

WP3 – Tender details/description

Partner: Piemonte Region and Environment Park

NOVARA pilot sites

The STEPPING project team (Piemonte Region and Environment Park) offered to pilot municipalities a technical assistance service which included support in each phase of the EPC Investment Plan preparation and until the drafting of tender documents for their launching.

To do so, an external expert in legislative and legal aspects has been recruited to join the team.

Piemonte Region and Environment Park supported the elaboration of 4 Investment Plans for the following territorial groups:

1. 4 Municipalities for Vercelli province
2. 2 Municipalities of Novara province
3. the Italian Research Institute for Metrology
4. 19 Municipalities of Cuneo province.

The report concerns the work implemented with the Municipalities of Ghemme and Borgomanero belonging to the Novara Province.

The following tender documents have been prepared:

- Call for tender
- Tender specifications
- Operation and management Plan
- Performance Measurement and Verification Plan (either for thermal and electric consumption)
- Templates for delivering the bid (administrative modules, technical and economic offer modules)

- Contract template with risk matrix allocation

Several meetings took place between the technical assistance service and the Municipalities in order to define the tender documents, most of them were by mail or online. A face to face meeting took place on the 25th of February in Ghemme. Afterwards the documents have been prepared and delivered to the Municipalities with the note n. 00030793/2019 on the 29/03/2019.

For the joint procurement procedure, it was asked to the Municipalities to sign a Memorandum of Understanding (MOU) in order to approve the investment Plan from formal point of view and appoint a contracting authority. MOU has been approved by Ghemme with the decision n.85 on 29.04.2019 and by Borgomanero with the decision n.47 on 16.04.2019.

After that, the responsible directors of the public works approved the tender documents (by Ghemme with the act n. 145 on 23.05.2019 and by Borgomanero with the act n.180 on 22.05.2019).

Finally, with the communication dated 27.05.2019 all the tender documents have been delivered to the Contracting Authority appointed (Centrale Unica di Committenza Unione tra Baraggia e Bramaterra).

The tender procedure is expected to be launched during the summer 2019. According to what established in the tender specifications, the call will be opened for 90 days starting from the publication.

The tender documents as well as the most relevant approval documents are enclosed in Italian language.

Due to the fact that the call for tender has not been issued yet, the tender documents are covered by Confidentiality and are not available for public use.