



No. 372

Classification: I/3

Subject: Regulations on expenses for works, services and supplies based on “in economia” procedures

HAVING REGARD TO THE FOLLOWING

Legislative Decree no. 163 of 12.4.2006 and subsequent amendments

Presidential Decree no. 207 of 5.10.2010

SISSA Regulations

School Regulations for Administration, Finance and Accounting

The Board of Directors' resolution of 01/07/2014, which approved the Regulations on - expenses for works, services and supplies based on “in economia” procedures

the Director

SO DECREES

Art. 1 - The text annexed to this decree issues the Regulations on expenses for works, services and supplies **based on “in economia” procedures** , and is an essential part thereof.

Art. 2 - The Regulations shall enter into force on the day following their publication in the official School register.

Trieste, 25.07.2014

THE DIRECTOR

Professor Guido Martinelli



REGULATIONS

ON EXPENSES FOR WORKS, SERVICES AND SUPPLIES

BASED ON "IN ECONOMIA" PROCEDURES

ART. 1 - Purpose of the Regulations

1. These Regulations govern the ways, limits and procedures for the purchase of works, goods and services based on "in economia" procedures by the Scuola Internazionale Superiore di Studi Avanzati (SISSA), in accordance with the specific provisions of Legislative Decree no. 163 of 12.4.2006 and subsequent amendments (hereinafter referred to as "Code"), and in particular Art. 125 of Presidential Decree no. 207 of 5.10.2010, (hereafter referred to as "Implementing Rules"), as well as the Civil Code, the applicable laws and the School Regulations for Administration, Finance and Accounting.
2. The provisions contained in these Regulations are aimed at ensuring that the purchase of works, goods and services based on "in economia" procedures will occur quickly and in a simplified manner, taking into account new digital purchasing systems (e-procurement).

ART. 2 - Principles

1. The purchase of works, goods and services based on "in economia" procedures must comply, by express provision of law, with both the provisions laid down by Law 241/90 for administrative activities, if compatible with the Code, and those referable to the EU as regards procurement.
2. Art. 2, paragraph 1, of the Code provides that procurement procedures must "ensure quality of services and be conducted in compliance with the principles of economy, effectiveness, timeliness and fairness; they must also respect the principles of free competition, equal treatment, non-discrimination, transparency, proportionality, and advertising, in the manner set out in this code." The rule is directly applicable to tenders



below the EU threshold, such as procurements based on “in economia” procedures, according to the provisions of Art. 121, paragraph 1, of the Code.

ART. 3 - Scope of application

1. The purchase of works, goods and services based on “in economia” procedures shall be permitted as specified below:

- works: for amounts not exceeding € 200,000.00 as pursuant to Art. 125, paragraph 5, of the "Code", for the categories set out in paragraph 6 of the same article and identified in Annex "A" of these Regulations. In addition, works undertaken directly by the public administration, referred to in Art. 4 below, cannot exceed a total expenditure of € 50,000.00;

- goods and services: for amounts below the EU threshold, as per Art. 28, paragraph 1, point b) of the "Code"; this threshold is hereby adapted to the threshold changes laid down in said Art. 28, with the same adjustment mechanism provided for by Art. 248 of the Code. Refer to annex "A" of these Regulations for pertinent amount limits and items. The purchase of goods and services based on “in economia” procedures shall also be allowed for the cases referred to in Art. 125, paragraph 10, points a), b), c) and d) of the Code:

a) cancellation of a previous contractual relationship, or to the detriment of a defaulting contractor, when this is deemed necessary or convenient to obtain the performance within the term established in the contract;

b) need to complete the performance of a contract not provided therein, if it is not possible to impose the same performance under said contract;

c) periodic performance of services and/or supplies, following the expiry of their contracts, pending the execution of the ordinary contractor selection procedures, to the extent that it is strictly necessary;

d) urgency brought about by objectively unforeseeable events, in order to avoid dangerous situations for persons, animals or property, or for public health and hygiene, or for the historical, artistic and cultural heritage.



All spending limits set out in this and the following articles are stated net of VAT.

2. By estimating the value of the service to be procured, one must take into account all the possible contract options including its renewal. No purchase of works, goods and services may be artificially divided in order for it to be considered as “in economia” procedures.

3. The following cases, to be proved timely in the resolution to contract as referred to in Art. 5 below, are not to be considered as artificial division:

- lack of funds to complete a performance;
- occasional impromptu supply (e.g., extraordinary cleaning due to an event, need to buy special consumables due to a specific research program and only for the duration of the same, rental of didactic or scientific equipment only for the time necessary to implement a non-recurring activity, etc.).
- purchases of the same product category covered by different research projects where it is not possible to add up expenses in relation to the specifics of each project. In this case, however, the responsible of the procedure as of Art. 5 below shall be responsible for verifying the possible adding up of the purchases of such goods and services.

ART. 4. - Procedures “in economia” purchasing

1. The purchase of works, goods and services based on “in economia” procedures can be made in either of the following two ways:

- a) directly by the public administration;
- b) by means of a fiduciary.

2. Direct purchases are made with one's own materials and means or specially purchased or rented and with one's own staff, or possibly hired for a specific purpose under the direction of the head responsible of the procedure.

3. By means of a fiduciary refers to a negotiated procedure by virtue of which purchases are made by relying on third parties (Art. 3, paragraph 40, and Art. 125, paragraph 4, of the Code).



ART. 5. - Planning

1. In order to ensure the rational use of resources, purchases of goods and services based on "in economia" procedures shall be performed in compliance with the planning procedures defined by the School. Moreover, proper planning of the own needs is essential to prevent that micro procurements based on "in economia" procedures result in a breach of the law such as the above-mentioned artificial division. Planning is crucial for determining the framework of one's needs, assessing procurement strategies, optimizing resources, and monitoring operational stages, and it constitutes a concrete implementation of the principles of best practice, economy and efficiency of the administration.
2. For public works of any value, there is an obligatory three-year planning together with a list of the works to be performed in the current year.

ART. 6 - Responsible of purchases based on "in economia" procedures

1. "In economia" procedures shall be entrusted to a person who takes on the responsible of the procedure (RoP) duties provided for by Art. 10 of the Code. It follows, therefore, that the RoP is a figure overseeing the entire purchase project, without excluding actions by other parties, as set forth below.
2. Based on the School's organizational structure, the following are RoPs:
 - Secretary-General, or his/her delegate, for procurements implemented against the funds of the Central Administration, up to the EU threshold; in some cases for which special skills and specific competences are required, the RoP is appointed by the School's Board of Directors;
 - Area Coordinator, or his/her delegate belonging to the same Area, for procurements implemented against the budget allocated annually by the School's Board of Directors at the time of approval of the annual authorization budget estimates and for the other purchases made by means of external funds (self-financing) up to the limit of € 150,000.00;



- Responsibles of other School Responsibility Centres for procurements implemented against the budget allocated annually by the School's Board of Directors at the time of approval of the annual authorization budget estimates and for the other purchases made by means of external funds (self-financing) up to the limit of € 100,000.00.

3. For procedures implemented at CONSIP, referred to in Art. 7 below, the RoP shall take on the function of Ordering Point (OP). The resolution to contract may outline the proxy to another individual empowered to be an ordering point in order to sign a contract electronically.

4. The RoP shall indicate his/her willingness to enter into a contract, identifying the essential elements of the same and the selection criteria for economic operators and bids by means of a resolution to contract, which shall be formulated according to the forms made available by the competent authorities in the matter. Pursuant to Art. 2, paragraph 1a, of the Code, the resolution to contract shall also include the reasons for failing to split the tender into lots, if the value of the performance exceeds the threshold for direct procurement.

5. Area Coordinators shall determine upon reasoned request by the responsables of external funds/research projects.

6. For expenses above the direct procurement threshold, referred to in Art. 9 below, negotiations shall be approved in advance with resolution by the Board of Directors. The Board of Directors shall decide regarding expenses borne by Area funds upon approval by the Area Council.

7 The RoP shall (or may) avail him/herself of the support of the SISSA organizational structure competent in the matter, which shall take on the role of Guiding Office, supporting the RoP in all activities pertaining to performing the procedures of these Regulations, and specifically:

a) suggesting to the RoP the procedure for selecting a contractor that can guarantee efficiency, effectiveness, and compliance with current regulations;

b) performing the compliance analysis of the bids responding to specific requests, expressing also an assessment of the economic fairness of the offer;



- c) supporting the RoP in the performance of the contract and in the verification of the correct execution of the service;
- d) preparing the deeds and documentation necessary to perform the whole procedure, managing in addition the accounting and storage/retention of records pertaining to the procedure;
- e) preparing the deeds and documentation necessary for further legal obligations pertaining to the performance of the procedure.

As for the procurement of specific categories of goods and services or for individual purchases, the RoP may avail him/herself of a technical-scientific Representative (who may belong to the teaching staff), whose expertise is appropriate to the tasks at hand. The technical-scientific Representative identifies the technical and performance specifications of the good or service to be purchased and analyzes the costs involved.

8. As a rule, the RoP is responsible for monitoring and supervising the implementation phase with the support of the Guiding Office, unless the RoP appoints another person or body as Manager of contract performance. (Articles 273 and 300 of the Implementation Regulations).

9. The Manager of contract performance is always a party other than the RoP in cases of "particularly complex performances in terms of technology or requiring a range of skills or characterised by the use of innovative components or production processes or high-level functionality" (Art. 300, paragraph 2), point b) of the Implementation Regulations). The Manager of contract performance and the technical-scientific Representative may be the same person.

10. The RoP shall undersign the contract or purchase order. A specially prepared purchase order written in English may be issued in the event of works, supplies and services performed by foreign individuals or companies.

11. The name of the RoP must always appear in the invitation letter or direct order.



12. All of the documentation pertaining to expenses based on “in economia” procedures must be kept in the records of the Guiding Offices competent in the matter.

13. As for the function of the RoP with regard to the execution of public works, Articles 9 and 10 of the Implementation Regulations shall apply. In addition, the internal regulations for economic incentive allocation pursuant to Art. 92, paragraph 5, of the Code, approved with resolution by the Board of Directors of the School in the meeting of 18.11.2008, shall also apply.

Art. 7 - CONSIP

1. Following the amendment of Art. 1, paragraph 449, of Law 296/2006 by Law 228/2012, universities are required to procure goods and services using the CONSIP framework agreements. This may pertain to purchases below or above the EU threshold. The contracts concluded in breach of this obligation shall be null and void, shall constitute a disciplinary offense and shall cause administrative liability. To this end, the RoP must verify as a priority the existence of active framework agreements capable of meeting requirements by accessing the portal *www.acquistinretepa.it*.

2. The RoP may operate outside CONSIP agreements in the following cases:

- there are no CONSIP agreements pertaining to the comparable good or service to be purchased (product comparison must be conducted in functional terms, meaning the technical characteristics of the product in relation to the purpose for which it is purchased, and not, for example, its brand name);
- when, in view of the peculiarities of a project, the implementation of the same requires without fail that a set of goods and services not easily separated be purchased, and that set of goods and services is not contemplated by a CONSIP agreement.

3. The preliminary CONSIP verification of the existence or adequacy of a requested good/service shall be documented and certified by the RoP and kept in the School records.



4. Without prejudice to the right and duty, as set out for Public Administrations by Art. 1, paragraph 13, of Legislative Decree 95/12, converted into Law 228/2012, to withdraw at any time from a supply contract or service agreement validly entered into in the absence of a CONSIP agreement, if a CONSIP agreement with better parameters and conditions is stipulated after the signing of such contract.

5. Pursuant to Legislative Decree 52/2012, converted into Law 94/2012 and Legislative Decree 95/2012, converted into Law 135/2012, in the absence of active CONSIP agreements, the RoP will have to use MEPA, the Public Administration electronic market made available by CONSIP, referred to in Art. 8 below, or other electronic markets established pursuant to Art. 328 of the Implementation Regulations, for the purchase of goods and services below the EU threshold.

6. Purchase procedures based on “in economia” procedures can only be pursued outside of the electronic market if the required goods or services are not available (so-called meta products). In this case, the resolution to contract must specify the failure of the procedures performed within the MEPA framework.

ART. 8 - Fiduciary

1. For purchases of works, goods and services with a value equal to or greater than € 40,000.00 and up to the EU threshold for goods and services, and up to € 200,000.00 for works, a fiduciary shall be appointed while respecting the principles of Art. 2 mentioned above.

2. As a priority, the tools to be used for the consultation of economic operators supplying goods and services are MEPA's virtual catalogues at <https://www.acquistinretepa.it> or found on the competent regional website, if available. In the absence of MEPA qualified economic operators for the product category in question, one may resort to open lists possibly prepared by SISSA or other public administrations, as well as market surveys.

3. Market surveys are a tool that allows the Public Administration to explore the market by requesting quotations or by consulting private or public price lists, becoming aware of potential bidders along with the prices and type of contractual terms they are willing to



offer in order to be appointed as fiduciary. Once the services to be purchased are determined, at least five economic operators shall be invited to tender at the same time.

4. The MEPA fiduciary procedure is the Request for Bid (RFB) (guidelines are available on the <https://www.acquistinretepa.it> website) with which it is possible to negotiate prices and better conditions or specifications of the products and services published on the online catalogs. The RFB shall be implemented by the RoP functioning as Ordering Point (OP), which uses a Guiding Point (GP). The OP must be equipped with digital signature in order to operate.

5. Outside MEPA, a letter of invitation to tender may be prepared or, alternatively, a notice may be published on the School website. The notice or invitation, possibly accompanied by technical-performance terms and a bid form, shall contain the following:

a) the object of the performance with the possible division into lots of the supply and the pertinent technical characteristics (unless justified by the subject of the contract, technical specifications may not refer to a specific make or source, or a particular process, nor refer to a brand name, patent or type, nor to a specific origin or production that would have the effect of favouring or eliminating certain companies or products. On an exceptional basis, this shall be permitted if the subject of a contract is not described with sufficient precision, only provided that it be accompanied by the words "or equivalent") and its maximum expected amount, excluding VAT;

b) the guarantees required from the contract fiduciary. To ensure the smooth performance of contracts with a value higher than € 40,000.00 (net of VAT), the fiduciary shall submit a guarantee equal to 10% of the contract value in the form of a bank guarantee or insurance. The amount of the guarantee may be reduced by 50% if the fiduciary company proves its ownership of the ISO 9001/2000 quality certification or equivalent. The guarantee will be returned only after the successful conclusion of the verification of the performance. The request for the guarantee may be omitted if the mandated party has a well-known reputation. The exercise of this option must be provided for in the resolution to contract;

c) the deadline for submission of tenders, which must be commensurate with the complexity and type of the bid;



- d) the period of validity of the bids expressed in days;
- e) an indication of the deadline for the execution of the service;
- f) the award criterion, which can be only one of the two provided for by Art. 81 of the Code, namely: 1) lowest price, or 2) most economically advantageous tender. The lowest price criterion is the most suitable system for well-defined supplies or services required;
- g) the assessment data, if the most economically advantageous tender criterion is used;
- h) possibly a clause for providing no award in the case a single valid bid is presented;
- i) the extent of any penalties;
- l) the obligation of the bidder to declare the following in their bid: that they will bear all legal insurance and social security costs, comply with the applicable rules on workplace safety and remuneration of the employees and accept contractual terms and penalties;
- m) a statement indicating payment terms;
- n) the subjective requirements required from economic operators, along with a request for the same to state their ability to meet said subjective requirements;
- o) the amount of AVCP contributions, if due;
- p) a statement identifying the CIG and possibly the CUP, as well as the name of the RoP;
- q) specific information regarding financial flows traceability;
- r) any requirements regarding financial and professional capability;
- s) the date, place and time the tender opening session shall occur;
- t) in the case of qualitative offers, information to companies regarding which parts of a bid are technical or trade secrets that, pursuant to Art. 13, paragraph 5, point a) of the Code, the same may submit in a reasoned report to inform the contracting parties;
- u) a request for submitting a GAP model for the cases and in the amounts established by law.

6. Pursuant to Art. 26 of Legislative Decree 81/08 and subsequent amendments, in the case of interference risks, the invitation letter must also include a DUVRI (document assessing interference risks), stating any charges not liable to be marked down.



7. Therefore, the invitation letter shall become a *lex specialis* and be conveyed to economic operators by certified mail. Operators shall send their bids in a sealed envelope, as specified in the notice or letter of invitation to tender. The envelopes containing the tenders shall be opened in a public session to make sure they have not been tampered with and that they do comply with requirements.

8. In the case of the most economically advantageous tender, the assessment of the tenders shall be referred to a special jury composed of an odd number of members including a maximum of five experts in the specific field pertaining to the subject of the contract. The envelopes containing the technical bids shall also be opened in public session to acknowledge their contents and verify the presence of the documents requested in the letter of invitation (technical specifications, descriptive reports, certifications, etc.). Technical bids shall then be assessed in private session by a committee specially appointed for that purpose, pursuant to Art. 84 of the Code and subsequent amendments and additions.

9. The RoP shall verify the requirements of the procedure participation rules (self-certified by the bidding companies) and of the rules regarding data transmission as per Art. 7 of the Code. Moreover, the RoP shall undersign purchase orders and contracts, obtain test reports on personal property that may be inventoried and works - where required, order payments, and implement all that is required to complete a procedure.

10. The results of fiduciary procurement procedures shall be published on the purchasing body's profile, pursuant to Art. 331, paragraph 3, of the "Implementation Regulations".

Art. 9. - Direct procurement

1. As for the purchasing of works, goods and services for an amount less than € 40,000.00, direct procurement may be performed through established economic operators according to their conditions, provided the following:

- checking the rates and terms available on MEPA or any other electronic markets established by regulations as pertains goods and services. A MEPA qualified operator must check on the MEPA show case that a good or service is available therein to proceed with direct procurement (which may be performed by Direct Order, or a request for bid addressed to a single supplier if the good is available, but it features different characteristics from those that best meet the needs of the administration);

otherwise:

- requesting at least three quotes on the traditional market;
- obtaining prices and conditions from public price lists;



- investigating on the internet.

2. Expenses charged to external funds (self-financing) shall be subject to the specific eligibility and accountability rules provided by the lender.

Art. 10 - Contract fiduciaries of purchase works, services and supplies based on “in economia” procedures

1. The contract fiduciaries of purchase works, services and supplies based on “in economia” procedures must meet the general requirements set out in Art. 38 of the Code, which shall be proved through self-certification pursuant to Presidential Decree 445/2000. For the procurement of supplies and services, contracting companies may be required to demonstrate their technical-professional and financial capacity, as provided for by Articles 39, 41 and 42 of the Code.

2. The criteria for participation in the tenders must be such as not to exclude small and medium-sized companies (Art. 2, paragraph 1a, of the Code).

3. With regard to MEPA and the CONSIP Agreements, we hereby premise that these tools relieve the Administration from the obligation to request on its own whether the aforementioned requirements are being met. In addition, as regards the agreements, the obligation to perform verification procedures shall go to the central purchasing body itself.

As for persons based abroad, Art. 38, paragraph 4, of the Code shall apply as indicated.

4. For contracts not exceeding € 20,000.00, the contracting parties may produce a substitute declaration, pursuant to *Art. 46, paragraph 1, point p) of the consolidated text referred to by the decree of the President of the Republic no. 445 of 28 December 2000*, (self-certification), with which they shall claim to meet regular social security contribution requirements.

5. The RoP shall put in place appropriate random checks regarding the truth or accuracy of the substitute declarations pursuant to Art. 71 of the consolidated text referred to by the decree of the President of the Republic no. 445 of 28 December 2000.

Art. 11 - AVCPass Compliance

1. Pursuant to Art. 6a of Legislative Decree no. 163/2006, the contracting authorities shall be required to perform the verifications of general, technical, organizational and financial requirements for ordinary sector procurements greater than or equal to € 40,000.00 (including procurements based on “in economia” procedures) exclusively on the National database of public contracts, by means of the AVCPass system. The pertinent methods



are defined in the resolution no. 111 of 20 December 2012 (and subsequent amendments) of the Board of the Authority for the Supervision of Public Contracts.

Art. 12 - Traceability

1. As for expenses based on “in economia” procedures, the fiduciary shall assume all the financial flows traceability obligations referred to by Art. 3 of Law no. 136 of 13 August 2010 as amended by Art. 7 of Decree-Law no. 187 of 12 November 2010, converted with amendments into Law no. 217 of 17 December 2010. To this end, the contract/purchase order must include the following:

- the tender identification code (CIG) and/or the project code (CUP), if applicable;
- the dedicated checking account number(s);
- the identification data of the parties authorized by the fiduciary to administer the dedicated checking accounts;
- an appropriate termination clause providing explicitly for the automatic termination of a contract in all cases where transactions were performed without the use of banks or Poste Italiane S.p.A. or other suitable means that would allow full operational traceability.

Art. 13 - Verification of conformity of performance

1. Works, supplies and services shall be subject to inspection/verification of conformity to ensure the compliance of the services executed with the terms and conditions specified in the contract.

2. A test report or verification of conformity shall be drafted/performed within twenty days from completion of service, or within such other period specified in the contract. For goods and services whose purchase amount to less than € 40,000.00, the verification of conformity shall appear as a stamp on the invoice.

3. Works are subject to test or proper execution verification according to the applicable legislation and especially Art. 141 of the Code.

Art. 14 - Payment terms and methods

1. Pursuant to Art. 4 of Legislative Decree 231/2002, as amended by Legislative Decree no. 192 of 9 November 2012, payments are arranged by the RoP according to the following deadlines:



- thirty days from the invoice (or any equivalent request for payment) receipt date by the School;
- thirty days from the receipt date of goods or services, when the invoice receipt date is not known with certainty;
- thirty days from the receipt date of goods or services, when the date on which the School receives the invoice or any equivalent request for payment is prior to the receipt of goods or services;
- thirty days from the date of the acceptance or verification that ensures compliance of the goods or services with the provisions of the contract, if the School receives the invoice or any equivalent request for payment at a time not later than said date.

2. Payments shall be made as indicated above except for the time periods required for the following:

a) performing legally mandated verifications regarding an operator's regular social security contributions; to this end, the School shall file the DURC, certificate of social security compliance, in its official records;

b) verification of conformity of service/supply within the terms specified in the article above (maximum 60 days from completion of execution of contractual services), or certificate of full performance (up to 45 days from completion of execution of contractual services);

c) fulfilment of terms required by Art. 48a of Presidential Decree 602/73 (Equitalia verification procedure);

d) fulfilment of terms required by Law 136/2010 (financial flows traceability).

3. Provisions for a payment period longer than the one provided in the preceding paragraph, but in no event more than sixty (60) days, must be expressly stated in the invitation letter or in the purchase order and expressly accepted by the contracting party, where this is justified by the nature or object of the contract or the circumstances existing at the time of its conclusion.

4. The expense supporting documents, to be attached to the request for payment, shall consist of the following:

a) purchase order or contract;

b) delivery note/packing list;

c) inventory receipt;

d) invoice or receipt, when admitted.



5. For payment purposes: invoices, notes and the like shall be officially approved by the purchasing officials, who shall certify the successful execution of the service and its compliance with the purchase order.

ART. 15 - Final Provisions

1. These Regulations shall be automatically amended following the entry into force of provisions of law that update the amounts or are incompatible with the rules contained herein.



ATTACHMENT A

SISSA's Regulations on expenses for works, services and supplies based on "in economia" procedures was drafted as part of the review of the School's regulatory framework. On the basis of the new provisions (see Art. 3 - "Scope of application"), making use of purchases based on "in economia" procedures is allowed for amounts below the EU threshold and within the product categories listed below:

A) WORKS

1. MAINTENANCE OF WORKS AND FACILITIES:

a) works to be charged as a rule to offenders of applicable laws and regulations, in execution of orders issued by the public administration;

b) works of conservation, maintenance, adjustment and repair of assets, including personal and real property. Specifically, maintenance, repair, adaptation, completion, and modernization of the following:

- rooms and groups of rooms in university buildings, of any type, including associated facilities;
 - sanitary services;
 - indoor and outdoor fixtures, of any material, including glass, locking and motion mechanisms, etc.;
 - works on the external facing of buildings, plastering walls; downspouts, gutters, other drainage systems; structural consolidation work if the amount is compatible;
 - paint jobs, waterproofing, insulation and other roof jobs;
 - air ducts of lavatories, facilities and hoods;
 - flooring of any nature and material;
 - indoor warning and directional signs;
- b) maintenance, repair, adaptation, completion, modernization of technological equipment, as follows:
- electrical power output, including distribution networks;
 - heating systems, cooling and air conditioning systems;
 - burglar alarms and alarms of any kind;
 - fire protection systems, such as warning and alarm systems and manual and automatic extinguishing systems, with any fluid, including pertinent signs;
 - queue management systems, stamping, video and audio user communication systems, and the like;
 - lifts, stair lifts and hoists;
 - sewage treatment plants;
 - voice, telephony, data transmission systems;
 - facilities to serve vehicular gates and related products;
 - other technological and special systems;
- c) maintenance and repair of lighting systems and the like, such as the following:



- normal and emergency lighting including light fittings
- d) maintenance of roads and pedestrian and vehicular traffic areas, such as the following:
 - paving, sidewalks, roads, signs and road markings;
- e) maintenance and repair of gardens, flower beds, green areas, including outdoor consolidation and maintenance works of natural slopes.

1. NON SCHEDULABLE SAFETY OPERATIONS:

2. WORKS THAT CANNOT BE DEFERRED, AFTER UNSUCCESSFUL TENDER PROCEDURES:

3. WORKS NECESSARY FOR THE COMPLETION OF PROJECTS SUCH AS THE FOLLOWING:

- a) soundings, samples of land and masonry materials, load testing, materials analysis, laboratory tests, studies and reports of investigations;
- b) surveys of sensitive materials.

4. COMPLETION OF WORKS OR SYSTEMS AS A RESULT OF CONTRACT TERMINATION OR DAMAGE

- a) of the defaulting contractor, when there is need and urgency to complete the works.

B) GOODS

traditional and electronic subscriptions to magazines, newspapers, and the like;
books and publishing in general;
databases;
furniture and furnishings (for offices, libraries, laboratories, educational furniture, etc.).
stationery, typography;
stamps;
toner and ink cartridges;
plaques, badges, medals, etc.;
signs and billboards;
office machinery and equipment;
multimedia equipment;
scientific and educational equipment;
computer equipment;
auxiliary equipment and components for computers;
commercial software and licenses;
motor vehicles;
fuel, lubricants, spare parts and accessories for motor vehicles;
air conditioners, fans and air-conditioning equipment;
laboratory testing materials;
business expenses;
electrical equipment;
sanitary material;



drawing and photography material;
safety materials;
clothing and accessories for staff, necessary for the performance of services or research and education activities;
procurement of anti-shoplifting systems;
procurement of access control systems;
goods not included among those mentioned above, individually for less than € 40,000.00

C) SERVICES

banking, financial and insurance services;
brokerage;
legal services;
training courses, personnel training and updating;
machinery, furniture, and office equipment rental and repair;
software development, customization, maintenance and support;
hardware rental and maintenance;
computer services; systems and property maintenance;
maintenance of equipment and furnishings;
maintenance of green areas;
rental, maintenance, and repair of cars and other vehicles;
organizing conventions, conferences, congresses, meetings and other events including cultural events;
draperies and carpets laundry services;
organization of cultural and scientific events, as well as hotel and restaurant/catering services;
cleaning and environmental hygiene;
transportation, shipping, portage, moving, storage and disposal;
postal services;
substitute canteen service;
disposal of special waste and other similar services;
planning, coordination of safety in the planning stage, construction management, safety coordination at runtime, testing;
printing, photocopying, binding and graphics; translation services, interpreting, transcriptions;
security, custody, supervision;
concierge service;
publication of notices and invitations;
personnel recruitment;
housing;
advertising;
granting of spaces;
consulting, studies, research, surveys, and other technical and scientific services;
auditing;
publishing;
dog pound management;
health inspection;
laboratory analyses;



communications;
land lines, mobile phones and data transmission;
document archives management;
teaching evaluation support;
certification;
technical and legal support for patents and intellectual property protection.
services not included among those mentioned above, individually for less than €
40,000.00