letterhead

### REQUEST FOR QUOTATION FOR PURCHASES UP TO €40,000

To:

(Economic Operator’s company name)

Certified email address (PEC) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_- CUP \_\_\_\_\_\_\_\_\_\_ – CIG \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ -**

**Request for quotation for (indicate the goods or services to be procured)**

The University of Rome - Sapienza *[specify the name of the organisational division]* requests a quotation for *… [scope of the contract to be executed and brief description of purchase]*.

The collective agreement applied is \_\_\_\_\_\_\_, CNEL code\_\_\_\_\_\_ and ATECO code\_\_\_\_\_.

This procurement is funded under the National Recovery and Resilience Plan - Mission 4, “*Education and Research*” - Component 2, “*From research to business*” - Investment line 3.1 “*Fund for the creation of an integrated system of research and innovation infrastructures*” *[funding details to be provided on a case-by-case basis].*

*Project details are available via the table Dati PNRR - Docenti e progetti.xlsx*

The quotation for the supply of the equipment in question must be submitted via PEC to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or standard email to \_\_\_\_\_\_\_\_\_\_\_\_\_\_, by no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and include the following information:

1. “NRRP Project \_\_\_\_\_\_\_\_ *[project name]* Quotation” in the subject of the PEC or email;

2. Full price excluding VAT.

The quotation, to be digitally signed by the economic operator, must provide a detailed description of the equipment, its specifications and performance characteristics (warranty, technical support, etc.).

The quote should indicate the collective agreement applied, the CNEL code and the ATECO code. The economic operator who adopts a collective agreement other than the one indicated by the Administration shall insert the statement of equivalence of protections and any supporting documentation on the equivalence of its collective agreement.

Technical sheets or leaflets may be attached for the purpose of providing this information.

*[If none of the following or similar conditions apply to the economic operator:*

* *High level of specialisation and small number of economic operators in the market of reference for the supply to which the contract refers,*
* *Documented experience similar to that based on which a contract has already been awarded in the past by the same or another University structure,*
* *Experience verified at the time of identifying the economic operators to be involved in the market investigation, which have been selected based on documented similar experience.]:* Please attach documentation to demonstrate experience in the area covered by the contract.

The successful bidder shall be asked to:

* Submit a self-certification of compliance with the statutory requirements under Articles 94 and 95 of Legislative Decree 36/2023 (Italian Public Contracts Code) and with the other requirements under Italian law, via European Single Procurement Document (ESPD) and Supplementary declaration to the ESPD;
* *[For NRRP procurement]* Comply with the following conditions applicable to purchases under the **NRRP**:
* If it has more than 50 employees, the economic operator must submit to this Administration a copy of the latest periodic report on male and female staff, drafted in accordance with Article 46 of Legislative Decree no. 198 of 2006, and a certification of its conformity with that (if any) already submitted to trade union representatives and regional equality councillors or, alternatively, proof of submission of the same report to trade union representatives and regional equality councillors at this time;
* *[For NRRP procurement]* If it has 15 employees or more, the economic operator undertakes to submit, within six months of entering into the contract, pursuant to Article 47, paragraphs 3 and 3-bis of Law 108/2021:
* Gender report on male and female staff;
* Declaration of compliance with the rules that govern the right of persons with disabilities to work, pursuant to Article 17 of Law no. 68 dated 12 March 1999, and report regarding compliance with the obligations under the same Law 68/1999, as well as any sanctions or measures taken against the economic operator in the three-year period before the deadline to submit bids. By the same deadline, the report must be submitted to trade union representatives as well (Article 47, paragraph 3-bis of Decree-Law 77/2021, converted into Law 108/2021).

The economic operator that submits the best quotation will be notified of the start of the contract award procedure. The procurement documents will be in Italian only.

Please note that, in accordance with Article 18, paragraph 1 of Legislative Decree 36/2023, the contract must be digitally signed by the legal representative of the Economic Operator.

*[For foreign operators only]* For foreign operators, the legal representative (or person with signing authority) will therefore be required to hold a valid digital signature certificate.

The list of digital signature certification authorities recognised at the European level is available via the following link: <https://webgate.ec.europa.eu/tl-browser/#/>.

Alternatively, a certification authority established in a country that is not a Member State of the European Union may be used if:

a) The certification authority meets the requirements set out in Regulation 910/14 and is qualified in a Member State;

b) The qualified certificate is guaranteed by a certification authority established in the European Union which meets the requirements set out in Regulation 910/14;

c) The qualified certificate, or the certification authority, is recognised by virtue of a bilateral or multilateral agreement between the European Union and third countries or international organisations.

Before executing the contract, the successful bidder must submit the documentation required and pay the corresponding costs.

The supply shall be regulated by the contract.

*[Provide contact details]*

The data collected shall be processed, including by electronic means, in compliance with Regulation (EU) 2016/679 – GDPR – and Legislative Decree 196/2003, as amended, solely in the framework of this procedure.

For more information, please contact:

*[Provide contact details]*

Yours sincerely,

Project Manager

Name Surname

(Digitally signed)

Annexes:

* Draft contract proposal