



SCHOLA EUROPAEA

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

10 June 2022

TENDER SPECIFICATIONS

OPEN TENDERS N° ESMOL 2022_08

SUPPLY WITH INSTALLATION OF A CALISTHENICS WORKOUT PARK

NEGOCIATED PROCEDURE FOR LOW VALUE

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

Type of contract: **direct contract**

Contracting authority: **European School of Mol**

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1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

1.1. Legal basis: what are the rules?

This tender is governed by the provisions of:

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

1.2. Subject: what is this call for tenders about?

It is intended to contract the supply and installation of calisthenics. More specifically, it is a calisthenics park with a modular system of at least 8 pieces of equipment (combination equipment, monkey bar and low exercise station).

The devices are designed for our students (mainly from 12 to 18 years old) who want to work on their physical fitness in a sporty and playful way.

1.3. CPV and NUT.

CPV: 45212200-8 Construction work for sports facilities.

NUT:

- BE Belgique / België
 - BE21 Prov. Antwerpen
 - BE213 Arr. Turnhout: NUTS level 3, Country order1, Region order 9

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

This call for tenders is not divided into lots, due to the works included in the object of the mixed contract for the construction and supply of sports equipment are directly linked to each other and granting a unitary treatment to the contract implies an optimisation in its global execution, as the control of its fulfilment is more effective if the contract is awarded to a single company, avoiding the omission of responsibilities. The supply of the sports elements, immediately or even simultaneously with the necessary technical work, in the event of technical incidents, guarantees greater efficiency if it is carried out by a single contractor.

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

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

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).

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.

1.5.1. Background and objectives

The contracting authority is the European School located in the municipality of Mol (Belgium), where more than 800 students (nursery, primary and secondary).

At the request of the student's committee, the *Contracting Authority* wishes to offer them an alternative sporting activity, in which they can combine contact with the outdoors and the natural environment where our school is located. Both for current and future students.

This will increase the educational offer in the field of education, as well as the fitness of the pupils who freely choose to practice calisthenics sports. All this in a constant improvement and search for new initiatives on the physical condition of our students: Acquisition of a better physical condition, practice of outdoor sports, improvement of psychomotor coordination and balance, health prevention by eradicating sedentary lifestyles (excess weight, cardiovascular problems, osteoporosis, etc.), greater social integration with other students with improved self-esteem, among others...

1.5.2. Technical description

The technical details that each tenderer must comply with as a minimum requirement are detailed in the technical specifications document.

1.5.3. Visit to European School- Mol

It is optional for the participants in the bidding process to visit the European School.

Visits will take place as follows:

The tenders will contact the European School to organize the visit and the European School de Mol will contact the interested bidders informing them of the date, time and place of meeting. They must contact Mr. Roberto Teruel, by email at MOL-PROCUREMENT@eursc.eu communicating your interest in the visit, indicating the number of car plate to entry in the parking, and the name and ID of the attendees, **before 14:00 a.m. on 17 of June 2022.**

The optional visits will take place during 23 or 24 of June.

A maximum of 2 people per bidder is established. Access will not be allowed to any person who has not previously communicated it.

Questions may be asked until 27 June 2022 at 23:59h at the latest and will be answered as soon as possible via the School's procurement Service website: <https://www.esmol.be/en/procurements>

1.5.4. Special execution conditions

Environmental conditions: In accordance with the object of the contract, all materials to be applied must have environmentally friendly conditions. Also Packaging (plastics, cardboard, etc.) must also

be recycled and deposited in a specific container for treatment and waste, depending on the material.

1.6. 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/Sc7n9eez7waR7AU78>

The contract is expected to be signed electronically during the week of 8 to 12 August 2022.

The works can start the day after the contract is formalised.

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.

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

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

Payment of the contract will be made once the park has been completed and the certificates required in the specifications have been presented, regarding the fulfilment of safety requirements.

□ 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.

1.8. Volume and value of the contract: how much do we plan to buy?

The estimated total amount of all purchases under this contract is **TWENTY-SIX THOUSAND EUROS (26.000,00€ HTVA)**.

The payment of the price will be made within 30 days after signing of the acceptance report without incidences.

1.9. 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 forty-five (45) calendar days, starting from the signing of the contract.** Within this period, the components must have been manufactured, delivered and correctly installed for perfect commissioning.

The contractor must start the supply and installation from the moment of signing the corresponding commencement deed, which in any case will be formalised within **fifteen (15) calendar days** following the signing of the contract, with the period indicated for the work to be fully completed beginning to be calculated from that day.

However, the Technical Services of the European School reserve the right to indicate the starting date, which will start the calculation of the period for the execution of the work, with reasons.

Once the works have begun, any incidents that may arise between the European School and the contractor will be dealt with and resolved by the former as soon as possible, adopting the appropriate measures so as not to alter the pace of the works.

Once the supply and installation have been completed, a certificate of acceptance of the installations will be signed when they have been executed in accordance with the European School.
Only from that moment will the guarantee period begin to run.

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 20.000,00€
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 Calisthenics Workout Parks	
Minimum level of capacity	At least 3 similar (in scope and complexity) projects completed in the last three 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 the **Technical 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 (65%)

Cr.	Description	Weight
P1	<p>Global Price</p> <p>To determine the evaluation of the Economic Offer, the following formula will be applied:</p> <p>1.1. The global price considered for evaluation will be the total price of the tender, covering all the requirements set out in the Technical Specifications. Maximum 65,00 points</p> $Score = 65,00 \times \left(\frac{Best\ Offer}{Offer\ considered} \right)$ <ul style="list-style-type: none"> - The Best Offer being the cheapest. - The maximum points will be the maximum score awarded in this section for the economic offer. - The offer with the best prices receives the maximum score. - Those offers that exceed the maximum of the budget for the framework contract will be excluded. <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 provisionally excluded by the evaluation committee. For which they may subsequently be required to provide technical and economic justification of the viability of their bid for acceptance.</u></p>	65 %

2. QUALITY (35%)

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

Cr.	Description	Weight
Q2	<ul style="list-style-type: none"> - The technical documentation shall include a project including a description of the actions to be carried out, a detailed budget broken down by items and units. - A floor plan to a scale of no less than 1:200 of the solution adopted and catalogues of the calisthenics scaffolding to be installed shall be attached, as well as the corresponding photographs of the element. - Floor plans and dimensioned elevations of the elements offered shall also be included. As a minimum, the calisthenics area must have a sports assembly (scaffolding) that can hold a minimum of 10 people exercising simultaneously and that is designed to develop skills such as strength, endurance, coordination and balance. - This sports set must have bars of different heights for initiation to street workout, as well as a breakdown and list of each of the pieces that make up each set, with their identification code to facilitate their replacement and maintenance. - Attached to the project of the elements offered, a protocol of specific maintenance guidelines for these games must be included, specifying and breaking down all the operations necessary for the correct preventive maintenance and repair of those elements that, due to their technical complexity or construction, require it <p>The technical improvements proposed, above the minimums established in the technical specifications, will be evaluated:</p> <ul style="list-style-type: none"> - <u>Design and structure:</u> Up to a maximum of 9,00 points <ul style="list-style-type: none"> - Integration with the environment and better use of the available space - Technical proposal for stabilisation and ground support - Maximum weights that can be supported on the bars - Quality and Resistance of materials - Distribution and layout of equipment - Possible variety of types of physical exercises - Number of users that can practise simultaneously in the total installation - More space between devices, so you can practice sport more comfortably and without disturbing other users. - Functionality, ergonomics, finishes and style. - Easy maintenance and cleaning - <u>Additional accessories offered:</u> Up to a maximum of 8,50 points. Tenderers offering additional free features, such as for example including Triple pull up bar (instead of Double) or including Triple Parallel bars (instead of double), other devices, etc. will receive a higher score. Please indicate number and description. - <u>Floor proposition:</u> Up to a maximum of 7,50 points. Tenderers will be able to offer one of the different flooring options at no extra cost. This will require a technical description. The order of preference being: <ul style="list-style-type: none"> - 1st rubber floor: Up to a maximum of 7,50 points - 2nd grass: Up to a maximum of 3,75 points <p>Please note that in order not to delay the evaluation of these criteria, participating companies should not submit more than 30 pages in total for these descriptions.</p>	25%

Q3	<p><u>Warranty (Covered by the 'All-in' contract) (Minimum 5 years).</u> 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 (Minimum 5 years). For issues not attributable to the bidder and in view of good use by the <i>Contracting Authority</i>.</p> <p>POSTS. <u>Up to a maximum of 2,50 points.</u> CONNECTORS <u>Up to a maximum of 2,50 points.</u> FLOOR <u>Up to a maximum of 2,50 points.</u> SPARE PARTS <u>Up to a maximum of 2,50 points.</u></p> <p>The offer with the best extension of warranty (in years) in every one previous item receives the maximum score. The following offers will be evaluated proportionally with the following formula (every one item by 2,50 points with a maximum score in total of 10,00 points):</p> $Score = 2,50 \times \left(\frac{Offer\ considered}{Offer\ with\ widest\ warranty} \right)$ <p>* Those offering only 5 years warranty in total will not be scored in this section. Those offers that do not reach the minimum guarantee period of 5 years will be excluded.</p>	10%
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:

$$Cr. P1 * (weight) + Cr. Q2 * (weight) + Cr. Q3 * (weight) = Total\ score$$

☐ 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.	Administrative Specifications
1.2.	Technical Specifications
1.3.	General Conditions
1.4.	Draft Framework Agreement

ANNEXES TO BE COMPLETED BY THE TENDERER:		Envelope / Encrypted PDF by email
2.1.	Annex A1 - Tenderer's Identification Form Annex A2- FormBank Account	1
2.2.	Annex B - Declaration on honour on exclusion criteria and selection criteria Attachment: Proof of authorisation that the tenderer is authorised to perform the contract in its country of establishment.	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 Technical 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. 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.	2

	<ul style="list-style-type: none"> - <u>Design and structure:</u> <ul style="list-style-type: none"> - Integration with the environment and better use of the available space - Technical proposal for stabilisation and ground support - Maximum weights that can be supported on the bars - Quality and Resistance of materials - Distribution and layout of equipment - Possible variety of types of physical exercises - Number of users that can practise simultaneously in the total installation - More space between devices, so you can practice sport more comfortably and without disturbing other users. - Functionality, ergonomics, finishes and style. - Easy maintenance and cleaning - <u>Additional accessories offered:</u> Tenderers offering additional free features, such as for example including Triple pull up bar (instead of Double) or including Triple Parallel bars (instead of double), other devices, etc. will receive a higher score. Please indicate number and description. - <u>Floor proposition:</u> Tenderers will be able to offer one of the different flooring options at no extra cost. This will require a technical description. The order of preference being: <p>Please note that in order not to delay the evaluation of these criteria, participating companies should not submit more than 25 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)</p> <ol style="list-style-type: none"> 1. P1. Total price of the contract 2. Q3. Warranty extension offered on post 3. Q3. Warranty extension offered on connectors 4. Q3. Warranty extension offered on floor 5. Q3. Warranty offered on spare parts. <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; margin-top: 10px;"> <p>□ 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.