

**MID-TERM WORKSHOP Life CONOPS Project**  
**Thursday, 10<sup>th</sup> December 2015 - Athens**

**LIFE CONOPS (LIFE12 ENV/GR/000466)**

**Preliminary scheme for public tender in  
mosquito control services  
The Italian experience**

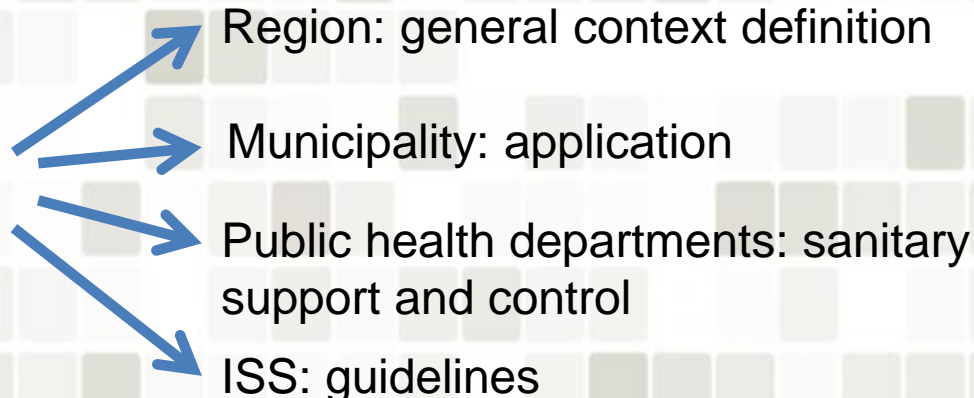
**Carmela Matrangolo, AUSL Romagna – Cesena, Italy**



## Needs of the territory



## Answers from Public bodies



## PEST CONTROL

Municipalities (and/or public health departments)

**Directly:** decreasing, only in few territories

## Call for tenders:

- up to 40000 €: direct commitment
- between 40000 & 200000 €: public tender with invitation letter to 5 companies
- more than 200000 €: public tender open to European companies

# CALL FOR TENDER structured as follow:


DOCUMENT A: Terms of contract

DOCUMENT B: Technical Specifications

DOCUMENT C: Risk Evaluation Document

DOCUMENT M: Economic Offer form

DOCUMENT N: Report of Procedure Responsible

**unione dei comuni**  
della bassa Romagna  
ASSUNZIONE BACCHACANALIO BIGNARA E BORGHESA CONSELICE COTIGNOLA FUSIGNANO LUGO MASSA LOMBARDA SANTERNO SUL SARTERNO

**AREA TERRITORIO**  
Servizio Ambiente  
Largo della Repubblica, 12 - 48022 Lugo (RA)  
Fax 0545 38521 - ambiente@unione.labus.saromagna.it

**ALLEGATO B**

**DISCIPLINARE TECNICO  
PER IL SERVIZIO**

**D) LOTTA ALLA ZANZARA TIGRE**

e per quanto applicabile  
per il Servizio

**C) DISINFESTAZIONE ZANZARE SCOLI E FOSSATI**

**C1) DISINFESTAZIONE STRAORDINARIA CON TRATTAMENTO ADULTICIDA**

**ALLEGATO A**

**CAPITOLATO SPECIALE D'APPALTO**

PER I SERVIZI DI DERATTIZZAZIONE, DI DEZANZARIZZAZIONE, DI LOTTA ALLA ZANZARA TIGRE, DI CONTROLLO DELLA POPOLAZIONE DEI COLOMBI, DI DISINFESTAZIONE/DISINFEZIONE DI STRUTTURE/AREE PUBBLICHE, DI CONTROLLO DELLE TERMITI E DI SOPPRESSIONE EUTANASICA DI NUTRIE

PER I COMUNI DI ALFONSINE, BAGNACAVALLO, BAGNARA DI ROMAGNA, CONSELICE, COTIGNOLA, FUSIGNANO, LUGO, SANT'AGATA SUL SANTERNO, MASSA LOMBARDA

PERIODO 01/01/2016 – 31/12/2018

**ALLEGATO N° C**

**DOCUMENTO UNICO DI  
VALUTAZIONE DEI RISCHI  
INTERFERENZIALI  
(DUVRI)**

Ai sensi del:  
D. Lgs. 9 aprile 2008, n° 81 - art. 26

In riferimento all'appalto:

**R I SERVIZI DI DERATTIZZAZIONE, DI DEZANZARIZZAZIONE, DI LOTTA ALLA ZANZARA TIGRE, DI CONTROLLO DELLA POPOLAZIONE DEI COLOMBI, DI DISINFESTAZIONE/DISINFEZIONE DI STRUTTURE/AREE PUBBLICHE, DI CONTROLLO DELLE TERMITI E DI SOPPRESSIONE EUTANASICA DI NUTRIE**

Da svolgersi presso

# TECHNICAL DOCUMENT

## INDEX OF ARTICLES

- Art. 1 – OGGETTO DELL'APPALTO E DURATA DEL SERVIZIO
- Art. 2 – DEFINIZIONI
- Art. 3 – AMMONTARE DELL'APPALTO
- Art. 4 – RISERVATEZZA
- Art. 5 – SEDI DI INTERVENTO
- Art. 6 – OSSERVANZA DEL CAPITOLATO, LEGGI, NORME E REGOLAMENTI
- Art. 7 - GARANZIE E COPERTURE ASSICURATIVE
- Art. 8 - DOCUMENTI FACENTI PARTE DEL CONTRATTO
- Art. 9 - ELENCO SERVIZI RICHIESTI
- Art. 10 - ANTICIPAZIONI E REVISIONE PREZZI
- Art. 11 - MODALITÀ DI PAGAMENTO
- Art. 12 - VERIFICHE
- Art. 13 – PENALI
- Art. 14 – SOPRALLUOGO
- Art. 15 - CESSIONE DEL CREDITO
- Art. 16 - CESSIONE DEL CONTRATTO
- Art. 17 - DISPOSIZIONI IN MATERIA DI SICUREZZA E AMBIENTE
- Art. 18 - SUBAPPALTO DEL SERVIZIO
- Art. 19 - RISOLUZIONE DEL CONTRATTO
- Art. 20 - RISERVE E RECLAMI
- Art. 21 - SPESE CONTRATTUALI
- Art. 22 - RECESSO DELLA COMMITTENTE
- ART. 23 - FORO COMPETENTE
- ART. 24 - RIFERIMENTO ALLA LEGGE
- ART. 25 - DOMICILIO E RECAPITO DELL'*IMPRESA*
- ART. 26 - ONERI ED OBBLIGHI DIVERSI A CARICO DELL'IMPRESA
- ART. 27 - CONDOTTA DEL SERVIZIO
- ART. 28 - ACCETTAZIONE, QUALITÀ E IMPIEGO DEI MATERIALI E DELLE ATTREZZATURE NECESSARI PER L'ESECUZIONE DEL SERVIZIO
- ART. 29 - PERSONALE IMPIEGATO NELL'ESECUZIONE DEL SERVIZIO
- ART. 30 - ESTENSIONE TERRITORIALE DEL CONTRATTO



# INVITATION LETTER

EXAMINING BOARD: MUNICIPALITY OF \_\_\_\_\_  
TECHNICAL OFFICE \_\_\_\_\_

**SUBJECT:** INVITATION LETTER FOR A NEGOTIATED  
PROCEDURE OF PIECEWORK FOR THE COMMITMENT OF THE  
SERVICES (one or more) \_\_\_\_\_

**DEFINITION OF CIG** \_\_\_\_\_

**(IDENTIFICATION CODE OF THE PUBLIC TENDER;** this code is  
indicated in the invitation letter, in the offer requests also in case of a direct  
commitment)

The responsible of the Service in execution of the  
**DETERMINATION N. XXX** (date) \_\_\_\_\_

The operator is invited to **PRESENT THE OFFER BY** \_\_\_\_\_ (TIME)  
\_\_\_\_\_ (DAY) \_\_\_\_\_



- Indication of **Terms of offer**:
  - address (and instructions) where documentation need to be sent
  - list of documents to attach with the offer for evaluation
  - terms of exclusion from the public tender

For example in Italy:

- **Envelope 1 – Administrative Documentation**
- **Envelope 2 - Technical Offer**
- **Envelope 3 - Economic Offer**

(The Commissioning body send rules concerning the offer submission attaching the procedural guideline)




- **CONTRACTING AUTHORITY**
- **SUBJECT OF THE TENDER**

Conditions, requirements, qualification and rules for the services requested with the tender offer are indicated in the following documents:

**TECHNICAL SPECIFICATIONS**

**SPECIAL TERMS OF TENDER**

**EVALUATION DOCUMENT OF DISTURBANCE RISKS**



**AREA TERRITORIO**  
 Servizio Ambiente

Largo d  
 Fax 054  
 :romagna.it

**ALLEGATO B**

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Da svolgersi presso

and in the **OFFER DECLARATION**



# CRITERIA OF ADMISSION TO THE TENDER OFFER

- Definition of criteria -
- Registration in the chamber of commerce in charge for the territory
- or
- in the register of companies \_\_\_\_\_ with category of classification \_\_\_\_\_ up to € \_\_\_\_\_

- TYPE OF TENDER OFFER
- END OF IMPLEMENTATION OF THE SERVICE
- AMOUNT OF THE SERVICE
- INSPECTION





# WHAT IS REQUIRED TO PARTECIPATE?

## GENERAL REQUIREMENTS

individual companies or companies associated together temporarily

## ECONOMICAL AND FINANCIAL REQUIREMENTS

Companies intended to participate need:

- global income in the last triennium (operational budget years 2012, 2013, 2014) not less than € \_\_\_\_\_ and equal to 1.5 the amount fixed as base of the tender, VAT excluded;
- income in services of \_\_\_\_\_ in the last triennium (operational budget years 2012, 2013, 2014) not less than € \_\_\_\_\_ and equal to 1.5 the amount fixed as base of the tender, VAT excluded;
- at least one bank reference from banking-houses or authorized intermediary (based on the D.Lgs. 1° September 1993 n. 385) certifying the economical and financial strength of the company



# TECHNICAL REQUIREMENTS

- **1.** Having conducted without demerit similar services for Public bodies (at least two services similar to the one representing the subject of the current tender in the last 3 years )(for this purpose the competitor will indicate for each service, penalty the exclusion, client, subject, amount, implementation period);
- **2.** Having a number of workers at least equivalent to the one needed for the service required by the tender (equal to or greater than 3);
- **3.** Must hold technical equipments and vehicles needed for the fulfilment of the service and guaranteed continuity of the service also to face unexpected circumstances.

Terms for technical requirements are included in the article XXX of the Technical Specifications



# AWARD CRITERION

- The award of the service will happen (based on the article 83 of the d.lgs. n. 163/2006 and of the article 286 of the DPR 207/2010) in favour of the most economically convenient offer, also in case of only one formally valid offer, as long as the Examining Board considers the offer convenient and congruent. The offers evaluation will happen, by the designated Examining Board, on the basis of the following elements and the relative parameters:

**ECONOMICAL OFFER 30-40**

**TECHNICAL OFFER 60-70**

**TOTAL 100**



# ECONOMICAL OFFER

- SCORES ECONOMICAL OFFER =  $C_i \cdot 40$
- $C_i = (P_b - P_i) / (P_b - P_m)$

SCORES ECONOMICAL = conferred score for the element economical offer

**$C_i$**  = coefficient conferred to the participant

**$P_b$**  = price defined by the tender

**$P_i$**  = price offered by the participant

**$P_m$**  = minimum price offered by participants

# TECHNICAL OFFER

Parameters:

- **1. Quality and efficiency of the organizational system of the service** (up to 20 points) referring to:
  - a) Work plan, modality of control and frequency on the service executed;
  - b) Improving interventions , additional services, considering the operational standards requested in articles \_\_\_\_\_,of the Special Terms of tender, type of employed workers (type of contract, qualification, social security system, placement);
- **2. Quality of technical and operational methods of the service** (up to 20 points) referring to:
  - a) Control system of the personnel performances;
  - b) Parameters adopted for the personnel replacement;
  - c) Criteria adopted for the personnel training;

# TECHNICAL OFFER

Parameters:

- **3. Security and type of vehicles** (up to 10 points);
- **4. Instruments and equipments employed in the service** (up to 10 points) referring to:
  - a) Use of products following criteria established to obtain an environmental labeling type I (example: European Ecolabel, Blauer Engel, Nordic Swan...);
  - b) Use of products **not** containing dangerous solvents;
  - c) Use of materials and equipments with specific characteristics.



# PRODUCTS

- 1) **List of products intended to use** for the implementation of the service (reference of the producer and commercial name of the product ) and indication of the specific use of each product.
- 2) **Technical and security data sheets of products**
- 3) Self-declaration certifying the compliance to technical specifications required in the article XX of the Special Terms of tender

# AWARD PROCEDURE

- Offers are evaluated by the Examining Board, based on article 84 of D.lgs. 163/06 (and following modifications) and of article 286 of D.P.R. 207/2010.
- **A representative of the candidate can assist to the procedure evaluation**





# AWARD EFFECTS

- **The provisional award is subordinated to the resolution of the final award** that will be adopted by the responsible Functionary , following the evaluation of the possession – by the provisional contractor – of the prescribed requirements.
- The result of the commitment procedure will be communicated with a note in the website of the Commissioning Body

**Thank you for the attention!!!**

