

Italy-Rome: Postal services related to letters

OJ S 132/2021 12/07/2021

Contract notice

Services

**Legal Basis:**

Directive 2014/24/EU

## Section I: Contracting authority

---

### I.1. Name and addresses

Official name: Azienda territoriale per l'edilizia residenziale pubblica del Comune di Roma

Postal address: lungotevere Tor di Nona 1

Town: Roma

NUTS code: ITI43 Roma

Postal code: 00186

Country: Italy

E-mail: [appalti@aterroma.it](mailto:appalti@aterroma.it)

Telephone: +39 0668842216

Fax: +39 0668842386

**Internet address(es):**

Main address: [www.aterroma.it](http://www.aterroma.it)

### I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: <https://stella.regione.lazio.it/Portale/>

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

### I.4. Type of the contracting authority

Body governed by public law

### I.5. Main activity

Housing and community amenities

## Section II: Object

---

### II.1. Scope of the procurement

#### II.1.1. Title

Procedura aperta suddivisa in due lotti funzionali per l'affidamento dell'appalto di servizi postali di recapito e servizi a monte e a valle del recapito della corrispondenza dell'ATER del Comune di Roma

#### II.1.2. Main CPV code

64112000 Postal services related to letters

#### II.1.3. Type of contract

Services

#### II.1.4. Short description

Procedura aperta suddivisa in due lotti funzionali per l'affidamento dell'appalto di servizi postali di recapito e servizi a monte e a valle del recapito della corrispondenza dell'ATER del Comune di Roma per la durata di 36 mesi – Importo a base di gara 3 210 489,09 EUR (IVA esclusa), compresi oneri della sicurezza non soggetti a ribasso, comprensivo di eventuale proroga 12 mesi.

#### **II.1.5. Estimated total value**

Value excluding VAT: 3 210 489,09 EUR

#### **II.1.6. Information about lots**

This contract is divided into lots: yes

Tenders may be submitted for maximum number of lots: 2

Maximum number of lots that may be awarded to one tenderer: 2

### **II.2. Description**

#### **II.2.1. Title**

Servizi postali di recapito della corrispondenza aziendale

Lot No: 1

#### **II.2.2. Additional CPV code(s)**

64112000 Postal services related to letters

#### **II.2.3. Place of performance**

NUTS code: ITI43 Roma

#### **II.2.4. Description of the procurement**

Presenza in carico, recapito, restituzione esiti, aggiornamento lista di copertura diretta, tracking gestione fisica esiti/inesiti, gestione anomalie sul recapito, prelievo/consegna documentazione e corrispondenza cartacea interna tra sedi aziendali, spedizione plichi/pacchi sul territorio nazionale

#### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Offerta tecnica / Weighting: 70

Price - Weighting: 30

#### **II.2.6. Estimated value**

Value excluding VAT: 2 290 649,10 EUR

#### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 36

This contract is subject to renewal: no

#### **II.2.10. Information about variants**

Variants will be accepted: no

#### **II.2.11. Information about options**

Options: no

#### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds: no

#### **II.2.14. Additional information**

## **II.2. Description**

### **II.2.1. Title**

Servizi di gestione a monte e a valle del recapito  
Lot No: 2

### **II.2.2. Additional CPV code(s)**

79810000 Printing services

### **II.2.3. Place of performance**

NUTS code: ITI43 Roma

### **II.2.4. Description of the procurement**

Stampa, piegatura, imbustamento, composizione, verifica grafica, raccolta centralizzata esiti /inesiti, servizi di governo

### **II.2.5. Award criteria**

Criteria below

Quality criterion - Name: Offerta tecnica / Weighting: 70

Price - Weighting: 30

### **II.2.6. Estimated value**

Value excluding VAT: 919 839,99 EUR

### **II.2.7. Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months: 36

This contract is subject to renewal: no

### **II.2.10. Information about variants**

Variants will be accepted: no

### **II.2.11. Information about options**

Options: no

### **II.2.13. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

### **II.2.14. Additional information**

## **Section III: Legal, economic, financial and technical information**

---

### **III.1. Conditions for participation**

#### **III.1.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions:

Abilitazione all'esercizio dell'attività professionale, inclusi i requisiti relativi all'iscrizione nell'albo professionale o nel registro commerciale.

#### **III.1.2. Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3. Technical and professional ability**

Selection criteria as stated in the procurement documents

## **III.2. Conditions related to the contract**

### **III.2.1. Information about a particular profession**

Execution of the service is reserved to a particular profession Reference to the relevant law, regulation or administrative provision:

- lotto 1: possesso di licenza individuale ai sensi del DM 4.2.2000 n. 73 e di autorizzazione generale ai sensi del DM 4.2.2000 n. 7,
- lotto 2: possesso di autorizzazione generale ai sensi del DM 4.2.2000 n. 7; possesso di omologazione di tipo B per la posta massiva omologata; possesso di certificazione di processo ISO/IEC 27001:2013.

## **Section IV: Procedure**

---

### **IV.1. Description**

#### **IV.1.1. Type of procedure**

Open procedure

#### **IV.1.3. Information about a framework agreement or a dynamic purchasing system**

#### **IV.1.8. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: no

### **IV.2. Administrative information**

#### **IV.2.2. Time limit for receipt of tenders or requests to participate**

Date: 09/08/2021 Local time: 12:00

#### **IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

#### **IV.2.4. Languages in which tenders or requests to participate may be submitted**

Italian

#### **IV.2.7. Conditions for opening of tenders**

Date: 10/08/2021 Local time: 10:00

## **Section VI: Complementary information**

---

### **VI.1. Information about recurrence**

This is a recurrent procurement: no

### **VI.3. Additional information**

### **VI.4. Procedures for review**

#### **VI.4.1. Review body**

Official name: Foro di Roma

Town: Roma

Country: Italy

### **VI.5. Date of dispatch of this notice**

07/07/2021