

# SUMMARY

## Negotiation procedure for the supply of technical material pertinent to FMSI antidoping activities

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*Please note that according to the third comma of Article 72 of the Italian Public Procurement Code, all the published documentation for the invitation to tender must be exclusively in Italian. To help foreign participants the Contracting Authority can offer a Summary of the most important points of the procedure in other languages.*

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There are 4 invitations to tender, each refers to the supply of different materials:

- 1) **“Bicchieri raccolta parziale”** (Containers for the partial collection of urinary samples)
- 2) **“Buste BAS – Sigilli di sicurezza”** (Bags and seals), which refers to the following products:
  - **“Buste antieffrazione per il trasporto in sicurezza di campioni biologici”** (Safety tamper-proof bags for the transportation of biological samples);
  - **“Buste antieffrazione per il trasporto in sicurezza di verbali di prelievo”** (Safety tamper-proof bags for the transportation of collection documents);
  - **“Sigilli di sicurezza per Borse di trasporto”** (Safety sealing for transportation bags).
- 3) **“Kit Antidoping”** (Antidoping Kit), which refers to the following products:
  - **“Kit antidoping per prelievi urinari”** (Antidoping Kit for the collection of urinary samples)
  - **“Kit antidoping per prelievi ematici”** (Antidoping Kit for the collection of blood samples)
  - **“Bicchieri di raccolta per urine”** (Containers for the collection of urinary samples)
- 4) **“Termoregistratori”** (Temperature Datalogger)

### Participation procedure and deadlines

Participants shall send their application to the invitation to tender no later than 17<sup>th</sup> May at 12PM by Certified Mail to the address [segreteria@cert.fmsi.it](mailto:segreteria@cert.fmsi.it). No application will be accepted after this deadline.

Societies may send their questions by Certified Mail to the address [segreteria@cert.fmsi.it](mailto:segreteria@cert.fmsi.it) no later than 10<sup>th</sup> May at 12PM. No question will be accepted after this deadline. Questions shall be received exclusively by Certified Mail, phone calls will not be allowed.

### Documentation

Each invitation has its own “Disciplinare” (Policy), “A - Capitolato tecnico” (A - Technical Specification) and relevant attachments (B – Model of application, C – DGUE/ESPD), that have to be filled out and sent to the FMSI separately, according to the following instructions.

The email sent by Certified Mail shall have as **object** the following titles for each invitation:

1. *“Offerta per l’affidamento della fornitura di Bicchieri per raccolta parziale di campioni biologici urinari” (Offer for the supply of partial collection of urine samples containers)*

2. *“Offerta per l’affidamento della fornitura di Buste antieffrazione e Sigilli di sicurezza” (Offer for the supply of safety antiburglary bags and seals)*
3. *“Offerta per l’affidamento della fornitura di Kit antidoping e bicchieri di raccolta per urine” (Offer for the supply of antidoping kits and urine samples containers)*
4. *“Offerta per l’affidamento della fornitura di Termoregistratori configurabili” (Offer for the supply of temperature dataloggers)*

The mail **body** must mention all the basic information of the Society: name, address, VAT number, Certified Mail address.

The email sent by Certified Mail shall have three **attachments**: three (3) different and separated pdf files:

**“A - Documentazione amministrativa”** (A – Administrative documentation);

**“B - Offerta tecnica”** (B – Technical offer);

**“C - Offerta economica”** (C – Economic offer).

♦ Please note that the files must be separated, especially the technical and economic offer: if there are elements relevant to prices in the files A or B, the Society will be excluded from the negotiation procedure.

### **Contents of the single pdf file titled “A - Documentazione amministrativa” (A – Administrative documentation)**

- Application according to the model in the attachment B to be filled out in letterhead and signed by the Society’s Legal Representative or a Spokesperson (please note that it is necessary to attach a copy of a document of identification of the Legal Representative and/or a Power of Attorney or a similar document in case of a Spokesperson);
- European Single Procedure Document (ESPD) in the attachment C
- Documentation that certifies the payment of the provisional security, with a declaration of commitment for the release of a definitive warranty.\*\*\*

### **Contents of the single pdf file titled “B - Offerta tecnica” (B – Technical offer)**

- A signed and time stamped technical report, complete with an index of its contents, that illustrates in details the Society’s features (experience and business model) and its products (datasheet), with reference to the requirements indicated in the attachment A.  
The technical report must be maximum 20 pages long (Times New Roman - size 12) and must express in details:
  - Society’s profile → mission, business area and objectives, market placement, experience, organization chart, ISO certifications
  - Products portfolio → details and technical information on the products pertinent to the offer without any reference or indication regarding the prices.

### **Contents of the single pdf file titled “C - Offerta economica” (C – Economic offer)**

- Economic offer, written in letterhead signed by the Legal Representative or the designed Spokesperson, indicating in numbers and letters the amount (VAT excluded). The offer shall be detailed with single prices and sub-totals for each type of product.

### **\*\*\*Provisional security (please refer to Article 93 of the Italian Public Procurement Code)**

The tender shall be accompanied by a provisional security, called a "performance bond", of 2% of the basic price specified in the notice or invitation, you can find the specific amounts in each "Disciplinare" in Article 4.6.1.

The payment can be done in any of the following methods chosen by the tenderer:

- **Cash:** bank transfer to the FMSI at the IBAN IT53 C 03062 34210 000001886212, please note that it is necessary to attach a copy of the payment with details of the participant's IBAN;
- **Government security:** deposit in a public Treasury in favor of the FMSI;
- **Bond:** deposit in a bank or assurance agency effective for at least 180 days from the last deadline of the offer, please note that it is necessary to attach a declaration of the bank or assurance agency or of the participant.

The tender shall be accompanied by the undertaking of a guarantor, under penalty of exclusion, other than the guarantor that issued the performance bond, to issue the performance bond for the performance of the contract referred to in Articles 103 and 104, if the tenderer becomes the awarded party.

### **Possible reductions**

The amount of the bond and of any renewal is reduced by 50% for economic operators that have been issued the quality system certification of the series UNI CEI ISO9000, issued by certified bodies in compliance with the European standards of the series UNI CEI EN 45000 and the series UNI CEI EN ISO/IEC 17000. In contracts relating to works, services or supplies, the amount of the bond and its possible renewal is reduced by 30%, which can also be combined with the reduction in the first sentence, for economic operators holding registration in the Community Eco-Management and Audit Scheme (EMAS), pursuant to regulation (EC) No. 1221/2009 of the European Parliament and Council, of November 25 2009, or 20% for the operators holding environmental certification under standard UNI ENISO14001. In works, services or supplies contracts, the amount of the bond and its possible renewal is reduced by 15% for economic operators that develop a greenhouse gas inventory under UNI EN ISO 14064-1 or a product carbon footprint under standard UNI ISO/TS 14067.

In contracts for goods and services, the amount of the bond and of any renewal thereof is reduced by 30 percent, not to be combined with the reductions under the previous points, for economic operators that have been assigned or holding a certification of the organizational model, pursuant to Legislative Decree no. 231/2001 or a 8000 social accountability certification, or certification of the health and safety system for workers, or the OHSAS 18001 certification, or the UNI CEI EN ISO 50001 certification concerning the energy management system or the UNI CEI 11352 certification concerning operations as an ESC (energy Service Company) for the quality supply of energy services and for economic operators holding the ISO 27001 certification concerning the information security management system) cannot be combined with other reductions provided for by the regulation, as per the above formula.