



Consiglio Nazionale delle Ricerche

ISTITUTO DI NEUROSCIENZE

Pisa Padova Milano Cagliari Firenze



Sede di Pisa

IN - CNR - IN	
Tit: VII. CI: FINANZA, CO F:	
N. 0000608	06/03/2013



INVITATION TO SUBMIT A TENDER
Instructions for tenderers
CIG Code No 4606998

To economic operators invited to tender on a multichannel recording system, following expressions of interest received by the CNR Neuroscience

REQUIREMENTS OF PARTECIPATION

This public procurement will be carried out by negotiated procedure and it will be eligible to participate to this procedure all the operators mentioned in the article 3 of the Legislative Decree 163/06 that comply, under penalty of exclusion, with the general requirements laid down in Article 38 of Legislative Decree 163/06, contained in the attached form/template "Declaration administrative" plus the following specific requirements:

a) To be signed in the Chamber of Commerce register for companies, or in the register of the provincial commissions for the craft, or in professional or trade registers as prescribed in the state of residence, have a company's object compatible with the present tender notice, or in case of RTC with the part of the concession actually performed.

OBJECT OF THE PROCEDURE

Description of the required good/asset: Multichannel recording apparatus

The maximum offered price is euro 42,000/00 (fortytwo thousands/00) (excluding VAT)

ACQUISITION OF DOCUMENTATION - DEADLINE

The envelope containing the tender offer and the documentation must be submitted, under penalty on exclusion from the procedure, by courier no later than noon on March 26, 2013 to the following address:

Mrs Barbara Roncolini, CNR Neuroscience Institute, via G. Moruzzi 1, 56124 Pisa (Italy)



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Timely delivery of applications is at exclusive risk of the sender. The envelope must be signed on the closing flaps and show the name and address of the sender plus the following information "Tender for multichannel recording system"

The envelope will have to contain three different envelopes, each single one will have to be signed on the closing flaps, and will also have to show the name and address of the sender plus: for envelope A the following text "**A – Administrative Documentation**"; for envelope B "**B – Technical Offer**", for envelope C "**C – Economic Offer**".

ENVELOPE "A – ADMINISTRATIVE DOCUMENTATION"

Envelope "A", signed on the closing flap and called "A – Administrative Documentation", must contain the following documents:

1) Substitute declaration (see Attachment A) in observance of Presidential Decree n. 445/2000, signed by the applicant's legal representative or other person equipped with same legal representative powers, together with a photocopy of I.D. and supported with suitable documentation able to prove the validity of the signature to allow the applicant to declare the following information:

a) registration in the Chamber of Commerce, the activity of the firm, registration number, registration date, duration of the company, the company legal form, company headquarters (address), tax number, VAT number, name place and date of birth and residency of the company head, partners, technical directors, directors with powers of representation and general partners;

b) that they are not in any of the conditions mentioned in art.38, paragraph 1, letter a) of Legislative Decree no. 163 of April 12, 2006;

c) all final judgments, Decrees of criminal sentencing and the sentence of the application of the penalty on demand regardless of severity as well as those benefiting from the non-mention of art.38, paragraph 2 of Legislative Decree no 163 of 12 April, 2006.

The declarations regarding the lack of causes of exclusion in observance of art.38, paragraph 1 letter c) of Legislative Decree no 163./2006 and related to the subjects ceasing to operate their business within three years before the date of publication of the notice. Those declarations can also be provided by the competitor's legal delegate or by a subject with the same powers. This declaration must be provided even if is negative: If the aforementioned legal measures have been applied, the competitor will have to furnish documented proof of their complete dissociation from criminal behavior.

d) social security and insurance positions:

No.....(social security Institution);

...No.....(insurance Institution)

And in compliance with payments

e) no agreements with other competitors to limit competition

2) substitute declaration (**see reporting Model B**) signed attesting in observance of Presidential Decree n. 445/2000:

- not to be in conditions declared in art. 38, paragraph 1, letters b) e c) of Legislative Decree n. 163/2006;

- all final judgments, decrees of criminal sentencing and the sentence of the application of the penalty on demand regardless of severity and also those for those benefiting from the non – mentioned of art.38, paragraph 2 of Legislative Decree no 163 of 12 April, 2006.



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Penalty exclusion, the above statement must be made by the following subjects:

- single company: leader and technical director;
- general partnership: all partners and technical director;
- limited partnerships: all general partners and technical director;
- Other companies or consortium; all directors with power of representative and technical director.

WARNING: Please note that any false statement:

a) involves criminal penalties (art.76 DPR 28.12.2000, n. 445 and subsequent amendments). In this regard, please note that in the case of verification of false declaration by the contracting authority, the fact will be reported to the competent Authority.

b) Is a reason for exclusion in subsequent procurement procedures. The contracting authority, after interruption of the procedure, may carry out checks even for those who did not win the tender.

ENVELOPE “B– TECHNICAL OFFER”

Envelope “B”, signed on the closing flap and called “B – ECONOMIC AND TECHNICAL OFFER”, shall contain in detail the characteristics of the good required in order to highlight the performance and technical features.

The offer should be signed by the legal representative (or his delegate).

ENVELOPE “C– ECONOMIC OFFER”

Envelope “C”, signed on the closing flap and called “B – ECONOMIC AND TECHNICAL OFFER”, should contain the proposed price for the service requested, both written out and in numbers.

In case of discrepancies between the numbers and the written- out indication of the offer, the version in the best interest of the contracting authority will be held valid.

The offer should be signed by the legal representative (or his delegate).

TENDER SELECTION CRITERIA

The award will be based on the most economically advantages tender.

The maximum score assigned is equal to 100/100

Technical Offer

50/100 points

Economic Offer

40/100 points

Installation and training

5/100 points

Post-sales support

5/100 points

Criteria for assessing the technical quality of the offer:



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The multichannel recording system should allow high-quality, low-noise recordings from 16 or 32 neural channels from the rodent brain, using a reliable data acquisition system. The apparatus should be able to record and process both spiking activity and local field potentials (LFPs). The system should process signals from low- and high-impedance electrodes without introducing a phase-shift in the LFP and Spike streams. A switchable amplifier filter bandwidth for quasi-DC recordings is desirable. An amplifier with fast recovery circuitry resistance to recording-channel saturation during or after electrical stimulation on nearby electrodes is also desirable. The system should employ miniature headstages for high quality data acquisition. The system should be upgradable to higher channels counts. The data acquisition system and its associated software (spike sorting and LFP analysis) should be powerful, intuitive and easy to use. The system should support various types of electrodes and electrode arrays. Digital referencing to allow user to select an electrode as the reference for other electrodes is desirable.

The submitted tenders will be valued by a Selection Committee named by the Director of IN CNR.

The scoring of the economic offers will be obtain in the following way:

$$Q_i = (-----XP_{min})/P_i$$

Q_i = scores to be given to the considered offer
...= maximum score
 P_{min} = lowest price offered
 P_i = price considered offer

The score obtained from the technical and economic offers will be added up and listed in order of decreasing score.

The competitor who obtains the highest score will be the winner.

This award will proceed even in the presence of a single offer, provided that is suitable and technically valid.

By the end of this procedure, The Administration will notify all competitors of the award and will send the required documents to the winner.

TREATMENT BY PERSONAL

Pursuant to and for the purposes of Articles 7 and 13 of Legislative Decree 196/2003, the Institute of Neuroscience CNR will collect, record, reorganization, storage and use of personal data for purposes connected with the institutional activities of IN, including participation in the competition and the stipulation and management of the contract and those related to legal obligations, for which the contribution is required. For these purposes such personal information may be disclosed to third parties.



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AWARD PROCEDURE

The Evaluation Committee (hereafter the Commission), and specifically appointed by the Director of IN, will meet in public session on April 5, 2013 at 9:30 am, in the Company Administrative Office in Pisa Via Giuseppe Moruzzi, 1 56124 PISA. Complaints will not be accepted if, for any reason, the package containing all the tender documentation is not received by the date set by the notice. Tenders received after the deadline or declared ineligible will not be opened, but they will be recorded. The public sessions of the Evaluation Committee will be open only to the legal representatives of economic operators, or attorneys and individuals vested with specific authority. The sessions of the procedure may be suspended or updated to another hour or date, at the discretion of the Commission, economic operators won't have any chance of claim on this regards. For each meeting of the Commission will be prepared special written reports. The Commission, on the day set for the public session, will declare the procedure open, and will proceed, also with further meetings if necessary, to assess what follow: verify the conformity of proposals received in relation to the time of arrival and to the external formal requirements of the envelopes; To open the envelope "A" – "Statement of Administration", verifying and examining the contents. The public session will be considered complete at the end of the work mentioned above. Subsequently, in closed session, the Commission will open the envelopes "B" – "Technical offer" - for evaluation. The competitors technical offers that have not reached a score of at least 60% of the maximum required in Article 4, "Technical Parameters" of the present Regulations, shall not be admitted to the next stage of the procedure. Later the same day, April 5, 2013, the Commission will reopen the public session of the procedure to open the envelopes "C" – "economic offer" in order to calculate each applicant score according to the formula. Subsequently the Commission will combined the scores obtained by each applicants for their Technical and the Economic propositions in order to create a ranking that will be read out and will constitute the provisional award for the procedure. In the event that two or more economic operators achieve the same score will be choose the one who presented the lowest economical offer. In case of a further tie, the Commission will award provisional by lot pursuant to Article .77 of RD 827/1924.

The Contracting Authority IN Branch of Pisa, will then acquired the proceedings from the Committee, and with a specific deed will declare the definitive awarding to the winning tenderer. This deed will be notified to all economic operators that have submitted an admissible application for the procedure, as well to those whose tender has been excluded, pursuant to article .79, paragraph 5, of Legislative Decree 163/2006.

The Contracting Authority IN See of Pisa can proceed with the verification of the statements made and certified by the competing requirements pursuant to article 38, paragraphs 3ss, D Lgs 163/2006. If verification to prove the inaccuracy of the information provided by competitors, the Contracting Authority will declare the award fallen and undertaking appropriate signal to the court, reserving the right, in its sole discretion, to issue new tender or entrust the supply trader runner and this without prejudice to any damages that may arise at In for the possible higher cost of the concession. The absence of the admission requirements after conclusion of the contract is hypothesis of termination



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OTHER INFORMATION

Maria Grazia Piga and Matteo Caleo will be in charge of procedures. Phone number + 39 070/6754070 (MGP), +39 050-3153195 (MC), e-mail address: mgpiga@in.cnr.it, caleo@in.cnr.it

The data collected will be treated in accordance with Legislative Decree no 196/2003
Contracting authority reserves the right to: cancel the procedure, not proceed to award, or extend the terms of the procedure at any time
Any dispute concerning this tender will be under the exclusive jurisdiction of the Pisa court.

Signed, the Director of the CNR Neuroscience Institute
Dott. Mario Zoratti