



**UNIVERSITÀ
DI PARMA**

DIREZIONE GENERALE
U.O. CONTRATTI PUBBLICI

SUBJECT: Supply of n. 1 single-column servo-electric machine for mechanical laboratory tests on synthetic and biological materials, for the research needs of the Department of Engineering and Architecture of the University of Parma.

Public notice for the collection of estimates aimed at possible direct assignment pursuant to art. 50 of the Legislative Decree. 36/2023, containing «Public contracts code».

1. Administration

University of Parma – U.O. Contratti pubblici – Direzione Generale, Via dell'Università, 12 - 43126 Parma, P.IVA 00308780345, PEC: protocollo@pec.unipr.it

2. Legal nature of this notice

It is in the interest of the contracting authority to acquire cost estimates to evaluate the possible subsequent direct awarding of the supply of n. 1 single-column servo-electric machine for mechanical laboratory tests on synthetic and biological materials, for the research needs of the Department of Engineering and Architecture of the University of Parma.

On the basis of the estimates received, the contracting authority reserves the right to proceed to a subsequent negotiation phase with what was deemed the best cost estimate following the evaluation operations illustrated below, in order to define the consensus of the contractors on the entire content of the contractual text.

The contracting authority reserves, at its sole discretion, the widest discretionary power which will therefore allow it to give rise to the award or not, without potential interested parties being able to claim claims or rights of any kind.

This Notice cannot be understood and/or interpreted as an invitation to make an offer to the public pursuant to art. 1336 of the Civil Code, or as a notice or announcement pursuant to current provisions on public contracts.

The contracting authority also reserves the right not to proceed with the award if no estimate is convenient or suitable in relation to the object of the contract and the needs of the requesting structure.

Finally, the contracting authority reserves the right to negotiate the assignment even in the event of receipt of a single estimate, provided that it is deemed convenient and suitable in relation to the subject of the contract.

3. Object and general characteristics of the assignment. Delivery.

The instrument must have the following minimum technical characteristics:

- PC-based test control software with real-time results graphs;
- test control modes: displacement, force, and strain control, ramps and sinusoid functions;
- 200N maximum force capacity;
- 1 load cell included (choice of 10, 20, 50, 100, 200 N);
- force sensor accuracy +/- 0.2% of full-scale value;
- maximum actuator extension of 300mm;
- actuator resolution of 1µm;
- maximum speed 20 mm/s, maximum cycle frequency 2 Hz, maximum data sampling rate 100 Hz;
- spring/screw-clamp tension clamps with 3 spring stiffness;



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- multiple gripping systems, including 5-point puncture grips for attachment to thin biological samples;
- compression plates;
- 3-point bending test system;
- capability for on-site calibration checks;
- imaging system with webcam;
- 600 ml temperature bath with a temperature probe for tensile testing, controlled heating up to 37°C;
- system for adding load axes (pressure/torsion/shear);
- advanced imaging system with built-in image analysis software for sample marker tracking with image-based strain calculation tools.

Further services included in the supply

The following services are an integral part of the requested supply:

- Transport, delivery, installation, commissioning of the instrument and verification of conformity.
- System set-up and configuration activities (also in online mode).
- On-site warranty service, direct telephone assistance and/or remote assistance, lasting 12 months from the date of positive testing without reservations of the instrument.
- Complete training course (also in online mode) to enable researchers at the University of Parma to autonomously use the equipment.

Estimates will be accepted for supplies with characteristics equivalent to or superior to those indicated above.

The delivery and installation of the supply must take place at the Department of Engineering and Architecture, Parco Area delle Scienze 181/A- 43124 Parma within **90 days** from the date of receipt of the order which will be issued and forwarded by the Department requesting the purchase.

4. Responsible for the procedure and requests for clarification

The person responsible for the procedure is Dr. Alberto Marchiani, belonging to the U.O. Public Contracts – General Management of the University of Parma. Prof. Andrea Spagnoli and Prof. Francesco Freddi have also been identified for technical support to the RUP.

For any requests for clarification on the object and the technical characteristics reported above, the request must be addressed to the contracting authority, within a maximum of 3 working days before the expiry of the notice, via the "New communication" channel of the Procurement Portal. Only requests made via the above-mentioned channel will be considered. Economic operators established in other States and who do not have a PEC address will be able to send requests for clarification via ordinary e-mail to the address protocollo@unipr.it, directing it to Dr. Alberto Marchiani.

5. Subjects admitted to submit a quote/offer

Economic operators, including those established in other Member States, are eligible to submit a quote, according to the provisions of art. 65 of Legislative Decree. 36/2023.



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Economic operators for whom there are causes for exclusion pursuant to articles are excluded. 94 ff. of the Legislative Decree 36/2023.

Economic operators who have entrusted tasks in violation of the art. are also excluded. 53, paragraph 16-ter of Legislative Decree 165 of 2001.

In any case, all those who are the recipients of measures that directly entail are excluded or indirectly the inability to negotiate with the public administration.

PROFESSIONAL SUITABILITY REQUIREMENTS

- 1) be registered with the C.C.I.A.A or similar professional register of the country of origin for foreign economic operators.**

6. Procedure

Interested economic operators who meet the requirements referred to in the previous point must send their proposal/quote, exclusively via an electronic platform, no later than **11.59pm on March 21, 2024**

The documentation must be submitted completely electronically, via the Appalti&Contratti e-Procurement telematic platform, used by the University of Parma referred to from now on as "Platform" and available at the following web address: <https://unipr.ubuy.cineca.it/PortaleAppalti>

For the Economic Operator it is essential:

- a Personal Computer connected to the internet and equipped with a browser;
- the valid digital signature of the person presenting the proposal/quote, issued by an accredited certifier and generated using a device for the creation of a secure signature, pursuant to the provisions of the art. 38, paragraph 2, of the Presidential Decree. 28 December 2000, n. 445;
- be in possession of a certified email address (PEC);
- complete, if necessary, registration on the Platform accessible from the aforementioned website.

Please remember that registration is also valid for subsequent participation in procedures announced by this Administration.

For the procedures on the Platform, see the section of the site called "Instructions and manuals"; below is the link: https://unipr.ubuy.cineca.it/PortaleAppalti/it/ppgare_doc_istruzioni.wp

Registration on the Platform must be requested only by the legal representative and/or general or special attorney and/or by the person with the necessary powers to request registration and bind the economic operator himself.

The economic operator, with the registration and, in any case, with the presentation of the proposal/quote, accepts as valid and recognizes, without any dispute, what has been implemented within the Platform by the account attributable to the economic operator himself; any action relating to the account within the Platform will therefore be considered directly and incontrovertibly attributable to the registered economic operator.

The estimates must be digitally signed by the legal representative of the economic operator concerned and forwarded via the specific "New communication" section of the Procurement Portal and according to the electronic methods of use of the same (<https://unipr.ubuy.cineca.it/PortaleAppalti>).



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Access, use of the Platform and participation in the procedure entail the unconditional acceptance of all the terms, conditions of use and warnings contained in this Notice, in the relevant attachments and the guides present on the site, as well as what is contained made known to users through publication on the site or any communications.

All communications relating to this Notice must be sent exclusively via the online platform.

Only in the case of foreign economic operators who legitimately do not have and do not intend to have a PEC and digital signature, the quotes can be forwarded to the following email address: protocollo@unipr.it.

The proposal/quote must contain:

- A. declaration on possession of the requirements preferably drawn up according to **Model A** attached to this Notice, digitally signed by the legal representative of the economic operator;
- B. further documentation certifying: 1) possession of the requirements required pursuant to art. 5 of this notice; 2) the evaluation elements identified in the following Table;
- C. cost estimate for the supply and other services referred to in the art. 3 of this notice; the estimate is formulated according to **Model B** attached to this Notice and is digitally signed by the legal representative; the offer is valid for 180 days from the deadline for its submission.

For foreign economic operators without a digital signature, the aforementioned documentation may be signed manually, attaching a valid identity document.

The best quote will be selected, as well as with reference to the price, following an evaluation of the elements listed below and following an overall evaluation of the best quality-price ratio:

| CHARACTERISTICS | EVALUATION ELEMENTS |
|--|---|
| <i>Possession of previous and documented experience suitable for the execution of contractual services</i> | Supply contracts executed in favor of public administrations in the three-year period preceding the date of publication of this Notice and related references (object of the assignment, dates, amounts, name of the contractor, etc.). |
| <i>Delivery time</i> | Early delivery compared to the deadline indicated in the art. 3 of this Notice will be positively evaluated. |
| <i>Product warranty. Technical assistance</i> | Free extension of the warranty and technical assistance with respect to the times set out in the art. 3 of this Notice. |
| <i>Technical characteristics of the instrument</i> | The tool offered will also be evaluated in light of any particular technical characteristics that may be present, additional and/or improved compared to those referred to in the art. 3. |



| | |
|----------------|---|
| | The free offer of a possible software and/or hardware update of the instrument to the latest available version during the warranty period will be positively evaluated. |
| Staff training | The training plan proposed for the personnel responsible for using the tool will be evaluated. A brief description of the aforementioned plan is required. |

Having received the estimate proposals, the RUP, making use of specific technical support indicated by the structure requesting the purchase, will proceed to evaluate them, drawing up a report which, justifying on the basis of the elements indicated above, identifies the best estimate. It will be possible to follow specific negotiations by defining the entire content of the contract and finally proceeding with the possible assignment proposal to the competent administrative bodies based on the overall value of the assignment, after acquiring all the documentation required by current legislation for the form chosen procedure.

This notice, in any case, is aimed at acquiring useful information from the reference market.

Please note that, in the event of a subsequent assignment, solely for the purpose of acquiring the CIG according to the new methods in force from 1 January 2024, it may be necessary to request the economic operator identified as the assignee to replicate the presentation of the offer on the U-Buy platform (certified telematic platform of the contracting authority) with the methods that will be indicated.

7. Data processing.

The data collected will be processed, also with IT tools, pursuant to Legislative Decree no. 30 June 2003. 196, exclusively within the context of the tender regulated by these tender specifications.

The Data Controller is the University of Parma, with headquarters in Via Università 12, 43121 Parma, Italy.

Tel. +390521902111 email: protocollo@pec.unipr.it

The Data Protection Officer can be contacted by sending an email to the following address: dpo@pec.unipr.it.

PURPOSE AND METHODS OF TREATMENT

The data provided are processed by the University of Parma, as data controller, for institutional purposes, such as carrying out administrative activities.

The processing is necessary for the pursuit of its institutional purpose, pursuant to art.6 of the European Regulation on the protection of personal data n.679/2016 (hereinafter for brevity GDPR) and in compliance with the principles of transparency, correctness and not excess as per art.11 of the Personal Data Protection Code Legislative Decree 30 June 2003, n. 196, (hereinafter the Code for brevity), as well as the principles established by art. 5 of the GDPR, with particular regard to the



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lawfulness, use of data for specific, explicit, legitimate purposes, in a pertinent manner with respect to the processing, respecting the principles of data minimization, accuracy, limitation of storage, integrity and confidentiality, responsibility.

The data collected will be recorded, processed and stored for the time strictly necessary to achieve the purposes for which they were collected.

The personal data collected will be processed by the competent offices of the registered Administration for the purpose of fulfilling the requirements of current legislation regarding transparency and publicity of administrative action.

The data will be processed with the aid of electronic tools; the IT systems are equipped with measures to prevent data loss, illicit or incorrect use and unauthorized access.

NATURE OF THE PROVISION OF DATA AND CONSEQUENCES OF A POSSIBLE REFUSAL TO RESPOND

The provision of data for the purposes referred to in the previous point is essential for carrying out the institutional purpose. Refusal to provide them will not allow the University of Parma to provide any services.

RIGHTS OF THE INTERESTED PARTY

As the interested party, you enjoy the rights (article 7 of the Code and articles 15,16,17,18 and 21 of the GDPR) to ask the data controller for confirmation of the existence or otherwise of personal data, the access to the data themselves, to know the origin of the data, to obtain the limitation of processing, updating, rectification or cancellation of the same and the right to object to the processing based on particular reasons.

The interested party also has the right to lodge a complaint with the supervisory authority: Privacy Guarantor (www.garanteprivacy.it).

7. Other information

In the event of an award, the contracting authority will verify the truthfulness of the declarations made by the economic operator concerned, according to the methods established by current legislation.

All possible expenses deriving, for any reason, from the assignment will be borne entirely by the economic operator.

This provision is subject to the rules on the traceability of financial flows referred to in articles. 3 and 6 of Law no. 136/2010 and subsequent amendments.

Parma,

Responsible for the procedure

Dr. Alberto Marchiani

Digitally signed document

Attachments:

- Model A – Declaration on possession of general requirements



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- Model B – Economic offer form

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| <i>R.P.A. Responsabile del Procedimento Amministrativo</i> | <i>U.O. Contratti pubblici</i> | Dott. Alberto Marchiani |
| <i>Supporto all'istruttoria</i> | <i>U.O. Contratti pubblici</i> | Dott.ssa Giada Francesca Reina |