



**POIn**  
**Inter-regional Operative Programme**  
**(ERDF) 2007 - 2013**  
“Cultural, Natural and Tourist Attractions”

**Axis I – Promotion and integration of cultural and natural heritage at inter-regional level**  
**Intervention strategy I.1.1**

**INVITATION TO TENDER**

**PROJECT:**

**“APULIA FILM HOUSE INSTALLATION”**



**1) COMMISSIONING BODY: Apulia Film Commission Foundation**

Apulia/Bari Cineport Hub, c/o Fiera del Levante, Lungomare Starita, 1 – 70132 Bari, Italy

**Contact:**

**e-mail pec:** [afh@pec.apuliafilmcommission.it](mailto:afh@pec.apuliafilmcommission.it)

**Tel:** 080 9752900 **Fax:** 080 9147464

**Website and contactor profile:** [www.apuliafilmcommission.it](http://www.apuliafilmcommission.it);

**2) TENDER PROCEDURE:** public procedure with criteria for most cost-effective offer as per art.83 of Legislative Decree 63/06 (Code in continuance) and art.120 of Presidential Decree no. 207 (2010) (regulation in continuance).

**Project code (CUP):** B92I14000050008

**Tender code (CIG):** 5737417A47

**3) CONTRACT OBJECT:** supply provision for the completion of “Apulia Film House”, Pavilion 81, Fiera del Levante (Bari, Italy), the restored and restructured Palazzo del Mezzogiorno and its arena;

3.1 Installation area: Bari, Puglia – code NUTS: ITF42;

3.2 Description: supplies (ex Palazzo del Mezzogiorno, Pavilion 81 – Fiera del Levante, Bari, Italy) for outfitting, installation and technological, multimedia and software equipment for the “Apulia Film House”, a cultural space for the 21st century for children, families and adults to understand the past, present and future of film and new media;

3.3 Total amount: **€963,167.35 (nine hundred and sixty three thousand, one hundred and sixty seven euros and thirty-five cents) excluding VAT**, net of lowest bid, divided as follows:

- €237,521.99 for furnishings;

- €700,843.97 for technology;

- €24,801.39 for replica exhibits.

3.4 Expenses for implementation of safety measures not subject to reduction (not included in total amount): **€19,998.30 (nineteen thousand, nine hundred and ninety eight euros and thirty cents) excluding VAT**;

3.5 Expenses for labour costs, not subject to reduction (included in total amount):

**€218,378.71 (two hundred and eighteen thousand, three hundred and seventy eight euros and seventy one cents) excluding VAT;**

3.6 Payment of contract: **lump sum payment;**

- 4) INSTALLATION DEADLINE:** 180 (one hundred and eighty) consecutive days from the contract agreement date to installation of all supplies, subject to acquisition of all necessary documentation;
- 5) DOCUMENTATION: tender guidelines** containing a complete list of regulations for this tender including application procedures, compilation and presentation of applications, documents to be attached to applications, evaluation of applications and project details (graphic artwork, estimated metric calculations, contract outline and technical specifications) are available for consultation at the offices of the Apulia Film Commission Foundation, Apulia/Bari Cineport Hub, Lungomare Starita, 1 - 70132 BARI – during office opening hours (Mon – Fri, 9:30-13:30 and 15:00-18:00).

All tender documentation (invitation to tender / guidelines / application form) are also available on the website: [www.apuliafilmcommission.it](http://www.apuliafilmcommission.it);

**6) APPLICATION DEADLINE, ADDRESS, PROCEDURES AND OPENING DATE:**

- a) Deadline: sealed envelopes containing tender documentation can be sent by registered postal service, authorised private postal service or hand delivery and must be received before and not after **18:00 on the 30th July 2014. Failure to comply will invalidate applications. Envelopes are sent at the sender’s own risk and applications arriving after the deadline will not be considered.**
- b) Delivery address: Administration Department, AFC Foundation - Lungomare Starita, 1 c/o Fiera del Levante - 70132 Bari, ITALY – during office opening hours (Mon – Fri, 9:30-13:30 and 15:00-18:00). Upon receipt, administration staff will issue an identification reference number for each application;
- c) Procedure: as outlined in the **tender guidelines** under section **5** of this document;
- d) Opening date for applications: the Commissioning Body will make a public announcement about details regarding the opening date and time for tender bids.

**7) APPLICANTS ADMITTED ON OPENING DATE:** Legal representatives of applicants as per section **10** below or individuals (one per applicant) presenting an undersigned proxy statement as set out by law, assigned by the aforementioned legal representatives;

**8) DEPOSIT:** applicant offers must also include:

- Provisional deposit of 2% of supply at starting bid price, either as bank guarantee, insurance policy or policy issued by a financial broker registered under art. 75 of Legislative Decree no.163/2006 and Decree no.385 (1 Sept 1993), with a validity of at least 180 days from the date of presentation or under the procedures outlined in the guidelines; these documents must conform to the model and technical framework outlined by Ministry of Production Activity decree no.123 (12 March 2004);

- Declaration from a bank, insurance company or financial operator registered under art. 107 of Legislative Decree no.385/1993, affirming the obligation (for successful tender bids) to issue, on request of the applicant, a bank guarantee or insurance policy guarantee for the total deposit on behalf of the Commissioning Body, valid up to the date of the confirmation of the certificate of approval. **In cases of temporary business associations which have not been formally incorporated, the guarantee must be registered in the name of all interested parties, both principal and agent companies, even if signed only by the latter.**

Upon signing the contract, the contractor must provide:

- a final deposit of a maximum of 10% of the amount outlined in the contract as set out in art.113 of Legislative Decree no.163/2006 and art.123 of Presidential Decree no.207/2010 including subsequent amendments **compiled in accordance with model 1.2, approved by decree no.123 (12 March 2004).**

In accordance with articles 40.7 and 75.7 of Legislative Decree no.163/2006, applicants in possession of a certificate of quality conforming to European standards UNI CEI ISO 9000 (issued by accredited bodies) may benefit from a 50% reduction in the amount of provisional and final deposit in case of a successful tender bid.

**In order to benefit from this condition, applicants must indicate and provide documentation of this requirement to the offices of the Commissioning Body, as per current regulations.**

It should be noted that for temporary business associations, a reduction in deposit will be approved where possession of a declaration or certificate of quality is attested by the holding agent company (or a number of principal companies) if the total number of technical and organisational requirements is equal to or more than those necessary for a single company to qualify.

For non-incorporated temporary business association applications, guarantees must be registered in the name of all companies that are components of the group. Failure to comply with this condition will result in exclusion from the tender;

**9) FUNDING:** Supplies are to be funded by the POIn programme – Inter-regional Operative Programme (ERDF) 2007-2013 “Cultural, Natural and Tourist Attractions”, Axis I – Promotion and Integration of Cultural and Natural Heritage at Inter-regional Level – Intervention Strategy I.1.1;

**10) ADMISSION TO BIDDING TENDER:** Applications are accepted from financial operators, as per articles 34, 37 and 47 of Legislative Decree no. 163/2006, who are exempt from the conditions of exclusion set out in art.38.1 of Legislative Decree 163/2006 and subsequent modifications, art. 1(2) of law 383/2001 and subsequent modifications and Regional Law 28/2006 (Apulia Region). Technical-organisational and economic and financial requisites are outlined as follows;

**Technical and organisational requirements:**

a) Certified declaration of **specific turnover** of not less than €900,000 to be calculated over the previous five-year period (2008-2009-2010-2011-2012) in the field of supply and installation of inter-active (hands-on) scientific exhibits in a museum environment and of technological, multimedia and software material as set out in the current invitation to tender document.

This declaration must include a breakdown of services provided, outlining total figures,

dates and public or private beneficiaries that combine to provide the total amount of the declared turnover. **Failure to provide this information will lead to the exclusion of the application.**

b) Legible, signed **CVs** (in European format) of members of the working group, self-certified in accordance with Presidential Decree no. 445/2000, which demonstrate relevant professional experience. **Failure to provide this information will lead to the exclusion of the application.** Specifically:

- Project Representative with minimum three years of experience in the supply of interactive installations for museums and interactive exhibits;
- Interactive Installation Designer for museums and interactive exhibits with minimum three years of experience.

**Economic and financial requirements:**

- a) At least one bank reference;
- b) Global turnover of not less than €2,000,000 obtained over the five-year period before the publication date of the invitation to tender.

Activities taken into consideration for this requirement are those which have been started, completed and approved in the five-year period before the publication date of the invitation to tender or those completed and approved in the same period for activities commencing at a previous date.

**Single applicants may participate in the tender if in possession of the economic/financial and technical/organisational requirements as set out above.**

If application is made by a temporary business association or incorporated ordinary consortium (as per Legislative Decree 163/2006 art.34, col.1, points (d) & (e) and any subsequent modifications) or by a European economic interests group, the technical/organisational and economic/financial requirements are as follows:

- For horizontal-type applicants, the agent company or a fellow consortium member company with a minimum of 60% of the total amount must meet the above requirements; the remaining amount may be held cumulatively by the principal company or other consortium members. In all cases, the agent company must meet the overall

requirements and carry out the greater part of services.

- For vertical-type applicants, requirements must be met by the agent company with a minimum 60% service provision; for other services, each principal company must meet the necessary requirements for the number of services to be provided. In all cases, the agent company must meet the overall requirements and carry out the greater part of services.

As per article 37, col. 4 of Legislative Decree 163/2006 (incl. subsequent modifications), bids must specify which services will be carried out by individual companies that are pooled or grouped together.

Uniformity between fulfilment of requirements, group participating shares and contract fulfilment shares is required.

In order to draw up a contract, the consortium companies that are to provide services must meet the general requirements.

Single components of temporary associations may not participate in the tender in any other way, either individually or as a consortium. Failure to comply with this requirement will lead to exclusion from the evaluation process.

**11) VALIDITY PERIOD:** 180 days from the date of tender notice call.

**12) EVALUATION CRITERIA:** public procedure with criteria for most cost-effective offer as per art.83 of Legislative Decree 63/06 (code in continuance) and art.120 of Presidential Decree no. 207 (2010). In accordance with article 84 of the Code, an evaluation board will be nominated by the Commissioning Body after the deadline for tender bids has passed.

Evaluation of tender bids will be based on the following criteria:

Technical offer	80 points
Operating time	10 points
Cost proposal	10 points
<b>Total</b>	<b>100 points</b>

## A) TECHNICAL OFFER (Max 80 points)

Proposals for technical offers are evaluated as follows:

1) Integration of installation (qualitative/quantitative):	70
2) Guarantee extension	10
Total points:	80

### 1) Integration and improvement of installation (qualitative and quantitative) (Max 70 points)

The following integration and improvement criteria will be evaluated in terms of quality and quantity:

1) INTEGRATION OF INSTALLATION (QUALITATIVE AND QUANTITATIVE)		Relative weighting
<b>Sub-Criteria A1</b>	<b>A1) Improvement proposals for technical/performance equipment for Sala Tridente – Exhibit Video Mapping</b> Improvement proposals for the quality of audio-visual equipment: <ol style="list-style-type: none"> <li>1. Video projection quality improvement (max. 5 points)</li> <li>2. Video projector luminosity (lumen) (max 10 points)</li> </ol>	Up to a maximum of 10 points
<b>Sub-Criteria A2</b>	<b>A2) Improvement proposals for technical/performance equipment for Sala Tridente – Exhibit High Speed Camera</b> Improvement proposals for the quality of audio-visual equipment: <ol style="list-style-type: none"> <li>1) Provision of High Speed Camera in addition to scheduled model; (max 10 points)</li> <li>2) Camera performance improvement (FPS) (max 5 points)</li> </ol>	Up to a maximum of 10 points
<b>Sub-Criteria A3</b>	<b>A3) Improvement proposals for technical/performance equipment for Sala Tridente – Exhibit cinema HD</b> Improvement proposals for the quality of audio-visual equipment: <ol style="list-style-type: none"> <li>1) Number of films supplied of principal directors from the birth of cinema era (up to 1920) in addition to scheduled copies (inclusive of rights and HD digitalisation); (max 10 points)</li> </ol>	Up to a maximum of 10 points
<b>Sub-Criteria A4</b>	<b>A4) Improvement proposals for technical/performance equipment for Sala De Tullio – Exhibit Chroma Key “infinite reality of key colour ”</b> Improvement proposals for the quality of audio-visual equipment: <ol style="list-style-type: none"> <li>1) filming equipment in addition to or of higher quality than scheduled model; (max 5 points)</li> </ol>	Up to a maximum of 10 points



	2) number of background videos in addition to scheduled copies; (max 10 points)	
<b>Sub-Criteria A5</b>	<b>A5) Improvements to museum installations – Sala Tridente</b> Improvement proposals to use of themed room “Perception and Movement”. Number of hands-on pre-cinema equipment exhibit models in addition to scheduled models (e.g. camera oscura, stereoscope with images, thaumatrope, diorama, Faraday’s Wheel, zoetrope, praxinoscope, mutoscope, kinoscope or similar)	Up to a maximum of 10 points
<b>Sub-Criteria A6</b>	<b>A6) Arena audio-visual equipment</b> Audio-video equipment for the Arena, electronic digital video projection system with three-chip DLP video projector, sound system, control room, zoom lens capable of enlarging or reducing screen.	Up to a maximum of 20 points
	<b>Total</b>	Up to a maximum of <b>70 points</b>

In order to award points to each qualitative/quantitative criterion, a variable coefficient will be applied between 0 and 1, as per attachment G of the Aggregate – Compensator Method of Presidential Decree no.207/99. Thus, a classification of applicants will be compiled based on the following formula:  $P_i = C_{ai} * P_a + C_{bi} * P_b + \dots + C_{ni} * P_n$

whereby

**P<sub>i</sub>** = points for applicant i;

**C<sub>ai</sub>** = coefficient of criterion for evaluation a, for applicant i;

**C<sub>bi</sub>** = coefficient of criterion for evaluation b, for applicant i

**C<sub>ni</sub>** = coefficient of criterion for evaluation n, for applicant i ;

**P<sub>a</sub>** = weighting of criterion for evaluation a;

**P<sub>b</sub>** = weighting of criterion for evaluation b;

**P<sub>n</sub>** = weighting of criterion for evaluation n.

The coefficients (variables between 0 and 1) for the evaluation of **qualitative and quantitative** criteria will be determined by the **Evaluation Committee** based on the documentation provided in envelope **B – Technical and Organisational Offer**. This will take place in one or more private sessions upon the drafting of a **summarising account of bids**, followed by the assignation of relative coefficients for qualitative and quantitative criteria and sub-criteria as per the table above. The evaluation of qualitative and quantitative elements will be carried out by discretional assignation by members of the Evaluation Committee on the basis of the criteria outlined in this document (attachment G of the regulations).

QUALITATIVE-QUANTITATIVE EVALUATION	COEFFICIENT
Excellent	1.0
Very good	0.9
Good	0.8
Reasonable	0.7
Sufficient	0.6
Insufficient	0.5
Inadequate	0.4
Not assessable	0.0

The maximum mark obtainable for this category is 70.

## 2) Guarantee extension (Max 10 points)

Draft and implementation of a 5-year maintenance plan for technical upkeep of furnishings and equipment supplied (excluding repairs covered by guarantee) with clear indication (for each maintainable component) of the following: standard reference requirements and performance, possible technical faults, periodic checks to implement by both local staff and technicians of company awarded the contract, periodic maintenance to implement by both local staff and technicians of company awarded the contract. Applicant project plans must indicate the company resources to be made available for these activities.

In addition to a compulsory guarantee period of 24 months, the evaluation committee will take into consideration extended guarantees as follows:

24 months (art. 21, terms of contract)	0
28 months	1
32 months	2
36 months	4
40 months	6
44 months	8
48 months or more	10

No other guarantee periods will be considered. Should the applicant guarantee offer differ from the above list, points will be assigned for the nearest category inferior to the applicant offer.

Points are assigned automatically and there is no discretionary evaluation and/or application of formulae.

The maximum mark obtainable for this category is 10.

## B) IMPLEMENTATION TIME (Max 10 points)

In order to assign an evaluation score, the most favourable proposals for the number of days to complete the project will be taken into account. The period to complete all installation of supplies (furnishings, technology and exhibits) must not be more than 180 (one hundred and eighty) or less than 90 (ninety) consecutive days. Points will be assigned using the following formula:  $P_{time\ i} = 10 \times R_{time} / R_{max\ time}$  where:  $P_{time\ i}$  = applicant's technical score for Criteria C  $i$ -th and  $R_{time}$  = overall reduction in time (in consecutive days) to complete the project (from date of supply delivery to completion certification) as proposed by the applicant  $i$ -th.  $R_{max}$  = overall reduction in longest time (in consecutive days) to complete the project (from date of supply delivery to completion certification) among those presented by applicants.

## C) FINANCIAL PROPOSAL (Max 10 points)

In order to assign an evaluation score, percentage reductions applied to the initial tender figure of €963,167.35 (including labour and insurance costs) will be taken into account. Financial proposal coefficients will be assigned using a linear interpolation formula between coefficient "1" (maximum reduction proposal) and coefficient "0" (base tender price).

Points will be assigned using the formula  $C(a)_i = R(a)_i / R_{max\ (i)} \times W_i$

where

- $R(a)_i$  = percentage reduction proposal  $i$ -th;
- $R_{max\ i}$  = maximum percentage reduction proposal (proposed by applicant  $i$ -th);
- $W_i$  = points assigned to criterion (i) (15 points).

## 11) ADDITIONAL INFORMATION:

- a) All requirements must be met at the time of application presentation. Failure to comply with this condition will invalidate bids;
- b) Where there is only one valid bid, the Commissioning Body reserves the right to evaluate

the proposal, providing it is consistent and appropriate;

- c) Where bids are equal, a draw will be carried out;
- d) The Commissioning Body reserves the irrevocable right to suspend/modify/annul the tender procedure at any time and for any reason with no obligation to offer applicants compensation and/or damages;
- e) As per article 118 of Legislative Decree 163/2006, subcontracting is permitted. Contract assignment is not allowed. It should be noted that a request for subcontracting when presenting the tender application requires compulsory authorisation from the Commissioning Body.
- f) This tender is regulated by Legislative Decree 163/2006 and the tender deeds and with specific reference to the current invitation to tender and to the regulations and their attachments within established juridical limits by Council of State sentence no.4025, section VI (9th July 2012);
- g) Payments relative to work carried out by subcontractors or pieceworkers are to be paid by the contractor who must send a receipted copy of invoices showing any guarantee withholdings within twenty days of payment; non-fulfilment of this condition, where correlated to non-payment of subcontractors, is considered a valid premise for the early dissolution of the contract as per art.136 of Legislative Decree no.163 (12<sup>th</sup> Apr 2006) and subsequent enforcement of the bank guarantee;
- h) Applicants without the necessary requirements may not participate in the tender bid as per article 38 of Legislative Decree no.163 (12th Apr 2006) and subsequent law 68/99; under article 2359 of the Civil Code, parent companies in a position of control may not participate in the tender;
- i) Where there is proof of corporate agreement between bidders the Commissioning Body may exclude the applicants in question from the tender if bids have been presented in violation of the regulations guaranteeing the fairness of procedures;
- j) Self-certification, certificates, documentation and the bid itself must be in Italian or include a certified translation;
- k) The Commissioning Body reserves the right to exclude applicants from the tender on the

following grounds; inadequate professional integrity based on data from the Criminal Records Office and known to the Administration; evidence of serious negligence in carrying out work entrusted by the commissioning Body; verified evidence from any means of serious errors in carrying out professional activity;

- l) The Commissioning Body reserves the right to adopt legal provisions as set out in article 140 of Legislative Decree no.163 (12th Apr 2006);
- m) Arbitrator jurisdiction is excluded from the tender procedure;
- n) Contractual fees are at the expense of the contractor;
- o) All data collected will be treated according to and for the purposes of Legislative Decree no.196/2003;
- p) Applicants must adhere to obligations regarding hindrance of criminal infiltration in public tenders as required by legal protocols or integrity agreements. Failure to comply with this condition will result in exclusion from the tender procedure;
- q) The Apulia Film Commission Foundation undertakes to adhere to the legal protocol established with the Prefecture of Bari on 25th Sept 2013 which can be consulted on the website page [www.apuliafilmcommission.it/category/documenti](http://www.apuliafilmcommission.it/category/documenti);
- r) Tender applicants may make use of company pooling as per articles 49 and 50 of Legislative Decree no.163/2006;
- s) Requests for clarification with regard to the tender must be sent by certified e-mail to the Commissioning Body at the following address: [afh@pec.apuliafilmcommission.it](mailto:afh@pec.apuliafilmcommission.it)
- t) **Sole Project Manager:** Silvio Maselli
- u) **The assigned tender code is 5737417A47.** The AVCP (Supervisory Agency for Public Work Contracts) fee is **€80** (eighty euros) and payment details can be found in the regulations section of the website [www.apuliafilmcommission.it](http://www.apuliafilmcommission.it) under “Bandi e Fornitori” (Tenders and Suppliers). Non-fulfilment of this obligation will result in exclusion from the tender.



Bari, 5th May 2014  
Ref. no. .... /14/U

Apulia Film Commission Foundation  
Sole Project Manager

Silvio Maselli