISO 14443A**
- Data Encryption: **XSALSA20-256 Bit, Curve 25519-256 Bit, Poly 1305-128 Bit**
- Surface Finish: **Brushed Stainless Steel, Black, White, Grey**
- Minimum grantee: **2 years**

**ELS Access Manager Terminal** or compatible brand /type (European profile)

- **ELS Access Manager ITT V8, or compatible brand /type (European profile)**, for a complete transponders' (re-)programming with extension of the period of validity and update of the access authorisations. **Quantity** (estimated): 26 Online Access managers for the external doors,
- **ELS Access Manager Terminal V8, or compatible brand /type (European profile)**, for a perfect access to electronic access control with a wide range of applications. **Quantity** (estimated): 1 of these as terminal access manger.

- **ENiQ Access Manager ITT V2, or compatible brand /type (European profile)**, for a complete transponders' (re-)programming with extension of the period of validity and update of the access authorisations. **Quantity** (estimated): 8 ITT updaters.

### **BATTERIES: Type CR 2 and AAA Lithium**



- **Battery Lifetime Years: Up to 3 Years**
- **Battery Warning Alarm: Visual**
- **Standard Warranty: Minimum 1 Year**
- **Maximum Operating Temperature (Celsius): 65°**
- **Maximum Relative Humidity (%): 99**
- **Minimum Operating Temperature: -25°**

### **WORKS:**

**In case of defects, the supplier replaces the lock, repairs the door, lock, lock plate, etc. in case of damage (the European School will program the locks)**

The Contractor must to include, during the execution period of the contract, without extra charges:

- **Service desk for reporting defective locks**
- **Performing preventive and curative maintenance**
- **Works Repair time of (including hours of office hours)**
- **Cost of repair of locks doors.**

#### **1.4.3. Variants: Are variants allowed?**

Variants (alternatives to the model solution described in the Tender Specifications) are not allowed. The *Contracting authority* will disregard any variants described in a tender.

#### **1.4.4. Options: Are additional optional services requested?**

No option is requested. The *Contracting authority* will disregard any option proposed in a tender.

#### **1.4.5. Deliverables**

Orders will be made on request depending on the needs throughout the period of execution of the contract. Which means that the total cost may not exceed the maximum of the estimated value.

In each delivery, by purchase order, an individual invoice will be sent.

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

The supplies will be delivered at the European School of Mol

### 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 estimated total amount of all purchases under this contract is **SIXTY-FOUR THOUSAND TWO HUNDRED EUROS (64.200,00€)**.

These volumes are estimates only and there is no commitment as to the exact quantities to be ordered. The actual volumes will depend on the quantities which the Contracting authority will order through specific contracts.

**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 **10 months**.

## 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 authority<sup>3</sup>.

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

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

- if such evidence can be accessed by the Contracting Authority on a national database free of charge, in which case the economic operator shall provide the Contracting authority with the internet address of the database and, if needed, the necessary identification data to retrieve the document;
- 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 procedure<sup>4</sup>.

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

### 2.2.1. Legal and regulatory capacity

Tenderers do not need to prove specific legal and regulatory capacity to perform the contract.

Tenderers must prove that they have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the supplies subject to this procurement.

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

### 2.2.2. Economic and financial capacity

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

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

<sup>4</sup> The obligation to provide the supporting evidence will be waived in the following situations if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document.



G 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 supply of electronic door locks.	
<b>Minimum level of capacity</b>	<b>Similar projects</b> (in scope and complexity) completed <b><u>in the last three years</u></b> preceding the tender submission deadline, with a sum total of all of them with equal or greater value of <b>30.000,00€</b> .
<b>Evidence</b>	<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>

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

☞ Involved entities must not be subject to conflicting interests which may negatively affect the contract performance. Where the Contracting authority has established such conflicting interests, it may conclude that the tenderer or an involved entity does not possess the required professional capacity to perform the contract to an appropriate quality standard.

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

### 2.3. Compliance with the minimum requirements of the Tender specifications

By submitting a tender, a tenderer commits to perform the contract in full compliance with the terms and conditions of the documents for this call for tender. Particular attention is drawn to the minimum requirements specified in Section 1.4 of these specifications and to the fact that tenders must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any, limitations, conditions, or reservations on the part of a tenderer and not be the subject of any negotiation initiated by the contracting authority.

☞ **Tenders that are not compliant with the applicable minimum requirements shall be rejected** due to irregularity.

## 2.4. Award criteria

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

Tenders will be evaluated on the basis of the following award criteria and their weighting:

CRITERIA	WEIGHT	EVALUATION SYSTEM
<b>C1: Technical proposition</b>	<b>25,00%</b>	Through the application of subjective value judgments, determined by the evaluation committee
<b>C2: Prices and Guaranties</b>	<b>75,00%</b>	Through the automatic application of mathematical formulas

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

C1.- TECHNICAL PROPOSITION:	WEIGHT: 20,00%
<p><b><u>Technical proposition:</u></b></p> <p>Each bidder will send a technical description of the different lots. The evaluation committee will score by applying value judgments, up to a maximum of 20,00 points.</p> <p>Qualitative aspects of the machine or items offered will be taken into account: Such as technology, measurements, power energy durability, functionality (Badge, Mobil APP, etc.) resistance, ergonomics, safety, etc.</p> <p><b><u>To be accepted, all tenders must obtain at least 50% of the points for the quality criteria (i.e. 5,00 points in total). If this is not the case, the tender will be excluded, regardless of the points obtained for the price criterion.</u></b></p>	Max 10,00 points

C2.- PRICES AND GUARANTIES:	WEIGHT: 80,00%
<p><b><u>Prices of LOCKS DOM ENiQ Guardian or compatible brand /type</u></b></p> <p>Tenderers will offer a reduced price on the unitarian door locks.</p> <p>The scores will be awarded automatically, by applying the following arithmetic formula. Awarding the highest score to the most economical option.</p> <p style="text-align: center;"><b>No. of points = 40,00 x (Pmin/Pi)</b></p> <p>Being: Pmin= the lowest bidder (in Euros). Pi= The tenderer's offer (in Euros)</p> <p><i>Prices without VAT were taken into account</i></p>	Max. 45,00 points
<p><b><u>Prices of LOCKS DOM ENiQ Pro or compatible brand /type</u></b></p>	Max. 15,00 points

<p>Tenderers will offer a reduced price on the unitarian door locks.</p> <p>The scores will be awarded automatically, by applying the following arithmetic formula. Awarding the highest score to the most economical option.</p> <p style="text-align: center;"><b>No. of points = 15,00 x (Pmin/Pi)</b></p> <p>Being:  Pmin= the lowest bidder (in Euros).  Pi= The tenderer's offer (in Euros)</p> <p><i>Prices without VAT were taken into account</i></p>	
<p><b><u>Prices of Batteries</u></b></p> <p>Tenderers will offer a reduced price on the unitarian door locks.</p> <p>The scores will be awarded automatically, by applying the following arithmetic formula. Awarding the highest score to the most economical option.</p> <p style="text-align: center;"><b>No. of points = 2,00 x (Pmin/Pi)</b></p> <p>Being:  Pmin= the lowest bidder (in Euros).  Pi= The tenderer's offer (in Euros)</p> <p><i>Prices without VAT were taken into account</i></p>	<b>Max. 2,00 points</b>
<p><b><u>Prices of Works: Installation and repair</u></b></p> <p>Tenderers will offer a reduced price on repair or install the unitarian door locks (Price per hours), Including all: labor cost, travel, etc.</p> <p>The scores will be awarded automatically, by applying the following arithmetic formula. Awarding the highest score to the most economical option.</p> <p style="text-align: center;"><b>No. of points = 18,00 x (Pmin/Pi)</b></p> <p>Being:  Pmin= the lowest bidder (in Euros).  Pi= The tenderer's offer (in Euros)</p> <p><i>Prices without VAT were taken into account</i></p>	<b>Max. 18,00 points</b>
<p><b><u>Extension of the warranty period for Locks.</u></b></p> <p>Tenderers may offer an extension of the warranty period over the mandatory <b><u>minimum of two (2) years.</u></b></p> <p>Said warranty period must cover the replacement of parts, labor costs, travel, etc.</p> <p>The scores (up to a maximum of 10,00 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;"><b>No. of points = 10,00 x (Pi/Pmax)</b></p> <p>Being:  Pmax= the high bidder (in Euros).  Pi= The tenderer's offer (in Euros)</p>	<b>Max. 10,00 points</b>

### 2.5. 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.

### 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?

👉 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 1<sup>st</sup>, 4° of the VAT code.**

#### **4. PROCESSING OF PERSONAL DATA**

Any personal data included in or relating to the TENDER, including its implementation, shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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