



Schola Europaea  
European School of Mol  
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Date: 30/06/2023

## **TENDER SPECIFICATIONS**

**procedure n° 2023\_08 BIS**

# **SUPPLY WITH INSTALLATION OF AN IMMERSIVE MULTIMEDIA VIRTUAL CLASSROOM**

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 **supply with installation of an immersive multimedia virtual classroom and others teaching resources in virtual reality.**

### 1.3. Lots: is this procurement divided into lots?

This procurement is not divided in 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

The European School of Mol wishes to implement new didactic strategies through the integration of the student with the media and digital resources.

So that they can experience, through visual and auditory stimuli, the teacher's explanations with the didactic contents in an immersive, integrated, and participatory environment.

In this way, our students will be much more motivated to learn.

#### 1.4.2. Technical description

LOT 1	IMMERSIVE MULTIMEDIA VIRTUAL CLASSROOM
Description	Minimum 3 or 4 walls in 3D projectors system for video, animations, reconstructions, quizzes, PDF, text, graphics, web browser, etc., to provide training sessions that facilitate learning in a collaborative, inclusive and multisensory way. In such a way that users can view, navigate and interact with the contents and with other users.
Equipment	<ul style="list-style-type: none"> <li>• Minimum projectors with anchor structure to the wall or ceiling.</li> </ul>

<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).

	<ul style="list-style-type: none"> <li>• Control software managed from a standalone server or tablet.</li> <li>• Collaborative software and licenses for the dynamization and interaction of users with the room: <ul style="list-style-type: none"> <li>▪ Didactic contents for primary and secondary education (Content subjects: Physics, Chemistry, Mathematics, languages, Natural sciences, Biology, Geography, History, Art, music, sports, economics, etc.)</li> <li>▪ Minimum languages: English, French, Dutch and German</li> </ul> </li> <li>• Cabling</li> <li>• Control server via touch interface</li> <li>• Integrated sound system.</li> </ul>
Lighting	<ul style="list-style-type: none"> <li>- Low energy consumption. <b>Minimum</b> projection brightness of 3600 lumens</li> <li>- Contrast: 20000:1</li> <li>- Digital/Manual zoom</li> <li>- Lamp life: Minimum 20.000 hours</li> </ul>
Audio	The room should be provided with high quality audio equipment.
Image sensorization on the walls	<p>The projection area must have interactive capacity between 0 and 1.90 m (<math>\pm</math> 5%) in height, incorporating a laser barrier system that allows interaction with the projected elements (equivalent to a touch screen) with a multitouch laser detection equipment, with the following specifications.</p> <ul style="list-style-type: none"> <li>- Up to 20 touches per device.</li> <li>- Range of 6m (<math>\pm</math> 5%) detection width.</li> <li>- Compatible with professional software developments.</li> </ul>
Connectivity	<ul style="list-style-type: none"> <li>- HDMI inputs</li> <li>- VGA inputs and output</li> <li>- USB 2.0 sockets</li> <li>- Interface: RS-232C, LAN, WIFI</li> <li>- Audio Output Jack/ Minijack, RCA</li> <li>- Microphone input: Jack or Canon</li> </ul>
Interactivity	<ul style="list-style-type: none"> <li>- <i>"Finger Touch"</i>- Minimum 20 touch simultaneously.</li> <li>- Interactive Pen: Minimum 2.</li> </ul>
Compatibility	Software must be compatible with Microsoft 365 and G-Suite. It must also be compatible with Windows.
Works	<p>The successful bidder of the contract must install, calibrate and test the initial operation and commissioning of all equipment for proper use.</p> <p>Likewise, at least one training session on the operation and use of the system must be offered to the staff of the European School, <b>at least 2 hours</b> that must be sufficient to train the staff in:</p> <ul style="list-style-type: none"> <li>- Commissioning of the equipment and functionalities of the control software.</li> <li>- Required maintenance and adjustment actions.</li> <li>- Use of software for content generation and integration with other applications</li> </ul>
Software Licensing	Minimum 3 years

Guarantees	Minimum of 2 years from the correct installation and commissioning of all equipment.
Safety standards	All equipment supplied must comply with EN 13501, similar or higher
Plan of the room where it will be installed	<p>The equipment will be installed in one of the following rooms, at the technical advice of the supplier: Approximate dimensions (<math>\pm 1\%</math>) of the rectangular room:</p> <ul style="list-style-type: none"> <li>- Possibility Room 1 (Big Gym Building): Wide 6.00m x 11.00m Length x 2.80 Height (66,00 square meters). Projection surfaces: center wall (6m W x 2.80m L) . Right wall and Left wall (3.80 m W x 2.80 m L)</li> <li>- Possibility Room 2 (Gym-Swimming-pool):Projection surfaces: center wall (4,70m W x 2.36 m L) . Right wall and Left wall (3.30 m W x 2.35 m L)</li> <li>- Possibility Room 3 (Secondary Building):Projection surfaces: center wall (3.60m W x 1.90 m L) . Right wall and Left wall (4.30 m W x 1.90 m L)</li> </ul> <p>Minimum: Access door 0.90 m wide 2.00 m height</p>

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

Variants (alternatives to the model solution described in the Tender Specifications) are allowed. All variants must respect the minimum requirements and will be evaluated in the quality criteria.

#### 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 clearly indicate it with its prices in its tender (see **Annex 4 – Financial Offer**).

The contracting authority will not consider 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 related to the subject matter of the contract and the specifications and decide whether to accept them.]

#### 1.4.5. 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.

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

The supplies will be delivered at **European School of Mol**

Address: Europawijk 100, 2400 Mol (Belgium)

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

### 1.6. Nature of the contract: how will the contract be implemented?

The procedure will result in the conclusion of **a single 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 only one contractor. Specific contracts shall be awarded based on the terms laid down in the framework contract, refined or, in duly justified circumstances, supplemented to reflect the 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, 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 for each lot over the whole duration of the framework contract is:

Lot number	Lot title	Maximum Amount
1	Immersive multimedia virtual classroom	33.000,00€
<b>Total</b>		<b>33.000,00€</b>

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. In any case the framework contract ceiling, i.e., the maximum amount to be spent under the framework contract, for each lot shall not be exceeded.

The ceiling of the framework contract, i.e., the maximum amount that can be spent under the framework contract is **THIRTY-THREE THOUSAND EUROS (33.000,00€)**. The actual amounts depend on the quantities that the contracting authority will order under specific contracts or order forms. In any event, the ceiling of the framework contract, i.e., the maximum amount that can be spent under the framework contract for each lot, 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.**

**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 **one (1) year**.

## 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 based on the exclusion criteria.
- Selection of tenderers based on selection criteria.
- Verification of compliance with the minimum requirements defined in the Tender specifications.
- Evaluation of tenders based on 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 based on 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>2</sup>.

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

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<sup>2</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 based on 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>3</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 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 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 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>18.000,00€</b> .
<b>Evidence</b>	Copy of the profit and loss accounts and balance sheet <b>for the last two years</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>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.

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 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 <b>supply and installation of virtual technology equipment</b> .	
<b>Minimum level of capacity</b>	At least <b>two (2) similar</b> (in scope and complexity) projects completed <b>in the last five years</b> preceding the tender submission deadline, with a minimum value <b>for each of them 15.000,00€</b>
<b>Evidence</b>	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.

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☞ 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**, based on 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.

**Each tenderer may offer to a maximum of three proposals: one cheaper, one intermediate and one more advanced. The scores will be distributed over the average of each product offered in each batch.**

C1.- TECHNICAL PROPOSITION:	WEIGHT: 25,00%
<p><b><u>C.1.1. Technical proposition:</u></b></p> <p>Each tenderer will send a technical description of the different lots. The evaluation committee will score by applying value judgments, up to a maximum of 25,00 points in each lot.</p> <p>Qualitative aspects of the machine or items offered will be considered., such as:</p> <ul style="list-style-type: none"> <li>• Advanced technology, power, resistance, safety, sizes, weights, heights, measurements, sensorial system, energy efficiency, etc.</li> <li>• Quality resolution of the images and sound.</li> <li>• Pedagogical possibilities.</li> <li>• Number of additional languages, in addition to the minimum</li> <li>• Technical service in commitment to attend installation, repairs or maintenance reviews, calibrating, etc.</li> <li>• Other technical descriptions.</li> </ul> <p><i>To be accepted, all tenders must obtain at least 50% of the points for these technical criteria (i.e., 12,50 points in total). If this is not the case, the tender will be excluded, regardless of the points obtained for the price criterion.</i></p>	<p><b>Max 25,00 points</b></p>

C2.- PRICES AND GUARANTIES:	WEIGHT: 75,00%
<p><b><u>C 2.1. Reduction of prices.</u></b></p> <p>Tenderers will offer a reduced price on the maximum of each lot (1 to 2). The scores will be awarded automatically, by applying the following arithmetic formula. Awarding the highest score to the most economical option.</p>	<p><b>Max. 70,00 points</b></p>

<p style="text-align: center;"><b>No. of points = 70,00 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 considered.</i></p>	
<p><b>C 2.2. Extension of the warranty period<sup>4</sup>.</b></p> <p>Tenderers may offer an extension of the warranty period over the <b>mandatory minimum of two (2) years.</b></p> <p>The scores (up to a maximum of 5,00 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 = 5,00 x (Pi/Pmax)</b></p> <p>Being:  Pmax= the high bidder (in Euros).  Pi= The tenderer's offer (in Euros)</p>	<b>Max. 5,00 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.

<sup>4</sup> Minimum of 2 years from the correct installation and commissioning of all equipment.

The coverage of the guarantee will be total without restrictions and will include operations of labor and displacement of each and every one of the operations of any kind carried out on the equipment object of the contract before all failures that are not attributable to misuse or lack of attention by users; material necessary to carry out both the necessary repairs and/or replacements, whatever their amount; The necessary modifications and updates at the indication of the equipment manufacturer.

The response time in the resolution of breakdowns, problems or complications must be a maximum of 1 week. This time is defined as the time elapsed between the communication of an incident or breakdown until a certain technical team is in physical and/or telephone availability to proceed with its resolution.

A technical support service will be guaranteed during the warranty period, which will consist of the accompaniment of the personnel who make use of the equipment, by a group of professionals adequately prepared in the technologies that intervene for each of the supplies.

The assistance will be via telephone or telematics to help users of the equipment to overcome the difficulties encountered in the normal use of the same, within a reasonable period of response, from 24 to 48 hours, these services will be free of charge. In the same way, the updates of the software related to the equipment that occur during the 2 years of warranty will be made free of charge.

## **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.

## **2.7. Tie-breaking criteria**

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

1. The bidder with the highest score in the technical quality criterion.
2. The bidder with the highest score for the most economical price criterion.
3. The bidder with the highest score in the extension criterion with the longest guarantee period.

### 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 based on 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 considered.

The financial offer shall be:

- expressed in euros. Tenderers from countries outside the euro zone must 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<sup>o</sup> 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 regarding 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 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]