



## UNIMED'S AWARD PROCEDURES

### UNIMED'S LEGAL ENTITY, PURPOSES AND ACTIVITIES

UNIMED, the Mediterranean Universities Union, is an association of Universities<sup>1</sup> founded in October 1991. In accordance with its Statute, UNIMED has the nature of a non-profit organisation and follows the rules of the Italian Legislation, in particular the Article 14 and following of the Italian Civil Code.

The UNIMED's institutional purposes, as indicated in the UNIMED Statute, are the following:

- a) Cooperation between Universities and research institutions for the strengthening of international cooperation, for the advancement of culture, science, training and research in the Mediterranean region and the Middle East. To this end, the Universities and associated research centres shall set up a liaison network to promote joint educational and scientific projects and programmes;
- b) Award of postgraduate degrees in collaboration with UNIMED's members;
- c) Cooperation in the training of academics and researchers;
- d) Promotion of cultural, scientific and academic initiatives to strengthen cooperation between Europe and the Mediterranean;
- e) Production of studies and researches, with the involvement of the associated universities and research centres, in order to favour the encounter between Europe and the Mediterranean and to promote politico-cultural initiatives in the region.

UNIMED acts in different scientific fields and its aim is to develop research and education in the Euro-Mediterranean area in order to contribute to scientific, cultural, social and economic cooperation. Through the many initiatives carried out over the two decades, UNIMED has promoted the collaboration between universities of the Mediterranean, becoming a point of reference of the international university cooperation. In this framework, UNIMED carries out the several activities in favour of the associated Universities, in particular:

- Promote the **international dimension of universities**;
- **Plan and fund-raising activities**;
- **Promote mobility in the Euro-Mediterranean region**, for students, researchers and academic staff;
- Provides technical assistance for the enhancement of **quality assurance** in university education;
- Create and develop **thematic SubNetworks** to foster the scientific cooperation within specific fields;
- Organise meetings, discussions, seminars and round tables both at a national and international level;
- Train academic and administrative staff of Universities, in particular the staff of the **International Relations Offices**.

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<sup>1</sup> For the list of the Associated Universities, please see <https://www.uni-med.net/en/universita-associate/>.



## **PROCEDURES FOR THE AWARD OF WORKS, SERVICES AND SUPPLIES CONTRACTS**

This Regulation lays down rules on the procedures for the award of works, services and supplies contracts within the different projects managed by UNIMED and financed by public contributions from national or international bodies that requires a comparative selection procedure.

In this context, UNIMED complies with the general principles of economy, effectiveness, fairness, free competition and equal treatment. The provisions of this Regulation are therefore intended to ensure proportionality and adequacy of the actions with respect to the purposes, to encourage the rotation of suppliers and to ensure full transparency and publicity of the award procedures. In particular, UNIMED guarantees:

- The best use of the resources in the selection process and in the execution of the contract, in accordance with the principle of economy;
- The adequacy of its actions with respect to the achievement of the purpose and interest to be accomplished, in accordance with the principle of effectiveness;
- A fair conduct during the tendering procedure and in the execution of the contract, in accordance with the principle of fairness;
- The effective competitiveness of the procedures, in accordance to the principle of free competition;
- A fair and impartial evaluation of competitors, in accordance with the principle of non-discrimination and equal treatment;

The purchase procedures provided in this Regulation aim at:

- Defining all the stages of the purchase process with respect of the UNIMED internal organisation;
- Identifying the roles and responsibilities of the different actors operating at the stages of the process;
- Establishing mechanisms for ensuring process traceability, transparency, quality and cost-effectiveness.

The provisions of this Regulation should be considered integrated and automatically modified on the basis of the legislative provisions contained in the Italian law D. Lgs. 18 April 2016, n. 50 (“Codice dei Contratti Pubblici”) in the event that the projects managed by UNIMED foreseen for the application of national rules for the award of public works, services and supplies.

### **1. Purchase request**

The purchase request is made by the Project Manager through a formal letter or by a simple email communication to the UNIMED Director. The purchase request must include the following elements:

- a) The Terms of Reference;
- b) The description of the good or services object of purchase;
- c) Supporting technical documentation, if needed;
- d) The expected timing for delivery or execution of the work, service or supplies.

### **2. Authorisation to purchase**

The authorization to purchase is made by the Director of UNIMED with subscription of the purchase request and the related procedure identified by the Project Manager.

### **3. List of suppliers**

The economic operators to be invited are identified by UNIMED on the basis of preventive and specific market surveys or through the use of a specific list of suppliers prepared by UNIMED itself.



The market survey is carried out through the publication of a notice on the UNIMED institutional website, in which are described the essential elements of the performance to be acquired, the conditions required by the assignee, the deadline within the interested operators has to send a note of interest.

The list of suppliers is created through the publication on the UNIMED website of specific documentation to be used by the operators<sup>2</sup>. The list of suppliers remains open in order to allow the registration of new operators. UNIMED may also use other forms of advertising other than those mentioned above. In any case, being registered in the list of suppliers doesn't guarantee the right to receive an invitation to submit a tender.

The economic operators will be included in the list of suppliers, after verification of the qualification requirements, and will be invited to the procurement procedures in number of at least 3 (three) and in accordance to the principle of rotation. However, UNIMED has the right to invite economic operators not included in the list of suppliers and has the right to not invite all economic operators included in the list of suppliers or to opt for a public tender.

#### **4. Selection procedure**

UNIMED will send the purchase request to at least 3 (three) economic operators, identified on the basis of market surveys or through the list of suppliers foreseen by this Regulation. In any case, UNIMED reserves the possibility to publish the tender on its institutional website in order to ensure the maximum level of visibility and receive offers from economic operators not registered in the list of suppliers.

UNIMED invites the economic operators to provide a written offer that must contain all the elements indicated in the Term of Reference sent with the purchase request.

The selection procedure must ensure transparency, equal treatment and set an appropriate deadline for the submission of the offers. The Term of Reference have to specify the deadline for the submission of the offers, that shall not be less than 10 (ten) days, where possible. The contract can be award even when only one valid offer has been sent, provided that the offer is considered appropriate and convenient by UNIMED.

If a contract can be awarded only to an economic operator because of the technical or artistic nature of the service, work or supplies requested, the award will be made directly by UNIMED in favour of this defined operator after explanation of the reasons.

#### **5. Selection criteria**

The evaluation of the offers received and the award of the contract are made on the basis of one the following criteria:

- a) The criterion of lowest price;
- b) The criterion of the most economically advantageous tender (best value for money standard).  
The compliance with this criterion can be assessed on the basis of different elements, varying according to the nature of the service, such as price, time limit for execution or delivery, cost of use, performance, quality, aesthetic and functional character, technical value, after-sales service, technical assistance, security of supply etc.

In any case, the criterion that will be applied for the evaluation of tenders and for the award of the contract must be mentioned in the Term of Reference. The Project Manager identifies, among the criteria indicated, the most appropriate one, and indicates in the Term of Reference which of the two criteria will be applied to select the best offer.

#### **6. Selection Committee**

The evaluation of the offers received has to be made by a Commission specifically constituted by:

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<sup>2</sup> For the required documents for the application, see <https://www.uni-med.net/documenti/>.



- a) the applicant for the purchase of works, services or supplies, who has the role of Project Manager. The Project Manager is the UNIMED focal point for the project;
- b) the Director of UNIMED;
- c) a member of the Board, chosen according to the principle of rotation.

The Commission works validly only in the presence of all the members, who has the possibility to meet each other through the means of virtual meeting instruments (Skype, Zoom or similar).

In the application of both criteria, the selection of the supplier will be done in accordance to the principle of rotation of suppliers.

### **7. Conclusion of the contract**

After the award of the work, service or supply, a contract is concluded between UNIMED and the chosen supplier. The contract has to be signed by the Director of UNIMED and the supplier and can be concluded in person or by correspondence, which means by an appropriate exchange of letters, including certified e-mail or similar instruments in other EU Member States.

The contract must contain the terms and conditions of the contractual settlement between the parties and the main contents of the Term of Reference.

All additional charge (stamps, registrations, copies, etc.) shall be borne by the subcontractor, with the exception of the charges that have to be paid by the contacting entity in accordance to the Italian Law.

### **8. Terms of payment**

The payment will be made on the base of invoices sent by the subcontractor, upon presentation of the report of activity and after verification of the proper performance of the work or service. The payment is made on the basis of the contract and in any case can be made within 60 days from receiving invoice.

It is mandatory for the supplier to comply with the requirements of current legislation on the traceability of cash flows and, in particular, by art. 3 of the law 13 August 2010, n. 136.

### **9. Legal means**

In case of default in carrying out the assignment, UNIMED has the right to withdraw from the contract at any time, recognizing the work or service carried out until the resolution. UNIMED will be able to use any legal means foreseen by current legislation, including contractual termination and damages request.

### **10. Publication of the Regulation**

This Regulation is published on the UNIMED website [www.uni-med.net](http://www.uni-med.net) under the section *Tenders*, subsection *Documents*.

### **11. Reference to laws and regulations**

For what is not foreseen by this Regulation, the rules of the current UNIMED Statute and the Italian national legislation apply.