

SUBJECT: CALL FOR BIDS WITHIN THE FRAMEWORK OF AN OPEN PROCEDURE AIMED AT THE DRAFTING OF A FRAMEWORK AGREEMENT WITH REFERENCE TO THE ENTRUSTING OF THE “PROMOTIONAL AND SALES CAMPAIGN IN SHORT- AND MEDIUM-RANGE FOREIGN MARKETS FOR THE MARKET SEGMENT INVOLVING GROUP BUS TRIPS, TARGETED TOWARDS THE PROMOTION AND COMMERCIALISATION OF THE EMILIA-ROMAGNA TOURIST DESTINATION GLOBAL BRAND – YEAR 2019” SERVICE.

CIG: 7849461C1F

PREMISE

Be it known that, based on the needs referred to in the *Piano 2019 di promozione e marketing turistico* (2019 Promotion and Tourism Marketing Plan) and the *Programma di acquisto di beni e servizi 2019* (2019 Service and Goods Purchase Plan) of APT Servizi S.r.l., a contracting authority with registered office in Viale A. Moro, 62 – 40127 Bologna – VAT No. 01886791209/Fiscal Code 01886791209 and headquarters in Piazzale Federico Fellini, 3 – 47921 Rimini, website: www.aptservizi.com, PEC (certified email address): bandi@pec.aptservizi.com – an open procedure is to be carried out pursuant to art. 60 of Italian Legislative Decree 50/2016 - *Codice degli Appalti* (Public Contract Code), aimed at the drafting of a Framework Agreement with reference to the entrusting of the “promotional and sales campaign in short- and medium-range foreign markets for the market segment involving group coach trips” service, targeted towards the promotion and commercialisation of the Emilia Romagna tourist destination global brand.

CIG: 7849461C1F

Date of opening of the procedure: 04.04.2019 at 10:00 am

Final date for questions: 06.05.2019 at 1:00 pm

Final date for the submission of the bid: 09.05.2019 at 1:00 pm

Person in charge of the procedure: Rita Boselli – bandi@pec.aptservizi.com (only for foreign economic operators without a PEC certified email address: bandi@aptservizi.com)

CONTRACTING AUTHORITY

Apt Servizi S.r.l., Via A. Moro, 62 – 40127 Bologna – VAT no. 01886791209 – Fiscal code 0188679120; administrative address: Parco Fellini, 3 – 47921 Rimini; website: www.aptservizi.com; PEC: bandi@pec.aptservizi.com; E-MAIL: bandi@aptservizi.com

PROCEDURE

Open procedure pursuant to art. 60 of Italian Legislative Decree 50/2016 - *Codice degli Appalti*

OBJECT OF THE TENDER

The tendering procedure is aimed at the drafting of a Framework Agreement with reference to the entrusting of the **PROMOTIONAL AND SALES CAMPAIGN IN SHORT- AND MEDIUM-RANGE FOREIGN MARKETS FOR THE MARKET SEGMENT INVOLVING GROUP BUS TRIPS, TARGETED TOWARDS THE PROMOTION AND COMMERCIALISATION OF THE EMILIA-ROMAGNA TOURIST DESTINATION GLOBAL BRAND – year 2019** service.

The framework agreement shall be entered into with all the economic operators that are able to access the ranking and entitles them to take part in the following phase, which entails the distribution of single derivative contracts in accordance with the rules set out in this call and the attached tender specifications.

The tender involves a single service, which cannot be divided into lots.

The description of the service is found in the tender specifications.

VALUE AND DURATION OF THE CONTRACT

The framework agreement shall be entered into with all the economic operators that are able to access the ranking and entitles them to take part in the following phase, which entails the distribution of single derivative contracts in accordance with the rules set out in this call and the attached tender specifications.

The maximum expenditure resulting from the drafting of the Framework Agreement amounts to € 100,000.00 plus VAT, if due.

The estimated value of the cost of labour amounts to a total of € 20,000.00 plus VAT, if due.

The services shall be provided outside the offices and headquarters of Apt Servizi S.r.l. exclusively by the employees of the Contractors. Therefore, the safety-related charges for protection against interference risks to be borne by Apt Servizi S.r.l. amount to € 0 (zero).

The contract has the same legal status as the Framework Agreement and shall be in force from the signing of the individual derivative contract until 31st December 2019. There is no renewal option.

All the Contractors that will subscribe the Framework Agreement shall be accredited by the contracting authority with the possibility of subscribing the following derivative contract up to a maximum of 35 (thirtyfive) derivative contracts.

The distribution of the services among the Contractors shall take place according to predetermined rules included in this bid and the attached tender specifications. Each individual derivative contract shall have a value ranging from a minimum of € 1,000.00 to a maximum of € 4,000.00 plus VAT, if due.

Apt Servizi S.r.l. shall determine from time to time the value of the individual derivative contract in accordance with the following rule: the higher the number of trips/buses that the coach operator will undertake to carry out from a foreign European country to the Emilia-Romagna Region, the higher the value, as per the following scheme:

- €1,000.00 - plus VAT, if due - a minimum of 3 and a maximum of 6 trips/buses;
- €2,000.00 - plus VAT, if due - a minimum of 7 and a maximum of 10 trips/buses;
- €3,000.00 - plus VAT, if due - a minimum of 11 and a maximum of 14 trips/buses;
- €4,000.00 - plus VAT, if due - a minimum of 15 trips/buses.

SUBCONTRACTING

Subcontracting is allowed pursuant to art. 105 of Italian Legislative Decree 50/2016 - *Codice degli Appalti* within the limit of 30%. Given the above, subcontracting

does not entail any changes with regard to the obligations and duties of the Contractor, which shall remain solely liable for the services to be provided before Apt Servizi. The provision of the subcontracted services cannot be subject to further subcontracting. Subcontracting is subject, pursuant to art. 105 of Italian Legislative Decree no. 50/2016 - *Codice degli Appalti*, to the following conditions:

- during the tendering phase, participants must indicate the activities and/or services they intend to subcontract in the application for participation; in the absence of said indications, subcontracting is forbidden;
- the subcontractors are not subject to the reasons for exclusion under art. 80 of Italian Legislative Decree 50/2016;
- the documents are produced in the manner and time envisaged under art. 105, paragraphs 7 and 18, of Italian Legislative Decree 50/2016.

APT Servizi shall directly pay the subcontractor only in the cases set out in art. 105, paragraph 13, of Italian Legislative Decree 50/2016 - *Codice degli Appalti*.

METHOD OF EXECUTION OF THE SERVICE

The service shall be provided in accordance with the attached tender specifications.

ENTITIES ADMITTED TO THE BID AND REQUIREMENTS FOR PARTICIPATION

All economic operators under art. 45 of Italian Legislative Decree 50/2016 - *Codice degli Appalti* are admitted to the tender.

Entities operating as associations are subject to the dispositions of arts. 47 and 48 of Italian Legislative Decree 50/2016 - *Codice degli Appalti*.

General requirements

All economic operators subject to the following restrictions are not admitted to the tender:

- causes for exclusion under art. 80 of Italian Legislative Decree 50/2016; the non-existence of the causes for exclusion under paragraph 1 is to be declared also with regard to the individuals that have been dismissed from office during the year prior to the publication of the call for tenders, in case the company fails to prove that it has fully and effectively dissociated itself from the criminal conduct;
- prohibitions from engaging in negotiations with public administrations.

Economic operators that have entrusted assignments in breach of art. 53, paragraph 16-ter, of Italian Legislative Decree no. 165/2001 can in no case be admitted to the tender.

Special requirements

Under penalty of exclusion, the tender is reserved for the following type of economic operators:

- coach operators and/or groups of coach operators (associations) putting together and selling tourist packages including bus trips to and stays in Emilia-Romagna in short- and medium-range foreign markets (Europe).
The term coach operator describes a tourism company that is authorised – pursuant to the applicable laws of the country of origin – to operate as a tour operator/tour organiser, which:

- organises and sells – either directly or through retailers – bus trips packages*;
- owns the vehicles (buses) or rents them from a transport company on a continuous basis and for a specific period of time,
*in order for a tourist package to be considered as such, it has to combine and include the following two different types of tourism services: round bus trips + accommodation

Suitability requirements

Participants must be enrolled either in the register held by the Chamber of Commerce, Industry, Craft Trades and Agriculture or in the register of the provincial commissions for craft trades for activities in line with those subject to this procedure.

Economic operators with registered office in other Member States of the European Union, established pursuant to the applicable laws of the country of origin, as well as economic operators from third countries that have signed the agreements under art. 49 of Italian Legislative Decree 50/2016 - *Codice degli Appalti*, are entitled to take part in the procedure in the manner and form set out in arts. 45, 49, 83 and 86 of the *Codice degli Appalti*, upon production of equivalent documents.

AWARD CRITERION

The economic operators to which the service shall be entrusted will be selected following the criterion of the most economically advantageous bid, pursuant to art. 95 of Italian Legislative Decree no. 50/2016 - *Codice degli Appalti*.

Pursuant to art. 95 paragraph 7 of Italian Legislative Decree 50/2016 - *Codice degli Appalti*, the cost element shall take the form of a fixed cost, based on which the economic operators shall compete according to qualitative criteria only.

Apt Servizi S.r.l. reserves the right to award the contract even in the presence of only one valid bid. Moreover, it reserves the right not to finally award the contract in the presence of justified public interest requirements. In any case, the contract will be awarded only when the disbursement of funds is confirmed.

INSTRUCTIONS FOR BID PRESENTATION

Participants are to present, in accordance with the instructions contained in this call, two different sealed envelopes containing the administrative documents (ENVELOPE A) and the technical bid (ENVELOPE B), both enclosed in a single sealed parcel.

The parcel is to read the name, address, telephone number, fax number and PEC certified email address of the company (foreign companies without a PEC certified email address shall indicate the email address where all communications involving the procedure are to be forwarded).

Associations of companies shall indicate all the associated companies and the details of the leading company only.

The parcel shall also read the following: **“OPEN PROCEDURE AIMED AT THE DRAFTING OF A FRAMEWORK AGREEMENT WITH REFERENCE TO THE ENTRUSTING OF THE “PROMOTIONAL AND SALES CAMPAIGN IN SHORT- AND MEDIUM-RANGE FOREIGN MARKETS FOR THE MARKET SEGMENT INVOLVING GROUP BUS TRIPS, TARGETED TO-**

WARDS THE PROMOTION AND COMMERCIALISATION OF THE EMILIA-ROMAGNA TOURIST DESTINATION GLOBAL BRAND – YEAR 2019” – DO NOT OPEN

The parcel is to contain, under penalty of exclusion, two closed and sealed envelopes reading the name, address, telephone number, fax number and PEC certified email address of the participant (foreign companies without a PEC certified email address shall indicate the email address where all communications involving the procedure are to be forwarded), as well as the following:

- ENVELOPE A – ADMINISTRATIVE DOCUMENTS
- ENVELOPE B – TECHNICAL BID

There are no restrictions as to the means whereby parcel can be submitted, providing it is sent to the following address:

APT Servizi – P.le F. Fellini 3 – 47921 Rimini – Italia

c.a. RUP - Dott.ssa Rita Boselli

no later than 1:00 pm of 9th May 2019

Should the parcel be delivered by hand, the Registry Office is open during the following days and times:

- Monday to Thursday from 9:00 am to 1:00 pm and from 2:00 pm to 5:00 pm
- on Fridays from 9:00 am to 2:00 pm

In said case, the Office will issue a receipt.

Submissions made in days, places or time slots that are different from the ones mentioned above shall not be admitted.

Bids received after the abovementioned deadline shall not be admitted.

Should the parcel as well as the A and B envelopes not be sealed and intact in such a way as to ensure confidentiality, the bid shall be excluded from the tender.

The Contracting Authority declines all liability for mis-deliveries or any other error preventing the parcel from being delivered within the abovementioned deadline.

No compensation is due for participation in the procedure, even if the contract is not awarded.

The technical bid and all produced self-certified affidavits are to be undersigned, under penalty of exclusion from the tender, by the participant's legal representative or attorney-in-fact.

The declarant is to attach a photocopy of a valid identification document. The attorney-in-fact is also to provide a true copy of the relevant power of attorney.

CONTENT OF ENVELOPE A – ADMINISTRATIVE DOCUMENTS

Envelope A is to contain, under penalty of exclusion, the following documents, which are to be drawn up in Italian or English and undersigned by the participant's legal representative or attorney-in-fact:

1. A DECLARATION (DRAWN UP IN ACCORDANCE WITH THE MODEL PROVIDED UNDER ATTACHMENT A), subscribed by an administrator with powers of representation or a special attorney (in which case, the power of attorney or a copy true to the original is to be attached), declaring:

- a) (in the case of a temporary association of businesses) the service parts undertaken by each participant in the temporary association;
- b) the willingness to accept, without reservations, all the rules and provisions contained in the call, the tender specifications and any other document attached to the procedure;
- c) the acknowledgement of the contract conditions when formulating the bid;

- d) the parts of the technical bid that are to be considered as a trade secret of the company, complete with the relevant reasons;
- e) the service parts that are to be subcontracted to third parties;
- f) the PEC certified email address of the company (foreign companies without a PEC certified email address shall indicate another email address) where all communications involving the procedure are to be forwarded.

2. ESPD - European Single Procurement Document in electronic format (saved on a CD or a USB key) digitally subscribed by the legal representative or their attorney-in-fact. The electronic ESPD is available on the site <https://ec.europa.eu/tools/espd/filter?lang=it>

Participants have to certify that they meet the requirements in the ESPD.

The declaration aimed at stating that the requirements are met as set out by article 80, paragraph 1, Legislative Decree 50/2016 – *Codice degli Appalti* can be submitted by the legal representative of the company in the name and on behalf of the following figures, in addition to the ones envisaged by law:

1. in case of an individual company: owner and technical director;
2. in case of a general partnership: all the partners and technical director;
3. in case of a limited partnership: all the general partners and the technical director;
4. in case of other partnerships or other consortia: all the members of the board of directors to whom the legal representation was entrusted, including proprietors and the attorney general, members of bodies with management or supervisory power or subjects entrusted with representation, executive or monitoring powers, of the technical director or the natural person sole shareholder, namely the majority shareholder in the case of partnerships with less than four associates if it is a different type of company or consortium.

The company can submit a single self-certification on the part of each one of the above-mentioned individuals as an alternative to this declaration (use the C Model)

In case of Temporary groupings of companies, Ordinary consortia or EEIG:

- The ESPD and the declaration set out in point 1) are to be filled in and signed by all of the individuals who form part of the Grouping or the Ordinary consortium or EEIG;

In case of consortia as set forth in letters b) and c) of article 45 of Legislative Decree 50/2016:

- The ESPD, parts II and III, is to be filled in and signed by the consortium companies that shall become executors of the service.

In case of recourse to subcontracting, filling in the section D is requested – the participant shall indicate the list of the services to be subcontracted, including the pro-rata share of the total amount of the contract; otherwise, resorting to the subcontract shall be impossible. For each subcontractor, the participant shall enclose: the ESPD signed by the subcontractor, containing the information as set out in part II, sections A and B, in part III, sections A, C and D and in part IV.

3. Possible (in case of declarations or bids signed by an attorney-in-fact or a proxy or an agent who are not registered in the certificate of the Chamber of Commerce) original or a certified copy of the nomination as representative or the special power of attorney, in the event that the bid and/or the admission application is signed by said representatives of the participant.

Preliminary relief

The shortcomings of any formal document of the ESPD and the declaration, especially the lack of, incompleteness and any other essential irregularity of the elements, with the exception of those relating to the technical bid, can be abrogated through the preliminary relief procedure as set forth by article 83, paragraph 9 of Legislative Decree 50/2016 – *Codice degli Appalti*.

Essential irregularities are remediable if they are not accompanied by a significant shortcoming of the requirement whose demonstration the omitted or irregularly produced documentation was intended for. The subsequent correction or integration of the documents is permitted where it allows to certify the existence of pre-existing circumstances, namely the requirements laid down for the participation and documents/elements in support of the bid. In particular, the following rules apply:

- Failure to meet the prescribed participation requirements is not remediable through preliminary relief and determines the exclusion from the tendering procedure;
- Omitted, incomplete or irregular submission of the declarations certifying that the participation requirements are met and any other shortcoming, incompleteness or irregularity of the ESPD and the application, as well as the subscription defect, are remediable with the exception of false declarations;
- Failure to issue the pooling declaration or the pooling contract may be the subject of preliminary relief only if the above-mentioned elements were pre-existing and justifiable with firm-date documents, prior to the deadline for the submission of the bid;
- Failure to present the elements accompanying bid (e.g. provisional security and undertaking of the guarantor) or the tendering participation conditions (e.g. special collective mandate or undertaking to issue a collective mandate), both being relevant during the tendering stage, is remediable only if pre-existing and justifiable with firm-date documents, prior to the deadline for the submission of the bid;
- Failure to present declarations and/or elements accompanying the bid, which are relevant during the executive phase, is remediable.

For the purpose of the regularisation, the commissioning body assigns a reasonable deadline to the participant – no more than ten days – so as to return, integrate or regularise the needful information, indicating the content and the individuals who are to provide them. If the participant produces declarations or documents that are not particularly consistent with the request, the commissioning body may ask further clarifications or explanations by establishing a mandatory date under penalty of exclusion.

In case of expiry of the time limit without any action being taken, the commissioning body proceeds to exclude the participant from the procedure.

Hypothesis not falling under article 83, paragraph 9, of Legislative Decree 50/2016 the commissioning body may decide to call, if needed, participants to provide clarifications as to the content of the certificates, documents and declarations presented.

Securities for participation in the procedure

The maximum amount of the single derivative contracts of the Framework Agreement is 4.000,00 € plus VAT, if due. For this reason, the participating economic operators do not have to submit a deposit or a temporary guarantee and a deposit or a definitive guarantee.

ENVELOPE B CONTENT – TECHNICAL BID

In order not to be excluded, envelope B has to contain the technical bid written either in Italian or English and signed by the attorney or by the representative of the participant or proxy (**DRAFTED IN COMPLIANCE WITH THE MODEL SET OUT IN ATTACHMENT B**).

The technical bid shall present the marketing project in its entirety, the modalities in which the promo-commercial campaign service is provided, with an in-depth analysis as to the assessment elements indicated in the following table.

AWARD CRITERION

Pursuant to article 95 of Legislative Decree 50/2016 – *Codice degli Appalti*, the selection of the companies to whom the service is to be entrusted shall take place in compliance with the criterion of the most economically advantageous bid.

Pursuant to art. 95 paragraph 7 of Italian Legislative Decree 50/2016 - *Codice degli Appalti*, the cost element shall take the form of a fixed cost, based on which the economic operators shall compete according to qualitative criteria only.

The amounts due to the successful bidders shall follow the prescriptions set forth in the tender specifications and are summarised below.

Bids are assessed according to the elements specified in the next point with the following weighting:

- Technical bid maximum 100 points

Technical bid assessment table

CRITERION	Impact of the marketing project on the development, growth and stability of Emilia-Romagna Incoming Tourism Industry. The projects that generate the highest number of tourist arrivals, tourist numbers and with long stays in Emilia-Romagna shall be preferred	
ASSESSMENT ELEMENTS	INDICATORS	MAX SCORE
Tourist Arrivals	Min. 1.500 arrivals = 20 points From 1.000 to 1499 arrivals= 15 points From 500 to 999 arrivals= 10 points From 100 to 499 arrivals = 5	20 points

	<p>points</p> <p>> 99 arrivals = 0 points</p>	
Tourist numbers	<p>Min. 10.000 tourists = 20 points</p> <p>From 4.000 to 9.999 tourists = 15 points</p> <p>From 1.000 to 3.999 tourists = 10 points</p> <p>From 500 to 999 tourists = 5 points</p> <p>> 500 tourists = 0 points</p>	20 points
Average length of stay in Emilia-Romagna	<p>Min. 10 nights = 10 points</p> <p>Da 7 a 9 nights = 8 points</p> <p>Da 3 a 6 nights = 6 points</p> <p>Da 1 a 2 nights = 4 points</p> <p>> 500 = 0 points</p>	10 points
CRITERION	Effectiveness and efficiency of the promo-commercial campaign	
ASSESSMENT ELEMENTS	INDICATORS	MAX SCORE
The campaign shall be assessed from the standpoint of the variety and completeness of the mixture between tools/means of communication and audi-	<p>Excellent = 40 points</p> <p>Good = 30 points</p> <p>Decent = 25 points</p> <p>Sufficient = 20</p>	40 points

ence/net contacts.	Insufficient = 0 points	
CRITERION	Reduction measures of environmental pollution caused by road vehicles	
ASSESSMENT ELEMENTS	INDICATORS	MAX SCORE
The compliance of vehicles used for trips to Emilia-Romagna with European standards on pollutant emissions shall be assessed; Low-environmental impact vehicles such as those powered by electrical energy, hybrid energy, natural gas, LPG and biodiesel shall be preferred.	Electric, hybrid, natural gas, LPG and biodiesel propulsion = 10 points Euro VI = 8 points Euro V = 6 points Euro IV = 4 points Euro III = 0 points Euro II = 0 points Euro I = 0 points	10 points

Participants who will have obtained a technical assessment score lower than 30 points shall not enter the following stage.

Assessed technical bids with a score higher than 30 points shall form part of the final ranking.

The distribution of services among successful economic operators shall follow the order of the final ranking as determined by the tendering procedure.

Every operator, following the order of the ranking, shall be entitled to the drafting of a derivative tender contract until the maximum expenditure set out for the entire framework agreement is reached, namely 100.000.00 € plus VAT if due. A maximum of 30 (thirty) derivative contracts will be entered into. The value of each individual derivative contract of the Framework Agreement is determined in compliance with the rules prescribed in the tender specifications and is indicated as follows.

The value of each individual contract will range from a minimum of €1,000.00 to a maximum of €4,000.00 plus VAT, if due.

Apt Servizi Srl shall determine from time to time the value of the individual derivative tender contract in accordance with the following rule: the higher the number of trips/buses that the coach operator will undertake to carry out from a foreign European country to the Emilia-Romagna Region, as listed below

- 1.000,00 € - plus VAT if due - organisation of a minimum of 3 max. 6 trips/buses;
- 2.000,00 € - plus VAT if due - organisation of a minimum of 7 max. 10 trips/buses;
- 3.000,00 € - plus VAT if due - organisation of a minimum of 11 max. 14 trips/buses;
- 4.000,00 € - plus VAT if due - organisation of a minimum of 15 trips/buses.

Before the stipulation, the contracting authority, pursuant to article 85, paragraph 5 of Legislative Decree 50/2016 shall request contractors to submit the updated complementary documents as set forth by article 86 of Legislative Decree 50/2016 for the purposes of the proof of the absence of the grounds for exclusion pursuant to article 80 (with the exception, with reference to subcontractors, of paragraph 4) and in compliance with the selection criteria, as set out by article 83 of Legislative Decree 50/2016. Such verification shall take place by means of the AVCpass system.

The verification of the special and general requirements shall take place in compliance with article 85, paragraph 5 of Legislative Decree 50/2016, on the bidders to whom the contracting authority decided to entrust the tender.

The contracting authority shall entrust the tender after carrying out the verification and approval of the proposal to award in compliance with article 32, paragraph 5 and 33, paragraph 1, of Legislative Decree 50/2016.

The award becomes effective, compliant to article 32, paragraph 7, of Legislative Decree 50/2016 in case of positive outcome of the verification that the prescribed requirements are met.

In case of negative outcome of the verifications, the contracting authority shall revoke the award and shall report to ANAC (National Anti-Corruption Authority).

Once the special and general requirements are verified together with the availability of the funds in the balance sheet, the drafting of the derivative contracts shall be formalised by sending the ranking signed by the Director of Apt Servizi Srl to the electronic mailbox of the contractor and shall be perfected once it has been accepted by the applicant, who shall countersign the order and send it back by means of electronic mailbox to the awarding authority.

HOW IT WORKS

On the opening day of the bids, on the basis of the documentation contained within the received bids, the R.U.P. (Sole Project Manager) shall proceed to:

- verify the integrity and the formal regularity of the promptly submitted envelopes containing the administrative documentation and the technical bid, and, in case of a negative outcome, the bids shall be excluded from the tender.

Subsequently, the R.U.P. will proceed to:

- open the envelopes containing the administrative documentation (envelope A) and verify the regularity of the documentation contained therein;
- activate the procedure for remedying deficiencies, since the requirements are met;

- open B envelopes - Technical bid, for the sole purpose of verifying their content;
- draft the appropriate minutes as to the activities carried out;
- implement the measure that determines exclusions and admittances from the tender specifications, thereby fulfilling the obligations set forth in article 29, paragraph 1, of Legislative Decree 50/2016.

The Examination Board shall assess the technical bids, award the relative scores and define the final ranking resulting from the assessment during one or more reserved sittings.

The appointment acts of the commission, the minutes of the Examination Board and the final ranking shall be published to public scrutiny on the corporate website of Apt Servizi S.r.l. – www.aptservizi.com - in the calls for tender section.

EXAMINATION BOARD

The Examination Board is appointed after the expiry of the deadline for the submission of the proposals and is formed of an odd number of members, which equals to three, who are experts in the specific field covered by the subject of the tendering contract. Commissioners are not to be liable to prohibitive conditions to the appointment, as envisaged by article 77, paragraph 9 of the *Codice*.

The Examination Board is responsible for the assessment of the technical bids of the participants and it provides assistance to the RUP in the assessment of the adequacy of the technical bids.

The commissioning body issues the instrument of appointment of the Examination Board on its own website – www.aptservizi.com - in the calls for tender section.

PENALTIES AND BREACHES OF STATUTORY DUTY

Please refer to the prescriptions set forth in the tender specifications.

SETTLEMENT OF DISPUTES

The Court of Bologna shall be responsible as to the disputes regarding the fulfilment of the tendering procedure and the performance of the contract, whereas submitting to arbitration is not possible.

CLARIFICATIONS AND ADDITIONAL INFORMATION

It is possible to obtain clarifications and additional information as to the present procedure through the provision of these writings, exclusively in Italian or English language, to be sent to the RUP within the deadlines prescribed in this call for proposals at the following certified email address: bandipec.aptservizi.com (only available to foreign economic operators who do not hold a certified email address; the address where questions are to be posed is: bandiaptservizi.com)

PERSON RESPONSIBLE FOR THE PROCEDURE

The sole Responsible of the Procedure is the Chief Administrative Officer of Apt Servizi S.r.l. – Dr. Rita Boselli – who is also in charge of transparency and anti-corruption.

DATA PROCESSING

Data provided by competitors, compulsory for the objectives related to this ten-

der, shall be processed by Apt Servizi abiding by the law in force (Regulation (EU) 2016/679 "GDPR"). The controller of the processing of personal data is Apt Servizi S.r.l., in the person of its President and Legal Representative; the person in charge of the processing of personal data is Chief Administrative Officer Rita Boselli, who bears sole responsibility for the procedure.

Personal data processing shall comply with the principles of lawfulness and correctness, fully respecting the rights and confidentiality of the involved individuals, pursuant to Italian law 241 of 7th August 1990. Specifically, the personal data required to take part in this procedure are solely aimed at verifying that the suitability requirements are met, and no legal impediment exists.

OBLIGATION TO JOIN THE REGISTER OF APT SERVIZI S.R.L. SUPPLIERS

The Contractor shall compulsorily join or be already subscribed to the register of Apt Servizi through the form downloadable from: <http://www.aptservizi.com/azienda/lavora-con-noi/> otherwise, the award shall be cancelled and reassigned in compliance with the ranking list of the tender.

The RUP
Ms. Rita Boselli

Please find attached:

- Tender specifications
- Attachment A (declaration form)

Attachment B (technical bid form)