



**NOTICE**  
**OF DECLARATION OF INTEREST IN THE AWARD OF A CONTRACT FOR**  
**THE CONSTRUCTION AND OUTFITTING OF AN EXHIBITION ROOM IN THE**  
**“GIUSEPPE TARTINI” CONSERVATORY, TRIESTE, ACCORDING TO A PRE-**  
**DEFINED PROJECT**  
**CIG Z5926AD899**

CONSERVATORIO 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;

**Considering** the amount of funds available to the “Bruno e Michèle Polli” Study Centre;

**Considering** the need to engage an external contractor to construct and fit out the exhibition room that the Conservatory intends to create;

**GIVES NOTICE**

That it intends to conduct a market survey (Art. 36 of Legislative Decree no. 50 of 18 April 2016) to identify contractors who 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”.

As per the title, the contract relates to the construction and outfitting of an exhibition room in the Conservatory. Further details are provided in paragraph 1.

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 without any 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](mailto:amministrazione@pec.conservatorio.trieste.it); tel.040 6724911

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

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

The purpose of this market survey concerns the construction and outfitting of a small exhibition room inside the former President's office, for which there is a technical plan.

Prospective contractors must be able to construct and fit out the room independently, ensuring that it remains functional over the long term, without the need for future upgrades. They are required to inspect the room and identify any works needed to construct the exhibition room, in full accordance with the the plan supplied by the Conservatory; they are required to supply and install the furnishings and carry out any other works relating to lighting systems, insulation, cableways for IT equipment, the operation of exit routes, signage etc., as described in the plan to be provided by the Conservatory prior to the start of the works.

The required structural works pertain to the opening of an entrance to the room at the current service door, which leads into the adjacent corridor, instead of from the Great Hall, which is often used for educational activities or public events.

To ensure that the room can be fully utilised, a multimedia totem will be installed to improve the visitor experience, providing information and content from separate external digital sources: the contractor is required to supply the totem and then configure it after the construction works have been completed.

All the technical details about the required works will be provided as necessary, in the plan provided at the start of the project.

The contractor must provide the systems, labour and all the other elements of the project, executing it in a comprehensive, accurate manner.

**2. Terms of subsequent performance**

The works, which can be divided into the creation, preparation and outfitting of the exhibition room, are to be completed no later than the date indicated in the Letter of Invitation, at the “Giuseppe Tartini” Music Conservatory, Via Carlo Ghega 12, 34132 Trieste. Partial completions 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 €20,491.80 + 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 in 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 object;
- The Contractor must not be bankrupt, insolvent, in liquidation or have ceased trading;
- The contractor hereby unconditionally accepts this notice of declaration of interest.

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 of Trieste.

The subject title of the email must include the following wording: *Declaration of interest in the construction and outfitting of an exhibition hall at the “Bruno e Michèle Polli” Study Centre, according to a predefined plan*

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. 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 [protocollo@conts.it](mailto:protocollo@conts.it) no later than 12:00 on 31/01/2019.

- **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, 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 or from contracting 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.

- **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, as per the attached privacy statement. The Data Controller is the “Giuseppe Tartini” Music Conservatory.

- **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