# Allegato D

**PROCEDURA NEGOZIATA PER L’AFFIDAMENTO DEL “SERVIZIO DI**

**PORTIERATO E PULIZIA DELLA SEDE SECONDARIA DELLA**

**SCUOLA UNIVERSITARIA SUPERIORE IUSS DI PAVIA”**

**Offerta Tecnica**

**Modalità di espletamento del servizio**

Illustrare metodi e procedure adottate a garanzia delle attività descritte nel Capitolato speciale d’appalto (a titolo esemplificativo, articolazione orario di lavoro, turnazione, ecc.), le modalità con cui l’offerente intende gestire la fase di avvio ed esecuzione dell’appalto e le modalità di collegamento con la stazione appaltante

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Descrivere le modalità operative dedicate alla gestione delle assenze (programmate e non) e delle emergenze (a titolo esemplificativo, richieste urgenti, scioperi ecc.)

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**Eventuali servizi migliorativi**

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**Qualità del servizio**

Indicare le competenze di lingua inglese relative al personale che verrà utilizzato per il servizio di portineria

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Illustrare le attrezzature e prodotti utilizzati per il servizio di pulizia

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**Struttura organizzativa dell’Azienda**

Illustrare l’organigramma della struttura di direzione tecnica / amministrativa / contabile e della struttura operativa / esecutiva dedicata al servizio, con indicazione delle figure professionali coinvolte, relative mansioni

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