



Italian Embassy
Abuja

NOTICE FOR THE ACQUISITION OF DISPLAYS OF INTEREST IN PARTICIPATING TO THE SELECTION
PROCEDURE ACCORDING TO MINISTERIAL DECREE N.192/2017 FOR THE APPOINTMENT OF
LANDSCAPE AND GARDENING WORKS AT THE EMBASSY OF ITALY

DESCRIPTION OF THE SERVICE

The Embassy of Italy in Abuja issues a call to acquire proposals from interested companies for the appointment of landscape and gardening works at the Embassy of Italy.

Duration of the appointment: one-year period, from 01.01.2023 to 31.12.2023.

The contract will be limited exclusively to the above listed period, with no possibility of automatic renewals or tacit extensions.

This call for expressions of interest is aimed at subjects with the expertise and the technical and managerial resources to enter into such an agreement and provide such a service.

ASSIGNMENT OF THE CONTRACT

In consideration of the requested level of quality and the specific nature of the service the contract will be assigned according to the criterion of the best quality – price ratio, in accordance with art. 11 of Ministerial Decree 192/2017.

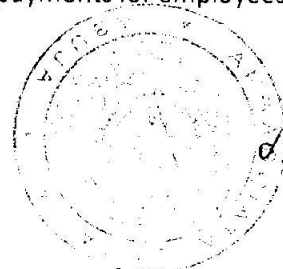
PARTICIPATION PROCEDURE

The purpose of this invitation is to receive expressions of potential interest in participating in the tender procedure. At this stage, proposals submitted will not be considered as binding. Candidates who submit expressions of interest will not gain an advantage in the Embassy's decision-making process.

Applicants must submit the following documentation, sent in a single pack:

A – SEALED ENVELOPE CONTAINING THE REQUISITES FOR APPLICATION

- 1) Evidence of registration with professional body or official register and qualifications issued by the competent local authorities. (Certificate of Incorporation)
- 2) Recent financial statements to demonstrate economic and financial capacity. (Latest Audit Report)
- 3) Declaration that the company has never been declared bankrupt, gone into liquidation, gone into controlled administration, gone into debt, or been in any similar situation.
- 4) Declaration that the company is up to date with taxes in the country of residence. (Tax Clearance Certificate)
- 5) Declaration that the company is up to date with payments of social security payments for employees in the country of residence. (NSITF, ITF & Pencom Certificate)



- 6) Declaration that the company will use only equipment that is EC branded and compliant with European and Nigerian legislation on safety in the workplace.
- 7) Declaration that the company has not received any sanctions for safety issues, according to the criteria of the competent authorities, and that it is able provide the service in accordance with the legislation.
- 8) Declaration that the company has not previously withdrawn from contracts of its own accord.
- 9) Evidence of at least five years' experience in the relevant sector to demonstrate technical and professional ability.
- 10) Participation form (Annex A) signed by the legal representative.
- 11) Data protection document (Annex B).
- 12) Copy of ID of the person signing.

B – SEALED ENVELOPE CONTAINING PROPOSAL

The offer must detail an all-inclusive fee for the annual maintenance of the maintenance services for the Embassy of Italy, consisting of:

Landscape and Cleaning Works at the Italian Embassy
Gardener – 2 hours daily from 8.00 am to 10 am (Monday, Wednesday and Friday)
Provision of all the necessary equipment required to carry out the service

Sub-contracting is not allowed.

SENDING THE DOCUMENTS

The two envelopes, closed and sealed, containing all the required documentation, must arrive together in a single pack marked with the logo of the company and the text "EXPRESSION OF INTEREST – LANDSCAPE AND GARDENING WORKS – EMBASSY OF ITALY IN ABUJA". They may be sent by post, courier or similar means, to the Embassy of Italy, Administrative Office, Europe House, European Union Crescent, Off Constitution Avenue, Central Business District, P.M.B. 447.

DEADLINE FOR SUBMITTING EXPRESSION OF INTEREST

Expressions of interest must be received by 12:00 noon, 1st December 2022.

SELECTION OF CONTRACTOR

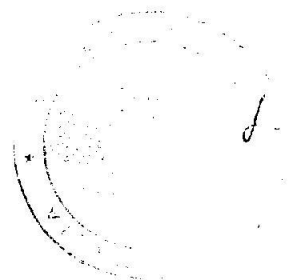
The contractor will be selected by direct assignment in accordance with art. 7 of Ministerial Decree 192/2017.

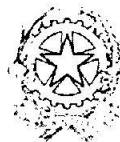
As this is a preliminary investigation prior to the possible subsequent contract, the Embassy reserves the right to suspend, modify or cancel the procedure.

CONTACT

For further information, please contact amm.ambabuja@esteri.it
No mail submissions may be accepted.

Abuja, 14.11.2022





Embassy of Italy
Abuja

ANNEX A
Expression of Interest

EXPLORATORY NOTICE FOR THE ACQUISITION OF DISPLAYS OF INTEREST IN PARTICIPATING TO THE SELECTION PROCEDURE ACCORDING TO MINISTERIAL DECREE N.192/2017 FOR THE APPOINTMENT OF LANDSCAPE AND GARDENING WORKS AT THE EMBASSY OF ITALY

I, the undersigned _____, resident at _____
the legal representative/owner of the company _____
headquartered at _____
company registration number _____
telephone number _____ e-mail address _____
wish to express interest in taking part in the tender mentioned above.

I DECLARE THAT:

- Neither I nor my company is subject to any of the provisions that prohibit entering into a contract with the public administration;
- The company owner and the company itself are not in any situation that precludes the participation as per art. 80 of Legislative Decree no. 50 of 18 April 2016;
- The company has been registered since _____ on the company register of the country of residency _____ (specify the country), with registration number _____;
- The company's minimum annual turnover has been _____ EUR/Naira in the last three years;
- The company has at least 5 years' experience in the relevant field, as well as the necessary staff, technical equipment and other means to provide the service and valid professional-liability insurance covering a minimum of _____ EUR/GBP for damage to third parties caused by the company's employees in carrying out the service;
- The company is up to date with tax payments and its workers' social-welfare payments and complies with current health and safety regulations;
- I consent for the company's personal data to be processed for the purposes of this tender process.

A copy of the signatory's proof of identity and all the required documentation is attached.

Abuja, _____

Signature

PROTECTION OF PHYSICAL PERSONS IN THE PROCESSING OF THEIR PERSONAL DATA***Regulation (EU) 2016/679, art. 13***

The processing of personal data is subject to the principles of lawfulness, correctness and transparency in order to protect the fundamental rights and freedoms of physical persons. In view of this, please note the following:

1. The data is held by the Italian Ministry of Foreign Affairs and International Cooperation, acting in this instance through the Embassy of Italy in Abuja. email ambasciata.abuja@esteri.it, telephone +234(0)2073122200
2. There is a personal data protection manager at the Italian Ministry of Foreign Affairs. In the event of queries or complaints, this person can be contacted at Ministero degli Affari Esteri e della Cooperazione Internazionale, Piazzale della Farnesina 1, 00135 Rome, tel. +39 06 36911 (switchboard), email: rpd@esteri.it; certified email: rpd@cert.esteri.it.
3. The personal data requested are required for the selection of the economic operator to whom the contract will be awarded and for any contractual procedures that may follow.
4. It is obligatory under Italian regulations to provide the data, and refusal to provide them will entail the exclusion of the candidate from the selection procedure and any contractual procedures that may follow.
5. Specially appointed staff members will process the data manually or automatically.
6. The data will be transmitted to the internal and external supervisory bodies of the Italian Ministry of Foreign Affairs. In signing this Annex, you also give your consent for the data to be verified with the local competent authorities and for the essential details of the final contract to be published on the Embassy's website, in accordance with Italian regulations on transparency in public tenders.
7. The data will be held for a maximum of five years from the time when the contractual relationship ends due to completion of the work or for any other reason, including termination for breach of contract. This term is suspended, however, in the event of legal proceedings.
8. You may request access to your personal data, and rectification if necessary, by submitting a request to the Embassy of Italy (contact details in point 1 above). You must also notify the personal data protection manager at the Ministry of Foreign Affairs that this request has been made (contact details in point 2).
9. If you believe that your rights have been violated, you may file a complaint with the personal data protection manager at the Ministry of Foreign Affairs (contact details in point 2). Alternatively, you may apply to the Italian data-protection authority (Piazza di Monte Citorio 121, 00186 Rome, tel. +39 06 696771 (switchboard), email: garante@gpdp.it, certified email: protocollo@pec.gpdp.it or to the judicial authorities.

{Place, date}

I confirm that I have read and accept the information in this document

Signature