



**NOTICE  
OF DECLARATION OF INTEREST IN THE AWARD OF A CONTRACT TO PUBLISH  
THE LETTERS OF GIUSEPPE TARTINI  
CUP C95E17000000006  
CIG Z6526AD8E4**

**CVONSERVATORIO DI MUSICA “GIUSEPPE TARTINI” OF TRIESTE**

**Having regard to** Law 508/99 reforming the Academies of Fine Arts, the National Academy of Dance, the National Academy of Dramatic Arts, the Higher Institutes for Artistic Industries, the Music Conservatories and accredited musical institutes;

**Having regard to** Presidential Decree 132/2003, Regulation containing criteria on the statutory, regulatory and organisational autonomy of artistic and musical institutes, in accordance with Law no. 508 of 21 December 1999;

**Having regard to** the Bylaws of the “Giuseppe Tartini” Music Conservatory of Trieste approved by a Decree of the Ministry for Higher Education MIUR AFAM no. 26 of 21/01/2005;

**Having regard to** the Regulation on Administration, Finance and Accounting of the Music Conservatory “Giuseppe Tartini” of Trieste

**Having regard to** Legislative Decree no. 50/2016 Code of Public Contracts;

**Having regard to** the text of the Interreg project Italy - Slovenia “Cultural tourism at Giuseppe Tartini” – tARTini – CUP C95E17000000006 of which the Conservatory is a partner;

**Considering** that the Conservatory is required to fulfil the provisions of WP. 3.1.2. of the tARTini project, relating to the digital and print publishing of the letters of Giuseppe Tartini;

**Considering** the need to engage an external contractor to provide the digital and print publishing of the letters relating to this project;

**Having regard to** the text of the Manual on the eligibility of expenses for the Interreg Italy - Slovenia project;

**GIVES NOTICE**

That it intends to conduct a market survey (Art. 36 of Legislative Decree no. 50 of 18 April 2016) to identify contractors that meet the technical and economic requirements and who are interested in participating in the negotiated procedure that the Client will award at its sole discretion, according to the technical rules that will be described in more detail in the “Letter of Invitation”.

This notice is only intended to attract declarations of interest. It is not a notice of launch of public tender nor a contract offer, and is published only to carry out an exploratory market survey. It is therefore not binding on the Conservatory in any way.

The Conservatory may, at any time and at its sole discretion, interrupt or suspend the procedure and the prospective contractors shall have no claims in this regard.

If only one declaration of interest is submitted, the Conservatory may decide whether or not to

proceed with the subsequent phases of the contract award procedure, with the sole applicant. The Conservatory may launch the contract award procedure even if there is no declaration of interest.

**Client:**

“Giuseppe Tartini” Music Conservatory, Via Carlo Ghega 12, 34132 Trieste, tax code 80020940328

Certified email address: amministrazione@pec.conservatorio.trieste.it; tel. 0039 040 6724911

The Procedure Manager is the Director, Prof. Roberto Turrin.

**1. Object of the market survey and description of services required**

The object of this market survey concerns the supply of services to publish the letters of Giuseppe Tartini. The end product will be a printed, bound hardback book containing a critique of the collected letters of Giuseppe Tartini. It is estimated that the final work, of around 450 pages, will contain approximately 200 letters and related comments, including translations, and around 30 images.

The book will be produced using the following:

- Written materials from the University of Padua - Department of Linguistic and Literary Studies (DISLL): transcriptions of more than 200 original letters with comments in Italian, Slovenian and English.
- Images provided by the Conservatory: high resolution images of portraits of the musician, paintings, manuscripts and prints, documents etc.

The work will be trilingual: the texts and translations will be supplied by DISLL. The editors and translators will correct the drafts while the Publisher will be required to carry out a second reading and correction of drafts, jointly with the editors and translators. The Publisher will produce graphic design guidelines based on the requirements of DISLL and the Trieste Conservatory.

The first print run, of 1,500 copies, is intended for the partners of the Interreg Italy - Slovenia project “Turismo culturale all’insegna di Giuseppe Tartini” (“Cultural tourism inspired by Giuseppe Tartini”) known as tARTini, while the books will be available to the Publisher for international distribution from the second print run onwards. The project partners may publish parts of the digital version of the book on the Tartini website, which will be created as part of the project.

The rights to the texts will be retained by the authors.

**2. Terms of subsequent performance**

The copies and the digital version must be received no later than the date indicated in the Letter of Invitation, at the “Giuseppe Tartini” Music Conservatory, Via Carlo Ghega 12, 34132 Trieste. Partial deliveries are excluded, unless agreed otherwise with the project director.

**3. Tender procedure**

Negotiated procedure (Art. 36 of Legislative decree no. 50 of 18 April 2016); the contract will be awarded on the lowest-price principle, in accordance with Art. 95 of Legislative Decree No. 50 of 18 April 2016 as amended.

**4. Estimated contract value**

The estimated total value of the requested services plus safety costs, is €39,950.00 + VAT.

**5. Eligibility**

- Applications may be submitted by any contractor who meets the general requirements of Legislative Decree No. 50 of 18 April 2016 as amended, and who is not disqualified from tender procedures on any grounds specified in Art. 80 of Legislative Decree No. 50/2016.
- Contractors must not be subject to the exclusion clauses of Art. 80 of Legislative Decree No. 50/2016.
- The contractor must be duly registered with the Register of Companies and must have filed a declaration of commencement of activity in the sector for which registration was requested - that sector must be expressly included in its company purpose;
- The Contractor must not be bankrupt, insolvent, in liquidation or have ceased trading;
- The contractor hereby unconditionally accepts this notice of declaration of interest.

In addition to the basic points outlined above, the applicants must meet the following technical and professional requirements:

- **professional requirements:** they must have ample experience in publishing collections of non-contemporary texts and multilingual books, evidenced by a list of works they have published either independently or in collaboration. The listed works must have been published in the last decade. The list must also include details of the client, the subject, the number of copies published in the edited edition, the period of execution (start date and delivery date) and the value of the contract. At least one of the contracts must have been for a value of at least €10,000.00 + VAT.

Failure to meet the eligibility criteria will constitute grounds for exclusion from the procedure.

#### **6. Terms and conditions for submission of declarations of interest**

Declarations of interest, signed by the legal representative, are to be submitted via certified email to: [amministrazione@pec.conservatorio.trieste.it](mailto:amministrazione@pec.conservatorio.trieste.it), no later than **12:00** on **04/02/2019**, under penalty of exclusion, to the “Giuseppe Tartini” Music Conservatory .

The subject title of the email must include the following wording: ***Declaration of interest in publishing the letters of Giuseppe Tartini – Interreg Project***

Declarations of interest received after the above deadline will be disregarded.

The declaration of interest must be submitted on Form A *Declaration of Interest*.

The submission of a declaration of interest entails the full acceptance of this notice and of the reference provisions.

The submission of an application is at the sender's sole and exclusive risk. The Conservatory declines all liability for failure of the application to arrive by the deadline through mishandling or for any other reason. The deadline for the submission of declarations is mandatory. The date and time of receipt will be the date and time of receipt of the certified email.

Any requests for clarification must be sent to

Any requests for clarification must be sent to [protocollo@conts.it](mailto:protocollo@conts.it) no later than 12:00 on 31/01/2019.

#### **7. Selection criteria**

This notice should be considered as a pre-selection procedure, and is not binding on the Conservatory. The aim is to collect declarations of interest from potential contractors.

As this is market research intended to identify operators who are interested in working with the Conservatory, there is no need to submit any bid at this stage, only the declaration of interest.

Declarations will be excluded if:

- they are received after the above deadline;
- the details identifying the contractor, or the contact details, or details of their professional requirements, are incomplete;
- they are submitted by persons who have been found at any time and by any means, under current legislation, to be disqualified from taking part in tenders for public services, assignments or contracts with the Public Administration.

Following receipt of the declarations of interest by the deadline indicated in para. 6 above, the Conservatory will send out a letter of invitation to tender, by certified email, to each applicant that meets the requirements indicated in para. 5.

If there are more than 5 declarations of interest, the Conservatory will conduct a public draw to select 5 firms to whom a letter of invitation will be sent.

**8. Processing of personal data**

In accordance with Art. 13 of Legislative Decree no. 196/2003 and Regulation (EU) 2016/679, the data collected in connection with this procedure will only be used for the purposes related to the procedure, and for any subsequent activation of the negotiated procedure. The Data Controller is the “Giuseppe Tartini” Music Conservatory.

**9. Final provisions**

This notice has been published in the “Notices and Tenders” section of the Conservatory’s website.

Appendix:

- Form A *Declaration of interest*.

Director  
and Procedure Manager  
Prof. Roberto Turrin