

IMPORTANT WARNING: This translation is given only as a mean of helping the procedure. Only the version in Italian has legal value and it will be referred exclusively in case of any controversy.
Ferrara,

(this form holds for supplies in the range 20-50 k Euro, VAT excluded)

To:

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Re: request of quotation for _____
Presumed value of the supply _____
Responsible of the procedure (RUP) _____ tel. _____ E-mail _____
Identification Code (CIG) _____

Dear Sirs,

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

- The quotation has to be addressed to:

Sezione di Ferrara dell'Istituto Nazionale di Fisica Nucleare
Via Saragat, 1 c/o Polo Scientifico Tecnologico – blocco C - 44100 – 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. It has to be presented in a sealed envelope.
- The quotation has to reach us by ___ of _____. Quotations reaching us after this term shall not be considered. On the envelope one has to indicate : _____

Quantity	Technical specifications	Required delivery time
n.		
n.		

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

- The quotation has to hold for 60 days at least
- The material must comply with the present EU regulations on safety requirements.
- The warranty has to hold for at least 24 months since delivery.
- Address of delivery INFN Sezione di Ferrara, Via Saragat, 1 c/o Polo Scientifico Tecnologico – blocco C - 44100 - Ferrara,
 - CIF prices, 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.
 - *(this point may be omitted, under consideration of the RUP and in accordance with the Director)* A guarantee deposit corresponding to 2% of the price has to be certified together with the quotation, according to art. 75 of Decree 163/06
 - INFN may ask a guarantee deposit of 10% of the price from the provider who will be chosen for this



C.F. 84001850589 VAT id. nr. IT 04430461006

tender, according to art. 113 of Decree 163/06; this guarantee deposit shall be reduced by 50% for providers who comply with UNI EN ISO 9000 and who present the pertinent certification.

- Penalty: if the supplied material does not satisfy the required technical specifications or in case of a delay with respect to the agreed delivery time, a penalty of 2 % of the total amount will be applied for each month of delay in delivery, up to a maximum of 5 % of the total amount, as from the criteria indicated on the technical specifications.
- The term for payment has to be within 60 days since the arrival date of invoice and after successful testing 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, subsequent to authorization of the INFN and 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 concluding 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 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, times 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.

The quotation has to be sent together with the declaration about juridical requisites, signed by the legal representative, which can be downloaded from <http://www.fe.infn.it/servizi/ammin/modOrdini/> or asked to the Responsible Officer.

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 Responsible of the procedure

