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Tender announcement

Sukarrieta, 13th march 2023

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1. OBJECT

The AZTI Foundation announces the opening of a public tendering procedure for **the acquisition/subcontracting of the rental service of nine (9) drinking water fountains and their maintenance, as well as the installation, operation and maintenance of nine (9) healthy food and drink vending machines in the three centres of Fundación AZTI-AZTI Fundazioa.**

2. LENGTH OF SERVICE

The service will be provided within a maximum period of **36 months (3 years)** from the date of signing the contract.

3. ECONOMIC TENDER

The maximum economic offer that will be accepted for this tender is **two hundred and sixty five euros (265,00 euros)**, taxes not included.

Invoicing will take place at the conclusion of the service, and the invoice will be paid within 60 days of the date of issue.



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4. ASSESSMENT CRITERIA FOR PROPOSALS

The proposals received will be assessed on the basis of the following criteria:

Economic offer	50%
Technical adjustment	30%
Improvements	10%
CSR policies	10%

5. PRESENTATION OF THE PROPOSALS

Bidders may submit their proposals to the attention of Tania Gonzalez at the e-mail address tgonzalez@azti.es and at any of the AZTI centres, from the time of publication of this announcement on the AZTI Foundation website, **until 12 noon on 28 march 2023**.

Proposals can be submitted in Spanish, English or Basque.

Tenderers may contact the following address for further **technical information**:

AZTI

Jose M^a Emezabal

Tel. 34 658758167

Mail: jemezabal@azti.es

6. AWARD

Once the offers have been received on the date indicated for their presentation, within 15 working days, the result of the tender will be published on the AZTI Foundation website.

7. CONDITIONS DE RECRUTEMENT

- The selected entity, during the time that the service relationship with AZTI lasts, must comply with the regulations in force on labour matters, Social Security and



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Health and Safety at Work, being subject, if applicable, to carry out the coordination of business activities in accordance with RD 171/2004 according to the procedure and specifications established (available at <https://www.azti.es/en/recruitment-rules/>)

- In any case, and independently of any other documentation, the selected entity must present, before the formalization of the contract, a certificate that proves that it is up to date with the fulfillment of its tax and social security obligations.
- The selected entity must present the necessary documentation to formalize the contract within a period not exceeding 20 days from the award. Or the documentation, the selected entity must follow the Internal Contracting Regulations published at www.azti.es
- In addition to the technical and administrative conditions, AZTI will positively evaluate those suppliers who demonstrate that they maintain policies on Quality, Health and Safety, the Environment, Sustainable Mobility, as well as Corporate Social Responsibility.

The supplier shall include in its proposal those documents or records that allow verification of these policies (quality and environmental certificates, documentation relating to actions in matters of social responsibility, etc.)

8. GENERAL DATA PROTECTION REGULATION

Person in charge: Identity: FUNDACION AZTI - AZTI FUNDAZIOA - CIF: G48939508 Postal address: TXATXARRAMENDI UGARTEA Z/G SUKARRIETA (BIZKAIA) Telephone: 946574000 e-mail: lopd@azti.es.

“From FUNDACIÓN AZTI we treat the information you provide us with the purpose of placing your order and billing for services and maintaining commercial relations. The legal basis for the processing of your personal data is our legitimate interest in maintaining commercial relations and carrying out the provision of services, being strictly necessary for this purpose. The data provided will be kept as long as the commercial relationship is maintained or for the years necessary to comply with legal obligations and, once the relationship has been resolved, to the extent that liabilities may arise. The data will not be transferred to third parties except in cases where there is a legal obligation, as well as to those providers of technical and computer services and auditing. Under no circumstances will we carry out international transfers of your personal data. You have the right to obtain confirmation as to whether or not FUNDACION AZTI - AZTI FUNDAZIOA is processing your personal data. Therefore, you have the right to access your personal data, rectify inaccurate



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data or request its deletion when the data is no longer necessary, as well as to exercise your right to oppose, limit or transfer your data, under the terms provided for in the applicable data protection regulations, by writing to the above-mentioned address. You may also lodge a complaint with the competent supervisory authority”.

9. TECHNICAL REQUIREMENTS

WATER FOUNTAINS

Rental of **nine (9) drinking water fountains** by filtration network that allow hot and cold water to be available at all times, including sanitisation, half-yearly filter changes, 24-hour technical service, transport, installation and commissioning of the fountains.

- **Location of the fountains:**
 - 4 fountains in Derio (Bizkaia),
 - 3 fountains in Sukarrieta (Bizkaia)
 - 2 fountains in Pasaia (Gipuzkoa).
- **The installation** of the fountains will be the responsibility of the successful tenderer. The preventive and corrective maintenance of the fountains will also be the responsibility of the successful tenderer in order to ensure their correct operation.
- The company awarded the contract will change the filters (minimum two filters per fountain) of the fountains installed in the building every six months.
- In the event of a breakdown of any of the machines, it must be repaired or, where appropriate, replaced within a period of time that may not exceed 24 hours.
- The installation and commissioning of the machines shall be carried out within a period not exceeding one week from the signing of the contract and shall present a state of conservation of the machines.



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- The company awarded the contract will clearly indicate on each machine: the name of the company, the telephone number and address, where users can make any possible complaints.
- **Maintenance:** The machines must be continuously maintained in a perfect state of cleanliness and conservation. Failure to comply with this condition will be grounds for termination of the contract.
- AZTI will indicate to the company awarded the contract the points where the water fountains will be placed, which will be equipped with electricity, water supply and drainage.
- Damage and damage of any kind caused by the water fountains, whether caused accidentally, as a result of carelessness or negligence, will be the exclusive responsibility of the successful bidder. The successful bidder must also have civil liability insurance with compensation in the event of an accident of the minimum established by current legislation.

VENDING MACHINES; HEALTHY FOOD AND BEVERAGES.

Management and maintenance service for nine (9) vending machines that allow food and beverages to be available at all times at the three Fundación AZTI centres. Supply, installation, operation and comprehensive maintenance of hot and cold drinks, food products and healthy products.

- **Location of the machines.**
 - 3 vending machines in Derio (Bizkaia)
 - 3 vending machines in Sukarrieta (Bizkaia)
 - 3 vending machines in Pasaia (Gipuzkoa)
- **The installation** of the machines will be the responsibility of the successful tenderer, and the preventive and corrective maintenance of the machines will also be the responsibility of the successful tenderer in order to ensure their correct operation.
- 24-hour technical service.



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- In the event of a breakdown of any of the machines, it must be repaired or, if necessary, replaced within a period of time that may not exceed 24 hours.
- The installation and commissioning of the machines shall be carried out within a period not exceeding one week from the signing of the contract and shall present a state of conservation of the machines.
- The company awarded the contract will clearly indicate on each machine: the name of the company, telephone number and address, where users can make any complaints they may have.
- **Maintenance:** The machines must be continuously maintained in a perfect state of cleanliness and conservation. Failure to comply with this condition will be grounds for termination of the contract.
- AZTI will indicate to the company awarded the contract the points where the vending machines will be placed, which will be equipped with electricity, water supply and waste disposal.
- Damage and damage of any kind caused by the machines, whether caused by chance, or due to lack of skill or negligence, will be the exclusive responsibility of the successful bidder. The successful tenderer must also have civil liability insurance with compensation in the event of an accident of the minimum established by current legislation.
- The machines must have the following **payment methods**: payment by mobile application, coins, banknotes. The option of payment by prepaid cards will be considered.
- AZTI promotes healthy eating, so it will be mandatory that at least 50% of the products on offer are healthy foods, products that comply with the **NAOS Strategy criteria**.
- Replenishment of the products offered will be carried out twice a week. The total availability of all the products offered must be guaranteed at all times, attending to any extraordinary requests for replenishment that may be requested.



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- The offers to be presented must include a list of the products to be offered, indicating their selling price.

List of recommended products:

✓ **HOT DRINKS:**

- Coffees (black, double, with milk etc....)
- Teas
- Chocolate (with or without milk)

✓ **COLD DRINKS:**

- Water
- Pet Soft Drinks
- Canned Soft Drinks
- Smoothies
- Flavoured water

✓ **FOOD**

- Dehydrated potatoes
- Healthy snacks
- Nuts
- Scrambled dried fruit and nuts
- Organic Snack Bar
- Mixed Vegetables
- Choco Palm Tree
- Choco Bom
- Choco Bom Bar 90%
- Healthy Sandwiches
- Blommer
- Assorted Fruit
- Yoghurt Naming



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- Salad
- Vegetarian Wrap
- Gazpacho
- Pasta salad
- Lentils Riojana 30%
- Natural light tuna low in salt
- Vegetable cream