

CALL FOR EXPRESSION OF INTEREST FOR THE CONCESSION OF THE PROVISION OF PART OF THE EUI HOUSING SERVICE

Ref: CEI/EUI/REFS/2017/001

1. Contracting authority

European University Institute (EUI)

Real Estate and Facilities Service

Via dei Roccettini 9, 50014, San Domenico di Fiesole, Florence, Italy

Email: inforefs@eui.eu

2. Application procedure

The objective of this call for expressions of interest is to set up a list of pre-selected candidates to be invited to submit tenders in response to future restricted invitations to tender.

Expressions of interest should be submitted in one of the official languages of the European Union either by post or by courier service or delivered in person by the candidate in person or by an agent to the premises of the Institute at the following address:

<p>Call for expressions of interest for the concession for the provision of part of the EUI Housing Service – CEI/EUI/REFS/2017/001 EUROPEAN UNIVERSITY INSTITUTE Protocol Office Via dei Roccettini, n. 9 50014 San Domenico di Fiesole (FI) Italy</p>
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Inclusion on the list entails no obligation on the part of the contracting authority concerning the conclusion of contracts.

3. Information and documents to be provided

Interested candidates should provide their full contact details in their expression of interest.

The candidates shall submit to the above address the following documents included in the same envelope:

- **Expression of Interest** to be invited to submit a tender in response to a restricted procedure for the concession of the provision of part of the EUI Housing Service, Annex II

A, enclosed to this notice, signed, dated and filled by the Legal Representative of the economic operator or by a person entitled to sign on behalf of the economic operator by a written proxy.

A copy of a valid identity document of the signatory shall be attached to the Declaration, eventually accompanied by a copy of a written proxy.

- **Self-certification form**, Annex II B, enclosed to this notice, stating to be in compliance with the selection criteria indicated at the following point 11. This form shall be signed, dated and filled by the Legal Representative of the economic operator or by a person entitled to sign on behalf of the economic operator by a written proxy.

A copy of a valid identity document of the signatory shall be attached to the Declaration, eventually accompanied by a copy of a written proxy.

- **Declaration on honour**, Annex II C, enclosed to this notice, stating that they are not in one of the situations of exclusion listed at point 10. This form shall be signed, dated and filled by the Legal Representative of the economic operator or by a person entitled to sign on behalf of the economic operator by a written proxy.

A copy of a valid identity document of the signatory shall be attached to the Declaration, eventually accompanied by a copy of a written proxy.

- A copy of the **Chamber of Commerce company's registration**.
- **Antimafia self-certification** or equivalent certification.
- Copy of the **Insurance policies** stipulated by the candidate.

The Institute reserves the right to verify the accuracy of this information and to request documents providing further evidence of the statements released by candidates.

4. General description of the procedure

Interested parties are invited to submit an expression of interest in accordance with the rules set out in this notice.

The contracting authority will draw up a list of pre-selected candidates who meet the criteria set out at point 11 and are not in one of the situations of exclusion listed at point 10.

Where a specific concession contract relating to the field described at point 7 is to be concluded, the contracting authority will invite all the candidates on the list, to submit a tender. The contracting authority will send these candidates the concession specifications, the draft concession service contract and the relating annexes.

5. Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to the EUI's Data

Protection Policy (President's Decision No 40/2013 regarding Data Protection at the European University Institute, <http://www.eui.eu/AboutTheWebsite/DataProtection.aspx>).

Unless indicated otherwise, your replies to the questions and any personal data requested is required to evaluate your request to participate in accordance with the specifications of this invitation and will be processed solely for that purpose by the Director of the Real Estate and Facilities Service, acting as Data Controller.

6. Use of the list resulting from this notice

The list resulting from this notice will be used exclusively for awarding a service concession contract whose value is estimated over €60.000,00 (sixty thousand/00 euro) per year.

The duration of such contract is one (1) year renewable up to 6 (six) more times, each time for a period of execution of tasks of 12 (twelve) months.

7. Full description of the object covered by the call for expressions of interest

The object of the contract is the concession of undertaking part of its Housing Service providing accommodation to the members of the EUI community through its own residences (EUI Flats) and the management of the EUI Housing Database containing offers of accommodation on the private market.

In particular, the economic operator awarded with the concession contract shall possess real estate management skills more than real estate intermediary skills since he shall mainly have to provide support to the EUI Housing officer in undertaking the daily management of 70 flats owned by the Institute; shall take care of the management of the EUI Housing Database containing about 2,500 offers of accommodation available for rental on the private market with the aim of helping the members of the Institute in identifying an accommodation; shall provide technical and administrative assistance to EUI members with any problems relating to their rental contract; shall propose any other additional services.

The EUI community is composed of about 1000 members including researchers, professors and administrative personnel, 420 of which are seeking for accommodation in Florence every year. Among them, about 120 people find accommodation in the residences owned by the EUI (EUI Flats) while the others need to look for accommodation on the private market.

The financial return for the services provided by the Concessionaire is ensured by the revenues collected, as compensation (calculated by a fixed percentage to be applied to each monthly rent) for its brokerage service, only from the landlords who signed a rental agreement with a member of the EUI community, with all the risks associated with the operation being borne by the Concessionaire.

8. Place of delivery

The place of execution of the contractual services will be the Housing Office of the European University Institute, located in Via Faentina n. 386 – 50133 Florence.

9. Expiry date of the list resulting from this call for expressions of interest

The list resulting from this notice is valid for a period of 30 (thirty) days from dispatch of this notice. Interested parties may submit an application within **12:00 on 03/03/2017**.

10. Exclusion criteria

Shall be excluded from participating in the present procedure, any candidate that:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning grave professional conduct by a final judgment of a competent judicial authority or administrative decision or decisions of international organisations;
- c) is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of Italy being the country of establishment of the Institute or those of the country where the contract is to be performed. This breach needs to have been established by a judgement or administrative decision having final and binding effect in accordance with the legal provisions of the country in which the economic operator is established or of Italy being the country of establishment of the Institute;
- d) has been the subject of a final judgment for fraud, corruption, involvement in a criminal organisation, money laundering, terrorist-related offences, child labour or other forms of trafficking in human beings or any other illegal activity, where such illegal activity is detrimental to the Institute's financial interests;
- e) has been in serious breach of a contract financed by the Institute or has been the subject of an offense of serious irregularity established by a final judgment of a competent judicial authority or administrative decision;
- f) is subject to an administrative penalty for being guilty for grave professional misconduct, or for having made substantial errors or committed irregularities or fraud, or have been declared to be in breach of their obligations under contracts covered by the Institute's budget (Article 41 of the EUI's Public Procurement Regulation ([President's Decision No. 36/2016 of 4 August 2016](#)));
- g) has a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest, including conflicting professional interests; at present or occurred over the past 5 (five) years;

The contracting authority will accept, as satisfactory proof that the candidate is not in any of the situations described above, a formal signed Declaration on Honour concerning exclusion criteria, as in Annex II C (please, see point 3 of this notice).

The Institute reserves the right to verify the accuracy of this information and to request documents providing further evidence of the statements released by candidates.

May the candidate not be in compliance with any of the above exclusion criteria, his request to participate shall be rejected.

11. Selection criteria

To be eligible for participating in the present procedure, candidates must possess all the following requirements.

Candidates in default in even one of the requirements listed below will not pass to the second step of the restricted procedure.

General requirements:

- a) Enrolment as real estate agent in the Chamber of Commerce, Industry, Arts and Crafts Registry of Companies (CIAA), or in an equivalent registry in the country where the candidate has its official and legal headquarters, registered as practising business activities in the field that is the object of this tender procedure, or at least a field that is consistent with the object of the tender;
- b) Anti-mafia certificate or an equivalent document in case the candidate's registered office is located outside of Italy;
- c) To be in compliance with the provisions aimed at legalizing the position of undeclared employees (Individual legalization plans - Piani Individuali di Emersione);
- d) To be in compliance with all obligations relating to the payment of social security and insurance contributions in favour of its employees, in full observance of existing legislation; and to apply the employment conditions envisaged in the sector's national collective labour agreement;
- e) To undertake, in the event he is awarded the tender, to provide any and all required documentation in order to prove that it is fully up-to-date in its payment of social security and insurance contributions (e.g., through a DURC certificate), in compliance with existing legislation;
- f) To have operational offices in Florence or in the Florence area;

Technical, economic and financial requirements:

- g) To be in possession of 2 (two) bank references from prime banks, or financial companies included in the registers of authorized brokers, issued after the date of the present letter, proving that the candidate has always met its obligations punctually and regularly, and that it possesses the economic and financial capacity to perform the services that are the object of this procedure. Whether the candidate can provide only 1 (one) bank reference, it is necessary for its Legal Representative to submit an appropriate explanation on this matter;
- h) To be in possession of an insurance policy against risks and damages relating to the implementation of the concession contract to be awarded whose value is not under € 1.500.000,00 (one million five hundred thousand/00);

- i) To have at least 10 (ten) years working experience in the real estate field, especially in the lease for residential property sector;

In the case of a TGC and/or consortium, it is sufficient that the requirements listed under points a), f), i) are possessed by at least one of the economic operators making up the grouping and/or consortium.

The Institute reserves the right to perform sample checks in order to verify the accuracy of the statements submitted by candidates.

May the candidate, single operator or TGC and/or consortium, not possess one of the above selection criteria, his request to participate shall be rejected.

12. Ex-post transparency

Details on the contractor who have concluded a concession contract awarded following the procedure set out at point 4 shall be published on the website of the contracting authority, right after the contract award, on the following link: www.eui.eu/About/Tenders/Index.aspx.

These details include name, locality (address for legal persons and region of origin for natural persons), amount, and subject of the contract.

13. Date of dispatch of notice

31/01/2017

Kathinka España

Director of Real Estate and Facilities Service