

Bologna, 16 December 2019

Prot. 2179

To the attention of the economic operator  
concerned in address

**Invitation to tender through a direct assignment under threshold according to art. 36.2 lett. b) of  
the Italian Legislative Decree No 50/2016**

**Call for tender to award the service contract to elaborate the analysis of territorial challenges, needs and potentials of the Adriatic-Ionian Region and strategic options for post-2020 ADRION programme  
CIG ZA12B351CE**

ART-ER Joint Stock Consortium Company (hereinafter referred to as ART-ER) of the Emilia-Romagna Region ruled by the Regional law L.R. n. 1/2018, acting as ADRION Joint Secretariat, issues a call for tender for a provision of services regarding the elaboration of a comprehensive territorial and socio-economic analysis of the Adriatic and Ionian area that will be the basis for the strategic discussion on the future drafting of the Cooperation Programme for the period 2021-2027. The award of the tender is determined by the criterion of the most economically advantageous offer.

**1. TYPE AND SUBJECT OF THE PROCUREMENT PROCEDURE**

Type: Service contract

Subject: Analysis of territorial challenges, needs and potentials of the Adriatic-Ionian Region and strategic options for post-2020 ADRION programme.

**2. DURATION OF THE CONTRACT**

The agreement period starts when the procurement agreement is signed and the duration shall be valid until the end of April 2020.

The contract can be extended pursuant to art. 106 paragraphs, 11 and 12, of Legislative Decree 50/2016.

ART-ER reserves the right to proceed with the modifications, as well as with the variations of the contract, in accordance with art. 106, paragraph 1, letter a), of Legislative Decree 50/2016.

**3. PURPOSE OF THE TENDER**

The purpose of this tender is to select a company providing a research service, as described in the TOR attached to this invitation to tender. The company will provide contributions for the identification of strategic topics that could be addressed by the future ADRION Programme through its transnational projects, following the progressing of the negotiation process between the EU institutions and the Member States, and in accordance with the orientation paper provided by the European Commission (EC), EUSAIR Action Plan and its eventual revision, and any other national and/or transnational documents relevant for the analysis.

**ART-ER S.cons.p.a.**

**SEDE LEGALE**

c/o CNR Area della Ricerca di Bologna  
Via P. Gobetti, 101  
40129 Bologna  
Tel +39 051 6398099

**DIVISIONE RICERCA  
E INNOVAZIONE**

c/o CNR Area della Ricerca di Bologna  
Via P. Gobetti, 101  
40129 Bologna  
Tel +39 051 6398099

**DIVISIONE SVILUPPO  
TERRITORIALE SOSTENIBILE**

Via G.B. Morgagni, 6  
40122 Bologna  
Tel +39 051 6450411



The assessment shall be based on desk research, and data and information directly collected by the contractor through ad hoc researches, interviews to relevant target groups and stakeholders. The aim is to create an up-to-date picture of the current situation of flows and interconnections in the ADRION area.

The territorial and socio-economic analysis shall provide the backbone information for supporting the future ADRION Task Force on programming in its decision-making process.

#### 4. REQUIREMENTS FOR APPLICANTS AND ADMISSIBILITY

Potential applicants cannot participate to this tendering procedure if they are in any of the situations listed in art. 80 of the Legislative Decree 18 April 2016, n. 50.

In case of applicants not established in Italy, the documentation must be produced in an appropriate equivalent manner according to the legislation of the Country to which it belongs, pursuant to article 83 par. 3, 86, 90 of the Legislative Decree 18 April 2016, n. 50.

These requirements must be held at the time of submitting the tender:

##### Eligibility requirements:

Tenderers must be registered in a Business or equivalent Register to demonstrate the consistency of the corporate purpose with the tender's subject matter.

##### Economic, financial and technical-professional capacity requirements:

a) A turnover equal to or higher than the maximum budget of this invitation to tender (*see point 5*), per year in the last three years resulting from the provision of services equivalent or similar to those covered by this procurement. The turnover is required in order to ensure the organizational and operational stability of the tenderers, as stated in art. 83, paragraph 5 of Legislative Decree no. 50/2016.

b) Providing services similar or equivalent to those covered by this procurement in the last three financial years.

#### 5. VALUE OF THE CONTRACT

The maximum value of the contract is **Euro 38.500, V.A.T. excluded**. This amount is considered as all-inclusive of any other reimbursement or expense charges not provided in the present invitation to tender. The financial offer must be presented as an amount in Euro.

#### 6. CONTRACTING AUTHORITY AND RESPONSIBLE FOR THE PROCEDURE

ART-ER S.cons.p.a.

Via P. Gobetti 101 – 40129 Bologna - Italy

Contracting authority profile: <http://www.art-er.it>

e-mail: [art-er@art-er.it](mailto:art-er@art-er.it) - Pec: [art-er@legalmail.it](mailto:art-er@legalmail.it)

Responsible for the procedure: dott.ssa Roberta Dall'Olio

e-mail: [roberta.dallolio@art-er.it](mailto:roberta.dallolio@art-er.it)

#### 7. PARTICIPATION IN THE TENDERING PROCEDURE

Tenders must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

**ART-ER S. cons. p.a.**

**Via Morgagni, 6 - 40122 Bologna - Italy**

*Procedures and Proceedings Office - opening hours to the public Mon-Thu 8.30-13.00; 14.00-17.30; Fri 8.30-14.00.*



**THE OFFER, IN PENALTY OF EXCLUSION, MUST BE SUBMITTED WITHIN  
AND NOT LATER THAN 13:00 CET OF 7 JANUARY 2020**

**Please take note that ART-ER offices will be closed from 24 December 2019 to 1 January 2020**

The timely delivery of the documentation remains at the sole risk of the senders. It should be noted that "sealing" means an airtight seal bearing any sign or imprint, affixed to plastic material such as a glued strip or sealing wax attest to the authenticity of the original closure from the sender, as well as guaranteeing the integrity and non-tampering of the envelope.

The outer envelope must bear tenderer's name, tax code, address for communications, together with:  
**"ADRION –CALL FOR TENDER – TERRITORIAL AND SOCIO-ECONOMIC ANALYSIS. CIG ZA12B351CE -  
Deadline for tender submission: 7 January 2020- DO NOT OPEN**

Tenders must be submitted using the triple envelope system, i.e. in an outer parcel or envelope containing three separate sealed envelopes, bearing the word:

"Envelope A - Administrative documentation"

"Envelope B - Technical offer"

"Envelope C - Financial offer"

The outer envelopes should provide the following information and content:

**ENVELOPE A - ADMINISTRATIVE DOCUMENTATION**

- a) Tender participation request letter;
- b) Standard form for the European single Procurement Document (ESPD)
- b) According to L. 385/1993A, a suitable bank statement, issued by banking institutions or intermediaries, certifying the economic and financial capacity of the Economic Operator;

**ENVELOPE B - TECHNICAL OFFER:**

The companies participating to the tender must present a technical proposal as better described in the terms of reference.

The technical offer must be signed on each page by the legal representative and signed on the last page with a full and legible signature.

The technical offer must be submitted without comments, restrictions and conditions, any corrections must be expressly confirmed and signed.

**The technical offer must not contain any economic values (direct and / or indirect), under penalty of exclusion from selection.**

No burden will be acknowledged to the competitors due to tenders submissions.

**ENVELOPE C - FINANCIAL OFFER:**

Financial offers must not exceed the maximum budget available for this contract (*see point 5 of this invitation to tender*).

In the event of discrepancies between the prices offered in figures and in letters, the bid price stated in words shall prevail over the bid price in figures. The financial offer must be presented without comments, restrictions and conditions of any kind; any corrections must be expressly confirmed and signed.

The financial offer must be signed clearly and legibly.

Applicants are bound by their tenders for 240 days after the deadline for submitting offers.

**All the documents shall be produced in English**



## 8. PRELIMINARY INVESTIGATION

According to the art. 83, paragraph 9 of Legislative Decree no. 50/2016, in case of lack, incompleteness and any other essential irregularity of the elements and of the tender documentation, with the exception of those relating to the financial and technical offer, the contracting authority assigns to the competitor a term, not exceeding 10 (ten) days, for the necessary declarations to be made, supplemented or regularized, indicating the content and the subjects who must render them. In case of unnecessary completion of the regularization deadline, the competitor is excluded from the race.

## 9. TENDERING PROCEDURE

The first evaluation session at ART-ER Via G.B. Morgagni, 6 – 40122 Bologna – Italy premises will take place on **10 January 2020 at 10:30 CET**. Companies' legal representatives / attorneys or persons with a specific proxy may participate.

The following evaluation sessions will take place at the same venue on a date and time that will be communicated by PEC to the selected companies.

In the first session the Responsible of the procurement decides for tenders' admission or rejection, verifying the timely deposit and integrity of the tender dossier and the completeness of the documentation. The session can be suspended due to preliminary inquiry procedure (*see point 8 of the invitation to tender*). The selection procedure is based on the principle of transparency in accordance with art. 29, paragraph 1 of Legislative Decree no. 50/2016.

The Responsible of the procurement delivers the admitted technical offers to the Commission for the quality evaluation of the technical offers based on the awarding criteria listed in the invitation to tender.

The Commission is composed by three experts in specific sector related to the tender's subject is appointed after the bids' submission deadline. The contracting authority publishes the Commission's composition on "transparent section" of its own website.

Tenderers whose technical score does not exceed the threshold indicated in the following point 11 will be excluded from the selection and therefore will not proceed with the opening of their economic offer.

In a subsequent evaluation session, the person in charge of the procedure reads the scores assign to the technical offers and acknowledges any exclusions from the tender. The evaluation of the economic offers is performed according to the criteria in point 11.

In case of equal overall scores' reached by two or more bids, the tender obtaining technical offer's best score will be ranked first. On the contrary, a lottery will be held in case of equal partial scores related to the price and the technical offer.

At the outcome of the aforementioned procedures, the responsible of the procurement draws up the ranking list and set out the award offer pursuant to Articles. 32 and 33 Legislative Decree No 50/2016.

According to art. 95, paragraph 12 of Legislative Decree no. 50/2016, the contracting authority can decide not to proceed with the award if no offer is convenient or suitable in relation to the subject matter of the contract.

The award becomes effective after the verification of the selected tenderer's possession of the necessary requirements, pursuant to art. 32, paragraph 7 of Legislative Decree no. 50/2016.

The second-best tenderer is informed of the notification of award to the successful tenderer with the reservation of the possibility to receive a notification of award in case of negative outcome of the aforementioned checks.

## 10. COMMUNICATIONS

Questions may be sent by e-mail no later than 8 days before the deadline for the submission of applications to the following address: [direzione\\_operativa@art-er.it](mailto:direzione_operativa@art-er.it)

The contracting authority has no obligation to provide clarifications to questions received after this date.



According to art. 74 paragraph 4 Legislative Decree 50/2016, no individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the website <https://www.art-er.it/2019/12/service-contract-to-elaborate-the-analysis-of-territorial-challenges-needs-and-potentials-of-the-adriatic-ionic-region-and-strategic-options-for-post-2020-adriatic-programme/>.

Replies will be given no later than 6 days before the deadline for the submission of applications.

## 11. SELECTION AND EVALUATION CRITERIA

The awarding takes place according to the criterion of the most economically advantageous offer on the basis of the best quality / price ratio, pursuant to art. 95, paragraph 2, of Legislative Decree no. 50/2016.

The technical and the financial offer's evaluation is based on the following scores:

TECHNICAL OFFER MAXIMUM SCORE.....	80
FINANCIAL OFFER MAXIMUM SCORE.....	20
<b>TOTAL MAXIMUM SCORE .....</b>	<b>100</b>

The economic operator who has achieved the highest overall score assigned to each of the technical and financial offers offer according to the formula will be awarded the following:

$$P_{tot}(a) = PT(a) + PE(a)$$

where is it:

P<sub>tot</sub>(a) = Total score attributed to the offer (a)

PT(a) = Technical Score assigned to the offer (a)

PE(a) = Economic Score attributed to the offer (a)

The awarding will be valid even if only one offer satisfy the requirements stated in art. 97, paragraph 1, of Legislative Decree 50/2016 is submitted.

### ASSESSMENT OF THE TECHNICAL OFFER

The score of the technical offer is attributed on the basis of the evaluation criteria listed in the table below with the relative distribution of the scores:

ID	Assessment criteria	Description	Scores
1	Quality of the proposed methodology	<i>This criterion will assess the degree to which the proposed methodology shows the capacity to collect, analyse and report documents and data.</i>	40
		<i>Sub-criterion 1.1 - Capacity to collect, analyse, review and evaluate documents and data, in accordance with the scope of the present Terms of Reference.</i>	
		<i>Sub-criterion 1.2 - Capacity and understanding of the task to interpret and organize the analysis in a way that facilitates the gathering of the necessary evidence.</i>	
		<i>Sub-criterion 1.3 - Capacity to organise the gathering of evidence from different sources, including carrying out stakeholder consultations.</i>	
		<i>Sub-criterion 1.4 - Capacity to evaluate, combine and summarise the collected data and information.</i>	
2	Organisation of the work and resources	<i>This criterion will assess the proposed team, including the overall allocation of time and resources for the elaboration of the foreseen deliverables, and their adequacy.</i>	30



ID	Assessment criteria	Description	Scores
		<p><i>Sub-criterion 1.1</i> – Composition and profile of the working team. Involvement of experts of the analysed countries shall be considered as an asset.</p> <p><i>Sub-criterion 1.2</i> – Knowledge and experience in European projects and studies of territorial development issues, including experience from policy-relevant and comparative analyses with a European coverage and/or transnational multi-disciplinary research activities (track record covering the past 5 years);            Good knowledge of the future programme area territorial policy and cohesion development;            Specialised technical expertise and knowledge related to data collection, spatial data analysis and mapping territorial trends.</p> <p><i>Sub-criterion 1.3</i> – Adequacy of allocation of time and resources to each foreseen deliverables, and whether this allocation is adequate for the work.</p>	
3	Quality control measures	<i>This criterion will assess the quality control system applied concerning the quality of the deliverables. The quality system should be detailed and specific to the tasks; a generic quality system will result in a low score.</i>	10

The score for the technical offer is obtained by applying the following formula:

$$PT(a) = \sum_n [ W_i * V(a)_i ]$$

Legend:

**PT(a)** = total score given to the offer (**a**)

**n** = total number of "evaluation criteria"

**W<sub>i</sub>** = maximum score attributed to the i-th criterion.

**V(a)<sub>i</sub>** = value of the coefficient assigned to the offer (**a**) compared to the variable evaluation element between 0 and 1

**Σ<sub>n</sub>** = sum

In order to determine the coefficients **V(a)<sub>i</sub>**, in relation to the criteria indicated above, a collegial judgement will be given according to the following scale (with the exception of the criteria already providing by a ad hoc scoring method):

VALUTAZIONE	COEFFICIENTE
NOT ASSESSABLE OR INAPPROPRIATE	0
INSUFFICIENT	0,3
SUFFICIENT	0,6
DISCREET	0,7
GOOD	0,8
EXCELLENT	1



According to art. 95, paragraph 8, of Legislative Decree no. 50/2016, the overall technical score has to exceed a minimum threshold of **56 points**, under penalty of exclusion from selection.

The score for the Economic Offer (PE) is a maximum of 20 points and will be awarded with the following formula:

$$PE(a) = 20 * (X * R(a) / Rmedio) \quad \text{per } R(a) \leq Rmedio$$

$$PE(a) = 20 * (X + \{(1,00 - X) * [(R(a) - Rmedio) / (Rmax - Rmedio)]\})$$

$$\text{per } R(a) > Rmedio$$

legend:

- PE(a) = offer economic score (a)
- R(a) = value of the tender (discount) of the competitor (a)
- Rmax = value of the cheapest offer
- Rmedio = arithmetic mean of the bid values (discount on the price) of the competitors
- X = 0,90

## 12. TERMS, PAYMENTS AND PENALTIES

The payment will be made as follows.

- 20% advance at 30 days from first invoice after the contract signature;
- 40% after the presentation of the outcomes of the analysis and proposed future scenarios at ADRION Task Force post 2020 meeting
- 40% after receiving the final report and following the control of the regular operation of the service and regular invoicing within 30 days after the end of the contract.

In the event of serious and repeated non-compliance or inefficiencies that compromise the regular performance of the service, ART-ER will inform the service provider by registered letter asking to restore the regularity of the service within one business day. ART-ER Joint Stock Consortium Company reserves the right to evaluate the conditions for a possible cancellation of the assignment.

In case of cancellation of the assignment, the service provider will obtain only the payment of the valid and accepted activities by ART-ER carried out up to the date of termination. Any damage suffered by the contracting authority involves the payment of € 1,000.00 for each day of non-service.

The penalty of € 1,000.00 per day is applied for each day of malfunction, that will be consider as a failure or irregular operation of the service itself (including exceeding of delivery deadlines) and without prejudice to the right to claim further damage compensation provides in art. 1382, paragraph 1, second sentence, c.c.

ART-ER S. Joint Stock Consortium Company considers the failed or irregular operation of the service for more than 3 consecutive days a situation of "serious breach", which may lead to the termination of the contract, with consequent request for damages' compensation pursuant to art. 1453 c.c.. The amount of the compensation claim will be assessed according to the specific factual and legal circumstances

## 13. PERSONAL DATA PROCESSING

On the basis of the Italian Law, art.13 of the Italian Legislative Decree n. 196/ 2003 "Code regarding the protection of personal data" (hereinafter: "Privacy Code") and on the basis of Regulation (EU) No 2016/679, art.13, concerning the protection of natural persons, with regard to personal data processing, as well as



the free movement of these data (hereinafter: "EU Regulation"), ART-ER provides the following information on the processing of personal data.

#### Purposes of the processing

- Data provided by tenderers are acquired by ART-ER to verify that the requirements necessary for participating in the comparative selection procedure - required by law in order to participate and for the final awarding- are met, especially the administrative and technical-economic capacities required by law for the purposes of participation in the tender, as well as for the awarding, in fulfillment of legislation on procurement and public contracts;
- Data provided by the awarded applicant are acquired by ART-ER in order to draw up and conclude the Agreement, to fulfil the legal obligations related to it, as well as its management and economic and administrative execution.

All data acquired by ART-ER also be processed for study and statistical purposes.

#### Nature of the provision

The tender is required to provide data to ART-ER, as per the legal obligations arising from the applicable normative law to public procedures. Refusal to provide the data requested by ART-ER could lead to the impossibility to admit the tenderer to the procedure, its exclusion, or the forfeiture of the award, as well as the impossibility to conclude the contract.

#### Sensitive and judicial data

Usually, data provided by the applicants and by the awarded applicant, do not fall within data classified as "sensitive" envisioned by the Privacy Code, art.4, comma 1, letter d), or in the "special categories of personal data" referred to in art. 9 of the EU Regulation. "Judicial" data, referred to in art.4, comma 1, letter e) of the Privacy Code and "personal data referring to criminal records and offences" referred to in art. 10 of the EU Regulation, are processed exclusively in order to evaluate the existence of the requirements and qualities foreseen by the current applicable legislation.

#### Data processing modes

Personal data processing will be done by ART-ER S.cons.p.a.in a way to grant the necessary confidentiality and security and could be accomplished by manual tools, IT tools and telematics devices, suitable for processing data in compliance with safety standards foreseen by the Privacy code and required by the EU Regulation.

#### Scope of communication and dissemination of data

Data could be:

- Processed by ART-ER staff in charge of the procedure or by personnel employed by other ART-ER departments taking care of activities linked to it or activities with the purpose of studies and statistics;
- Communicated to self-employed contracted staff, professionals, consultants providing to ART-ER consultancy or assistance services for the procedure, also for potential legal protection in judicial proceedings, or for sectoral studies or for statistical purposes.
- Communicated to possible external actors, who are members of the evaluation team that will be appointed;
- Communicated to other applicants that request to access to the selection process documents to the extent permitted by the Italian Law 7th August 1990 Number 241;
- Communicated to the National Authority Anticorruption, in accordance with the related communication obligations;

Name of the procedure awarded applicant and the associated remuneration could be published on the internet website [www.art-er.it](http://www.art-er.it). Data could be communicated to the Emilia-Romagna Regional Authority,



and/or other ART-ER members (CNR Consiglio Nazionale delle Ricerche, ENEA Agenzia nazionale per le nuove tecnologie, l'energia e lo sviluppo economico sostenibile, Università degli Studi di Bologna, Università degli Studi di Ferrara, Università degli Studi di Modena e Reggio Emilia, Università degli Studi di Parma, Università Cattolica del Sacro Cuore, Politecnico di Milano, Unione Regionale delle Camere di Commercio dell'Emilia-Romagna, Camera di Commercio Industria Artigianato e Agricoltura di Reggio Emilia, INFN Istituto Nazionale di Fisica Nucleare, Comune di Modena, Comune di Finale Emilia, Azienda Casa Emilia-Romagna Della Provincia di Reggio Emilia, ANBI Emilia-Romagna, Camera di Commercio IAA di Modena, Azienda Casa Emilia-Romagna della Provincia di Ravenna - Acer Ravenna, Azienda Casa Emilia-Romagna della Provincia di Modena, Agenzia Interregionale per il Fiume Po, Azienda Casa Emilia-Romagna Acer Ferrara, Azienda Casa Emilia-Romagna della Provincia di Forlì-Cesena, Comune di Alseno, Comune di Polesine Zibello, C.E.R. Consorzio di Bonifica di 2 Grado Pe, Azienda Casa Emilia-Romagna Provincia di Rimini, Azienda Casa Emilia-Romagna della Provincia di Piacenza, Azienda Usl di Ferrara, Azienda Ospedaliera di Bologna Policlinico Malpighi, AESS - Agenzia per l'Energia e lo Sviluppo Sostenibile). This is due to the nature of in-house company of ART-ER.

In addition to the above, in fulfilment of legal obligations imposing administrative transparency (art. 1, comma 16, lett. b, and comma 32 L. 190/2012; art. 35 Legislative Decree n. 33/2012, as well as art. 29 Legislative Decree n. 50/2016), the tender/contractor acknowledges and agrees that data and documents that the Law imposes to publish, are published and spread via the internet website [www.art-er.it](http://www.art-er.it), section "Società Trasparente"

#### Data retention period

Data retention period of 10 years starting from the final award for the procuring entity and from the closure of the contract performance. Moreover, data can be stored, also in aggregate form, for purposes of study and statistics, in accordance with art. 89 of EU Regulation and art. 110 bis of the Privacy Code.

#### Automated decision making process

There is no automated decision making process Interested

#### Party rights

For "interested party" it is meant any natural person whose data are transferred from the tenderer to the contracting authority. Rights listed in art. 7 of the Privacy code and as per articles from 15 to 22 of the EU Regulation are recognized to the interested party. In particular, the interested party has the right to obtain at any time, the confirmation if a data processing of his/her personal data is ongoing or not, as well as the access to his/her personal data in order to know the following information: purpose of the processing, processed data category, recipients or recipients' categories of those whom the data will be disclosed, data retention period and criteria used to establish this period. Moreover, the interested party can request correction and, when possible cancellation, or still, data processing limitation and, finally he/she can object to the data processing, based on legitimate grounds.

In general, data portability as per EU Regulation, Art.20 is not applicable. If, in case of exercise of the right to access and connected rights foreseen by the Privacy Code, art. 7 or by articles from 15 to 22 of the EU Regulation, the answer to the request is not received according to the timetable specified or it is not satisfactory, the interested party can assert his/her rights to the judicial authority complaining to the Data Protection Supervisor by proper complaint.

#### Data controller

ART-ER Soc cons.p.A., Via Gobetti n. 101, IT-40129, Bologna (Email: [info@art-er.it](mailto:info@art-er.it), certified e-mail: [arterpec@legalmail.it](mailto:arterpec@legalmail.it), Tel. +39 051.6398099)

ART-ER has appointed the company Lepida Joint Stock Consortium Company - Via della Liberazione n. 15, Bologna - [dpo-team@lepida.it](mailto:dpo-team@lepida.it) - as data protection officer.



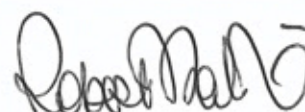
With regard to the exercise of the rights referred to in art.7 of the Privacy Code and articles from 15 to 22 of the EU Regulation:

e-mail: [info@art-er.it](mailto:info@art-er.it) - Pec: [art-er@legalmail.it](mailto:art-er@legalmail.it)

Tenderer/interested party consent

Acquired information referred to above, when presenting this application to the selection process, and/or by signing the contract, the tenderer/contractor expressly acknowledges and agrees to the personal data processing, as above defined.

The applicant undertakes to comply with the disclosure and agreement requirements, when necessary, towards the natural persons concerned, whose personal data are provided in the framework of the award procedure, with reference to their personal data processing by ART-ER for the purposes described above.



Roberta Dall'Olio  
Responsible of the procedure

**Attachments:**

- Tender participation request letter;
- Standard form for the European single Procurement Document (ESPD)
- Financial offers form
- Terms of reference