***REQUEST FOR QUOTATION E-MAIL TEMPLATE***

**LOGOS**

**Subject: Request for quotation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

PROJECT

PROJECT CODE (CUP)

ORIGIN OF FUNDS

+ any other information required for the individual Project

We hereby request your quotation for the supply of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

with the following technical specifications / with the attached technical specifications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The quotation must specify: delivery time, services included (e.g. transport, installation, duration of warranty, etc.).

The price quoted (excluding VAT) must be all-inclusive of any charges or costs to be borne by you.

***Environmental compliance principles***

The supply/service must comply with the DNSH principle (ref. "Operational Guidance for Complying with the Principle of No Significant Harm to the Environment (so-called DNSH)" attached to the Ministry of Economy and Finance Circular No. 33 of 13/10/2022); proposals that do not comply with EU and national environmental regulations will not be considered.

(***if applicable***) The economic operator must attach to the technical-economic proposal the attached digitally signed check list, after completing the same and indicating for each check element whether it is complied with or not compatible with the object of the supply (column "Result" - yes / no / not compatible), and entering any explanations in the "Comment" field.

(***if applicable***) The supply must also comply with the MEC (Minimum Environmental Criteria) laid down in Ministerial Decree (MD) No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mec and MD list to be cited: https://gpp.mite.gov.it/Home/Cam#CamInVigore)

***Delivery Terms***

Delivery shall be made within \_\_\_ days of the order.

The Contracting Authority may apply daily penalties amounting to 0.1 % of the contract value for each day of delay and may also terminate the contract if the delay exceeds \_\_\_\_\_\_ days and thus jeopardises the achievement of the Project's targets and milestones. This is without prejudice in any case to compensation for greater damages.

***Conditions that will apply to the service/supply***

* ***(if applicable - for services longer than 1 year)*** After the first year from the commencement of the service, the supplier may request a price revision pursuant to Art. 60 of Leg. Decree No. 36/2023.
* electronic invoicing must be carried out (payment within 30 days of receipt of invoice). The University reserves the right not to proceed with the payment of the full amount until the goods/services have been properly rendered or agreements have been reached between the parties for the settlement of pending disputes. In the event of unresolved defaults, the agreed consideration shall be paid only with reference to the services already performed and within the limits of the utility received.

***Formulation of the proposal***

The proposal must be accompanied by:

1. the self-certification on the possession of the participation requirements pursuant to Articles 94, 95, 98 of Legislative Decree No. 36/2023 to participate in the tender (see attached form to be digitally signed);
2. the beneficial owner form (see attached form to be digitally signed);
3. if the Economic Operator has more than 50 employees, a copy of the last BIENNIAL REPORT ON THE SITUATION OF MALE AND FEMALE PERSONNEL with certification of compliance with the one sent to the RSA and to the Regional Equality Advisor and Councillor, pursuant to art. 47 paragraph 2 of L.D. No. 77/2021 converted into Law 108/21.

If the Economic Operator has between 15 and 50 employees, following the awarding of the contract, the documentation provided for in paragraphs 3 and 3-a of Art. 47 of L.D. 77/2021 converted into Law 108/21 (GENDER'S REPORT on the situation of male and female personnel; CERTIFICATION pursuant to Article 17 of Law No. 68 of 12 March 1999; and REPORT on the fulfilment of the obligations referred to in the same law and any sanctions and measures ordered against them in the three years preceding the deadline for submission of tenders).

**Evaluation of proposals**

The proposal will be evaluated taking into account the following aspects: price*; \_\_\_\_\_\_\_\_\_\_\_\_\_any relevant qualitative elements to be evaluated (e.g. improved technical features, better guarantees, after-sales services, shorter delivery times...)*

Please submit the documentation by \_\_\_\_\_\_\_\_\_\_\_ specifying a validity period of not less than 30 days.

Annexes:

* self-certification form
* beneficial owner form
* DNSH Operating Guide / single data sheet?
* (***if applicable***) DNSH datasheet check list
* (***if applicable***) technical specifications