



Consolato d'Italia
Manchester

Manchester, 02.03.2022

Prot. 91

NOTICE OF MARKET RESEARCH – CIG ZD6356C8C5
EXPLORATORY NOTICE FOR THE ACQUISITION OF OFFERS FOR THE APPOINTMENT OF A CONTRACT
FOR THE DAILY CLEANING OF THE CONSULATE

Applications must be sent exclusively to the following address: manchester.amministrativo@esteri.it

1. Target and Scope of the Notice

It is hereby notified that the Consulate of Italy in Manchester intends to acquire offers in order to choose a contractor for the provision of a service for the daily cleaning of the Consulate.

This notice aims exclusively at acquiring offers from potentially interested economic operators. Any offer will not be in any way binding for the Consulate, which reserves its right to reject or modify any received offer.

2. Description and Amount of Work

The object of the contract is the daily cleaning of the Consulate. Ideally, the required services are:

- daily maintenance cleaning of the premises (appx. 630 sqm with 7 bathrooms, 10 offices, a waiting room, kitchen);
- internal windows and glass cleaning (4 times per year);
- waste management, collection and recycling;
- provision of consumables for bathrooms.

The contractor will be asked to provide its own staff, consumables and equipment. Any additional service proposed by the competitors will be considered.

3. Subjects to whom the notice is addressed

The selected contractor will be required to demonstrate the following minimum requirements:

- registration to the Chamber of Commerce or Company House or in the professional or commercial bar of the country of residence acting as provider of services similar to the above mentioned;
- solid economic and financial capacity, through submission of balance sheet, in the same field of activities;
- possession of relevant licenses from local authorities to show that the Company is accredited for the required services;

- technical and professional skills verifiable through a minimum of 5 years previous experience in the required service (notice of main jobs relating to works similar to those to which the services to be assigned refer carried out in the past 5 years);
- self-assessment certifying that, according the current applicable law of the Country of residence, the subject is: a. up to date with both tax payments and their workers' social welfare payments, b. compliant with the applicable Health and Safety regulations, and c. compliant with appropriate local laws on employment;
- self-assessment certifying not to be or having never declared bankruptcy, liquidation, compulsory administration, or any other similar circumstances, and not to have any of the above ongoing proceedings according to the legislation of the State the company belongs to;
- absence of ground of exclusion pursuant to art. 80 of the Legislative Decree 50/2016 of the Italian Republic;
- not to have received any kind of fine concerning safety or GDPR or privacy violations according to what is established by competent authorities;
- not to have been subject to equitable rescission due to their own responsibility;
- to give consent to handle the Company's personal details for the aim of this procedure.

Proof of the declarations made at this pre-selection stage will need to be provided by the successful contractor for the service.

4. Participation and Selection

The interested subjects should submit an offer with the participation form (Annex 1) duly signed by the business owner or its legal representative by email to manchester.amministrativo@esteri.it no later than 17th March 2022, with a copy ID of the applicant. The email must indicate the name of the economic operator wishing to apply and the subject: "DAILY CLEANING OF THE CONSULATE".

The market survey launched by the Consulate of Italy in Manchester aims at identifying economic operators to be consulted in accordance with the principles of free competition, non-discrimination, equal treatment, proportionality, transparency and rotation, as well as the principles of publicity. The undersigned contracting authority, at its sole discretion, will contact the companies considered more appropriate for more details and possible improvements of the offer, in order to appoint directly the contractor.

5. Rights of the Consulate

This notice, which is intended to carry out a market survey, does not constitute a contractual proposal, nor does it constitute an invitation to tender and does not bind in any way the contracting authority, which will be free not to proceed with the appointment and/or to initiate other procedures. The undersigned contracting authority has the right to interrupt the present procedure at any time, at its sole discretion, and no party will have the right to make any claim whatsoever.

6. GDPR

Pursuant to articles 11 and 13 of Legislative Decree no. 196 of 30.06.2003 of the Italian Republic, as amended and supplemented (Code for the Protection of Personal Data) and of Regulation (EU) 2016/679 of the European Parliament and of the Council, all personal data provided and collected on the basis of this Notice will be used exclusively for the purpose of the appointment in question and will remain confidential until the conclusion of the same, then it will be stored.

7. Various

This notice is published until 17th March 2022 on the Consulate website (<http://consmanchester.esteri.it>). Any communication or question relating to the procedure referred to in this notice must be addressed exclusively by email at manchester.amministrativo@esteri.it. No other form of communication will be accepted. Answers to any submitted question will be published on the same webpage.

Manchester, 02.03.2022

The Consul
Matteo CORRADINI



Attached: Annex 1