



SCHOLA EUROPAEA

*European School of Mol
Europese School van Mol
École Européenne de Mol*

10 June 2022

TENDER SPECIFICATIONS

TENDER N° ESMOL 2022_07

SUPPLY OF LOCKERS FOR TEACHERS

NEGOCIATED PROCEDURE FOR LOW VALUE

Award method: **best price-quality ratio**

Type of contract: **direct contract**

Contracting authority: **European School of Mol- België/Belgium**

TABLE OF CONTENTS

1.	SCOPE AND DESCRIPTION OF THE PROCUREMENT	3
1.1.	Legal basis: what are the rules?	3
1.2.	Subject: what is this call for tenders about?	3
1.3.	Lots: is this call for tenders divided into lots?	3
1.4.	Description: what do we want to buy through this call for tenders (minimal technical specifications)?	3
1.5.	Place of performance: where will the contract be performed?	6
1.6.	Nature of the contract: how will the contract be implemented?	6
1.7.	Volume and value of the contract: how much do we plan to buy?	7
1.8.	Duration of the contract: how long do we plan to use the contract?	7
2.	EVALUATION AND AWARD	8
2.1.	Exclusion criteria	8
2.2.	Selection criteria	9
2.3.	Compliance with the minimum requirements of the Tender specifications	11
2.4.	Award criteria	11
2.5.	Award (ranking of tenders)	13
3.	FORM AND CONTENT OF THE TENDER	14
3.1.	Form of the tender: how to submit the tender?	14
3.2.	Content of the tender: what documents to submit with the tender?	14
4.	PROCESSING OF PERSONAL DATA	16
	LIST OF ANNEXES:	Error! Bookmark not defined.

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 call for tenders about?

The subject of this call for tenders is an acquisition with installation of **156 lockers** for our teachers:

- 96 for secondary teachers (8 modules of 3x4).
- 60 for primary teachers (5 modules of 3x4).

1.3. Lots: is this call for tenders divided into lots?

This call for tender is not divided into lots since all lockers are intended to be made of the same material with the same consistency and aesthetic finish.

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

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

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.

1.4.1. Background and objectives

The contracting authority is the European School of Mol, located in the municipality of Mol (Belgium), where more than 150 teachers are currently employed in three cycles of study (nursery, primary and secondary) as well as three linguistic sections.

These teachers currently do not have lockers where they can store books, teaching materials or computers, or where they can receive external correspondence or homeworks from their pupils or documents from their co-workers, etc.

The *contracting authority* wishes to conclude a contract for the provision of new lockers with dual access key and combinations code for 156 teachers (96 for secondary and 60 for primary).

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).

The objective is to ensure teachers have access to lockers by a personal code in order to receive correspondence and keep materials safe. The school also wishes to have a master key to access the lockers.

1.4.2. Technical description

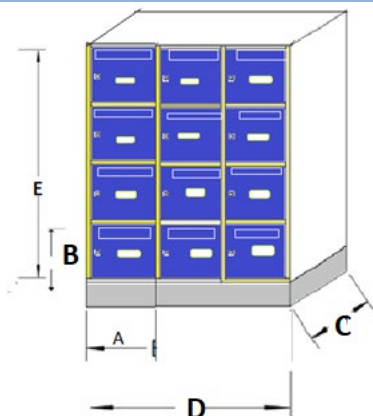
Tenderers are committed to the provision and the quality of the items listed below.

Any tender which will not meet all these minimum requirements will be considered irregular and will not be taken into consideration in the evaluation process.

Proposed supplies must meet the MINIMUM requirements listed in the following points.

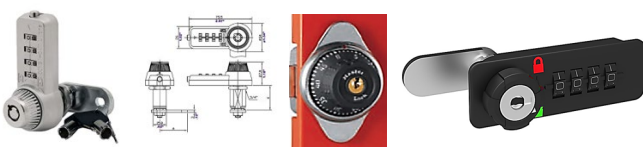
CUPBOARD	
TOTAL QUANTITY:	<p>156 lockers in total:</p> <ul style="list-style-type: none"> • 96 for secondary (8 modules of 3x4) • 60 for primary (5 modules of 3x4) <p>Total 13 modules-cupboards (of 3x4 Lockers)</p>
CHARACTERISTICS	<ul style="list-style-type: none"> • Composition: 12 lockers per module (3x4) • Easy assembly • Anti-tipper system • Quality rolled metal, plastics or wood • 100% recyclable materials and non-toxic • Robust and securely fastened lockers
FINISHING:	<ul style="list-style-type: none"> • Colours: 1 colour for the body and choice at least of 3 colours or silk-screen printed design for the doors.
ROOF	<ul style="list-style-type: none"> • Flat roof • Integrated +/-50 mm closed baseboard
CUPBOARD DESCRIPTION:	<p>Cupboards in Modules Combination of 3 columns of 4 lockers (3 x 4 =12 lockers every module)</p> <ul style="list-style-type: none"> • Between 50 to 150 mm skirting board
DOOR DESCRIPTION:	<ul style="list-style-type: none"> • 90° side opening minimum • Door with concealed hinges and no sharp edges. • Built-in doors should offer a stronger and more robust solution than visible doors (push- to-open type) • Padlocks mounted on a reinforced blade concealed on the inside of the door (welds, hardware or screws not visible from the outside) • Required: An opening to insert mails from the outside: <u>approx.</u> 300 mm (horizontal) x 60 mm (vertical). <p>Options to be scored in the award criteria:</p> <ul style="list-style-type: none"> • Optional: Card holder/ Pocket to insert and replace name tags • Optional: detachable shelf, at the top, directly in front of the opening to insert mail. • Optional: A closed slot with a hinged lid in the opening to insert mails • Optional: Rubber dots, or rubber strips to cushion shocks and noises when closing the doors. • Optional: Ventilation point or grille in every one locker

INDIVIDUAL BOX-LOCKER MEASURES (Interior)	Width: Between 320 mm to 420 mm (Gif : A) Height: Between 415 mm to 700 mm (Gif : B) Depth: Between 365 mm to 600 mm (Gif : C)
TOTAL COMBINATION OF CUPBOARDS-MODULES MAXIMUM:	Width: Between 980 mm to 1500 mm (Gif : D) Height: Between 1800 mm to 2050 mm (Gif : E) Maximum, including skirting board and roof.



As for example (these are not the colours chosen by the contracting authority)



LOCKS	<ul style="list-style-type: none"> Fixed and compact Locks, directly installed on the door (not removable from the outside) Material: Zinc or similar. In color finish chrome, black or similar. Opening with dual access Key and combination with easy to read dials and open and close indicators. 10.000 or more possible combinations with high security tubular keyway locker cabinet with code. Can override current combination with master key and retrieve current combination. (Master key: At the least 1 per every +/- 30 locker. With the possibility of requesting copies of master keys in the future, against payment). <u>Like similar</u> than these gifts.: 
SERVICES INCLUDED in the quoted prices	<ul style="list-style-type: none"> <u>Incoterm: All materials will be delivered and placed at the location specified by contracting authority. Free of any charge</u>

	<u>for all: transport, customs duties, transshipment insurance, delivery ready-to use, unpacking and installation, etc.</u>
MINIMUM WEIGHT CAPACITY (to be carried) PER INDIVIDUAL BOX-LOCKER (Interior Shelf)	<ul style="list-style-type: none"> Minimum 7 Kilos for every interior shelf
WARRANTY AGAINST MANUFACTURING DEFECTS (Minimum) <i>Unless an increase is offered by the tenderer</i>	<ul style="list-style-type: none"> Minimum 4 years on padlocks (covered by the ‘All-in’ contract) And guaranteed stock of spare or replacement parts or similar. Minimum 4 years on cupboards and their components excluding lacquer. And guaranteed stock of spare or replacement parts (hinges, shelves, covers, panels, etc.), repair parts and adequate servicing. Minimum 4 years on paint or epoxy paint.

1.4.3. Special executions conditions

Environmental conditions: In accordance with the object of the contract, the paints and materials to be applied must have environmentally friendly labels and environmentally friendly. Also packaging (plastics, cardboard, etc.) must be recycled and deposited in a specific container for treatment and waste, depending on the material.

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

The supplies will be delivered at the following location:

European School of Mol

Europawijk 100 - 2400 Mol – België

(Primary and secondary buildings)

Tel: 32 14 56 31 11

Web: www.esmol.be



<https://goo.gl/maps/Se7n9eez7waR7AU78>

The lockers will be installed inside the:

- Secondary building (1st floor with easy access) and
- Primary Education building (Ground floor).

The contractor must inform the contracting authority of the exact delivery date at least **5 working days in advance**. All deliveries must take place between **8:00** hours to **16:00** hours at the place agreed for this purpose.

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

The procedure will result in the conclusion of a direct contract. Once signed, it can be implemented directly without any further contract procedures.

□ 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.

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 **THIRTY-FIVE THOUSAND EUROS (35.000,00€ excl. VAT)**, itemized in a maximum unitary price of **2.692,30€** for each cupboard-module of lockers (13 modules (3x4 lockers) in total).

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 call for tenders will be concluded **for a maximum of three (3) months, starting from the signing of the contract.** Within this period, the components must have been manufactured, delivered and correctly installed for perfect commissioning. If possible, the aim is to have the lockers installed is before the beginning of the 2022/2023 academic year, which starts in September 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 authority².

² The obligation to provide the supporting evidence will be waived in the following situations:

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

□ 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 call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for the call for tender. The model Declaration on Honour annexed shall be used. The declaration must be signed by an authorised representative of the entity providing the declaration.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender, or may be requested later at any time during the procurement procedure³.

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

2.2.1. Legal and regulatory capacity

Tenderers must prove that they have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the work subject to this call for tenders.

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

- Proof of enrolment in a relevant trade or professional register
- Proof of authorisation that the tenderer is authorised to perform the contract in its country of establishment
- Proof that the tenderer is a member of a specific professional organisation

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.

³ The obligation to provide the supporting evidence will be waived in the following situations if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

Criterion F1	
Minimum level of capacity	Ratio between assets and liability above 27.500,00€
Evidence	Copy of the profit and loss accounts and balance sheet <u>for the last three (3) years</u> 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.

☐ 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 supplying and installing of School Lockers .	
Minimum level of capacity	At least 3 similar (in scope and complexity) projects completed in the last five (5) years preceding the tender submission deadline, with a minimum value for each of them 18.000,00€.
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>

☐ 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 procurement 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 assumptions, limitations, conditions, or reservations on the part of a tenderer.

☐ **Tenders that are not compliant with the applicable minimum requirements shall be rejected.**

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:

1. Price / Cost (60%)

Cr.	Description	Weight
P1	<p>Price</p> <p>To determine the evaluation of the Economic Offer, the following formula will be applied:</p> <p>1.1. The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the Tender Specifications. Maximum 60,00 points</p> $Score = 60,00 \times \left(\frac{Best\ Offer}{Offer\ considered} \right)$ <p>The Best Offer being the cheapest.</p> <p>The maximum points will be the maximum score awarded in this section for the economic offer.</p> <p>The offer with the best prices receives the maximum score.</p> <p>Those offers that exceed the maximum of the budget for the framework contract will be excluded.</p> <p>Prices should be inclusive of all costs incurred by the tenderer such as manufacture, delivery, assembly and installation, transport, manpower costs, etc.</p> <p><u>Those tenderers that are more than 25% above the arithmetical average of all the offers submitted and administered, could be presumed as abnormal or low risky. Therefore, they may be excluded by the evaluation committee. However, the justification for such a low price shall be required.</u></p>	60 %

2. Quality (40%)

The quality of the tender will be evaluated based on the following criteria:

Cr.	Description	Weight
Q2	<p><u>Criteria evaluated by means of value judgements on the quality and finish as set out in the technical specifications of the offer.</u></p> <ul style="list-style-type: none"> - <u>Strength and quality of the material of the lockers:</u> Up to a maximum of 7,00 points. <ul style="list-style-type: none"> • A technical description can be drawn up in which technical improvements can be voluntarily provided to be evaluated over and above the minimum obligations contained in point 1.4.2. Such as sheet thickness, hinges, paint resistance, fastenings (welding or screws), kilos to be carried for every interior shelf interior and exterior finish (per locker), design, ease of cleaning, maintenance, functionality and handling, ergonomics, inclusion of optional (Card holder/ Pocket, detachable shelf, closed slot for mails, Rubber dots, to cushion shocks and noises, Ventilation point or grille, etc.). - <u>Padlock system and security:</u> Up to a maximum of 3,00 points. A technical description must be drawn up in which anti-vandalism resistance, locking system, etc. will be evaluated. - <u>Additional accessories offered:</u> Up to a maximum of 2,00 points. Tenderers offering additional free features such as: Keys, hinged shelves, spare parts, etc. Or Optional free of charge incorporation of storage organizers, etc. will receive a higher score. Please indicate number and description. - <u>Variety and style of door colours to choose from.</u> Up to a maximum of 1,00 points. The range of possible colours to choose from will be evaluated. Or possibility of personalization of the exterior or interior design (self-adhesive photographic vinyl, etc.), free of charge. <p>Please note that in order not to delay the evaluation of these criteria, participating companies should not submit more than 40 pages in total for these descriptions.</p>	13%
Q3	<p><u>Internal cubic metre capacity of each cabinet/ locker.</u></p> <p>The bidder provides a description of the sizes and thicknesses (Without exceeding the overall dimensions of each module as described in the technical specifications). Tenderers offering a higher internal capacity in cubic metres per individual cabinet (not per module), will have their score increased by up to a maximum of 11 points according to the following formula:</p> $Score = 11,00 \times \left(\frac{Offer\ considered}{Offer\ with\ widest\ capacity} \right)$	11 %
Q4	<p><u>Warranty on locks (covered by the 'All-in' contract) (Minimum 4 years).</u></p> <p>The tenderer provides a description of the warranty. The extension of the warranty term will be valued over the minimum established in the specifications on quality of the padlocks (Minimum 4 years). For issues not attributable to the bidder and in view of good use by the <i>Contracting Authority</i>.</p> <p>The offer with the best extension of warranty (in years) receives the maximum score. The following offers will be evaluated proportionally with the following formula:</p>	10%

	$\text{Score} = 10,00 \times \left(\frac{\text{Offer considered}}{\text{Offer with widest warranty}} \right)$ <p>* Those offering only 4 years warranty in total will not be scored in this section. Those offers that do not reach the minimum guarantee period of 4 years will be excluded.</p>	
Q5	<p><u>Warranty on cupboards and their components excluding lacquer (Minimum 4 years).</u></p> <p>The tenderer provides a description of the warranty. The extension of the warranty term will be valued over the minimum established in the specifications on quality of the cupboards (Minimum 4 years). For issues not attributable to the bidder and in view of good use by the <i>Contracting Authority</i>.</p> <p>The offer with the best extension of warranty (in years) receives the maximum score. The following offers will be evaluated proportionally with the following formula:</p> $\text{Score} = 5,00 \times \left(\frac{\text{Offer considered}}{\text{Offer with widest warranty}} \right)$ <p>* Those offering only 4 years warranty in total will not be scored in this section. Those offers that do not reach the minimum guarantee period of 4 years will be excluded.</p>	5 %
Q6	<p><u>Warranty on paint (Minimum 4 years).</u></p> <p>The tenderer provides a description of the warranty. The extension of the warranty term will be valued over the minimum established in the specifications on quality of the epoxy paint (Minimum 4 years). For issues not attributable to the bidder and in view of good use by the <i>Contracting Authority</i>.</p> <p>The offer with the best extension of warranty (in years) receives the maximum score. The following offers will be evaluated proportionally with the following formula:</p> $\text{Score} = 1,00 \times \left(\frac{\text{Offer considered}}{\text{Offer with widest warranty}} \right)$ <p>* Those offering only 4 years warranty in total will not be scored in this section. Those offers that do not reach the minimum guarantee period of 4 years will be excluded.</p>	1 %
TOTAL AWARD CRITERIA		100 %

2.5. Award (ranking of tenders)

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

$$\text{Cr. P1} * (\text{weight}) + \text{Cr. Q2} * (\text{weight}) + \text{Cr. Q3} * (\text{weight}) + \text{Cr. Q4} * (\text{weight}) + \text{Cr. Q5} * (\text{weight}) + \text{Cr. Q6} * (\text{weight}) = \text{Total score}$$

☐ The contract shall be awarded to the tender ranked first, which complies with the Tender Specifications and is submitted by a tenderer having access to procurement, not in an exclusion situation and fulfilling with the selection criteria.

3. FORM AND CONTENT OF THE TENDER

3.1. Form of the tender: how to submit the tender?

Tenders are to be submitted according to the instructions laid down in the Invitation to tender letter.

☐ Make sure you prepare and submit your tender early enough to ensure it is received within the deadline specified to submit an offer in the invitation. A tender received after this deadline will be rejected.

3.2. Content of the tender: what documents to submit with the tender?

The supplier will be required to furnish the following documentation (Contact details and project information to be presented):

Overview of Annexes

ANNEXES TO THE DESCRIPTIVE DOCUMENT AND THE FRAMEWORK AGREEMENT:	
1.1.	Specifications
1.2.	Model Purchase Order / Bestelbon
1.3.	General Conditions
1.4.	Draft Framework Agreement

ANNEXES TO BE COMPLETED BY THE TENDERER:		Envelope/PDF by email
2.1.	Annex A1 - Tenderer's Identification Form Annex A2- Form Bank Account	1
2.2.	Annex B - Declaration on honour on exclusion criteria and selection criteria	1
2.3.	Annex C - Tender requirements: Attachments: Criterion F1 (point 2.2.2.): Copy of the profit and loss accounts and balance sheet <u>for the last three (3) years</u> for which accounts have been closed from each concerned involved entity, or, failing that, appropriate statements from banks Criterion T1 (point 2.2.3.): 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	1
2.4.	Annex D - Technical offer: Criteria evaluated by means of value judgements on the quality and finish as set out in the technical specifications of the 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 may be rejected on the basis of non-compliance and not evaluated further. (Criteria 2 and 3) The tender shall contain a set of technical details which must be proposed by the tenderer. Tenderers must, on pain of nullity of their tender, make an offer for all items listed. <ol style="list-style-type: none">Strength and quality of the material of the lockers:<ul style="list-style-type: none">Manufacturing and design. Photos.Sizes par lock and in total cupboard (Module) and sheet metal/ plastic /wood thickness.Plan for delivery and placement, commissioning, placement and coupling of cupboards.Closed skirting board.Ergonomics, functionality and handling	2

	<ul style="list-style-type: none"> • Weight resistance per locker (Kilos to be carried for every interior) • Hinges, • Paint resistance, • fastenings (welding or screws) • System of opening to insert mail. • System of cleaning and Maintenance • Reverse logistics: Recycling, removal and treatment of packaging and waste, etc. • Description of the closed slot with a hinged lid in the opening to insert mails • <u>Optional:</u> <ul style="list-style-type: none"> • Optional: Card holder/ Pocket to insert and replace name tags • Optional: detachable shelf, at the top, directly in front of the opening to insert mail. • Optional: Rubber dots, or rubber strips to cushion shocks and noises when closing the doors. • Optional: Ventilation point or grille in every one locker • Storage organizers) • <u>Or any other freely offered accessory application.</u> <p><u>Please indicate number and description.</u></p> <p>2. Padlock and security: anti-vandalism resistance, locking system, etc.</p> <ul style="list-style-type: none"> • Material, resistance, photos and descriptions, etc. • Padlocks instruction short manual. • Type of key. And number of Master key offered. • Possibilities of combinations codes. • <u>Or any other freely offered accessory application</u> <p>3. Variety and style of door colours to choose from: Chart of possible colours: (1 for cupboard, 3 for lockers door). Or possibility of personalization of the exterior or interior design (self-adhesive photographic vinyl, etc.), free of charge</p> <p>Please note that in order not to delay the evaluation of these criteria, participating companies should not submit more than 40 pages in total for these descriptions.</p>	
2.5.	<p>Annex E - Financial offer and Criteria that can be quantified by the application of mathematical formula.</p> <p>A complete financial offer and warranties. (Criteria P1, Q3, Q4, Q5 and Q6)</p> <ol style="list-style-type: none"> 1. P1. Total price of the contract and for Individual price per module (3x2) 2. Q3. Internal cubic metre capacity of each cabinet/ locker. 3. Q4. Warranty extension offered on locks (covered by the 'All-in' contract) 4. Q5. Warranty extension offered on cupboards and their components excluding lacquer 5. Q6. Warranty extension offered on epoxy paint <p>In case of discrepancies between different documents, only the amount indicated in the financial offer will be taken into account.</p> <p>The financial offer shall be:</p> <ul style="list-style-type: none"> • 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. <div style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> 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.]</p> </div>	3

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: mol-dpo-correspondent@eursc.eu

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.