

IMPORTANT WARNING: This translation is given only as a means of helping the procedure. Only the version in Italian has legal value and it will be referred exclusively in case of any controversy. (in case of bids both in English and in Italian, the Italian one will hold)

Ferrara,

(this form holds for supplies not exceeding 20 k Euro, VAT excluded)

To:

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Subject: request of quotation for _____
Presumed value of the supply _____
Responsible Officer (RUP) _____ **tel.** _____ **E-mail** _____
Tender identification code (CIG) _____

Dear Sirs,

we are asking your best quotation for _____ as specified below / in the technical sheet.

- The quotation has to be addressed to:

Sezione di Ferrara dell'Istituto Nazionale di Fisica Nucleare (INFN)
 Via Saragat, 1 c/o Polo Scientifico Tecnologico – blocco C - 44122 – Ferrara
 All'attenzione Responsabile Unico del Procedimento (RUP) _____

- The quotation, signed by the firm, should contain the price, excluding VAT, in figures and in letters.
- The quotation has to reach us by ____ of _____. Quotations reaching us after this term shall not be considered.

Please, add on the economical offer the **Fax** number authorized for communications about this tender.

Quantity	Technical specifications	Required delivery time
n.		
n.		

Please note that we apply the following rules, which have to be explicitly specified in your quotation:

- The quotation has to hold for no less than 60 days.
- The material must comply with the EU regulations on safety requirements.
- The warranty has to hold for at least 12 months since delivery.
- Address of delivery is: INFN Sezione di Ferrara, Via Saragat, 1 c/o Polo Scientifico Tecnologico – blocco C - 44122 - Ferrara,

- **CIP price only, the supplier will provide insurance of the goods for the risks of the transport (loss, damage, theft etc.) for the value corresponding to the sale price. Any expense for packaging, transportation and insurance has to be included in the quoted price.**
- The term for payment will be within 60 days since the arrival date of invoice and in case of successful test of the supplied material.
- It is forbidden to pass the contract to a third party. Subcontracts: the company can subcontract the supply; this has to be authorized by the INFN, in conformity of the art. 118 of the Italian Law 163/2006 and following modifications and integrations, and it will be possible only if declared in the quotation.
- The INFN can effect the adjudication also in presence of a single valid offer. INFN may close the procurement procedure without issuing an order. The companies cannot ask for any claim in this case.
- Adjudication is definitive for INFN after the approval of the documents from the competent Deliberative Organ, while it is immediately binding for the company.
- Adjudication will be decided on the basis of the most profitable offer, according to art. 83 of the D.Lgs. 163/2006 and subsequent modifications and integrations. The following criteria, listed in decreasing order of importance, will be used for the evaluation : price, technical characteristics, time of delivery, guarantee.
- The private data obtained by Istituto Nazionale di Fisica Nucleare will be used only for legal activity within the scope of INFN as from Italian rules (D. Lgs. 196/2003).
- Competent court: for any dispute between the contractor and the supplier the Court in Rome will be competent.

PAYMENT- traceability of financial flow and the bank account details and the personal data of the persons authorised to operate on that account -

*According to the provisions of Italian law no. 136/2010 concerning the mandatory traceability of financial flow, the Company shall pass every financial transaction relating to this contract through a designated bank account; the company shall communicate INFN – Sezione di Ferrara – the **bank account details and the personal data of the persons authorised to operate on that account** . Each transaction or document related to this contract shall indicate the tender identification code (CIG). Failure to use traceable bank transfers shall lead to termination of the contract.*

Please, indicate in the quotation the **fax number** that is authorized for communication with the INFN.

The quotation has to be sent together with the declaration here enclosed about juridical requisites and bank account information, signed by the legal representative, which can be downloaded from <http://www.fe.infn.it/servizi/ammin/modOrdini/>.

In case you have factories, offices or representatives in Italy, please send us in addition the DURC declaration. Otherwise, INFN will acquire it from the appropriate institutions.

Sincerely yours, with best regards

The RUP (Responsible of the procedure)

Enclosed: declaration form about juridical requisites and bank account information.



DECLARATION FORM

the undersigned _____
born in _____ on date _____
home address _____
with the position of legal representative of the participating firm
firm address _____
VAT number _____
fiscal code _____
• * INPS insurance number _____
• * INAIL insurance code _____
*only for companies with an Italian office

aware of the responsibilities and of the civil and penal consequences, according to art. 76 of DPR 445/2000, in case of false declaration and/or in case of formation or use of false documents and also aware that the underwriting company will be excluded by the present tender if the contents of the present declaration are found not to be true

DECLARES UNDER HIS/HER OWN LIABILITY

1. That the company _____ is qualified to carry out the contract and is listed on the Register of Business of _____ to the number _____ of the year _____

2. That the administrators with representation power are:

Family name _____ name _____ period of charge _____
Family name _____ name _____ period of charge _____

3. That the company is not in situation of business failure and any situation of exclusion of participation to public contract as from the following Italian laws: D. Lgs 163/2006 article 38 and subsequent modifications and integrations.

4. That the company has considered, for the preparation of the offer, the obligations concerning the safety work laws.

5. The products are conform to European Safety laws.

6. As required by Italian law no. 136/2010 the bank account details and the personal data of the persons authorised to operate on that account are the following

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7. The Company will pass every financial transaction relating to this contract through a designated bank account and each transaction or document related to this contract will indicate the tender identification code (CIG). Failure to use traceable bank transfers shall lead to termination of the contract.

The undersigned confirms that the company accepts the conditions brought in the request of quotation.

Signature of legal representative

Date

Enclosure:

Copy of a valid **identification document** of the legal representative.

INFORMATION ABOUT THE TREATMENT OF PRIVATE DATA
(Art. 13 D. Lgs. 30 giugno 2003, n. 196)

We inform that the private data obtained by Istituto Nazionale di Fisica Nucleare will be used only for legal activity within the scope of INFN, as indicated in the INFN General Regulation.

The treatment of the data will be effected, also through the use of computer tools, in the ways and necessary limits to the indicated finality.

The data can be known at the Manager of the Structure INFN to which are conferred or at the Manager of Direction or Service of the Central administration INFN, and from the Person responsible of the Service of Presidency - Responsible of the treatment - legitimated in relationship to the accomplishment of institutional assignments and the data will be treated by entrusted personnel.

It is guaranteed to the parties the exercise of the rights of which to the art. 7 of the D.Lgs. n. 196/03.