Embassy of Italy
Abuja

EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF CLEANING AND MAINTENANCE SERVICES

Call for Expressions of Interest open to all economic operators in the market interested in participating in a selection process, in compliance with Legislative Decree No. 36/2023 of the Republic of Italy, aimed at procuring cleaning and maintenance services for the Embassy of Italy in Abuja.

1. INTRODUCTION

In compliance with the Legislative Decree nr. 36/2023 of the Republic of Italy, the Embassy of Italy in Abuja hereby invites qualified and experienced companies to submit Expressions of Interest for the provision of cleaning and maintenance services at the Embassy of Italy in Abuja.
Experienced and competent Companies are invited to submit Expressions of Interest to the Embassy of Italy in Abuja.

2. PURPOSE OF THIS EXPRESSION OF INTEREST

This Expression of Interest (EOI) is addressed to all economic operators possessing the technical and logistical capabilities, as well as the professional qualifications, required for the relevant activities. It is issued solely for informational and exploratory purposes, with the objective of identifying potentially interested and suitably qualified operators, promoting the widest possible dissemination of the initiative, and encouraging the broadest possible participation by, and consultation with, economic operators active in the relevant sector.

This Call for Expressions of Interest (EOI) is purely exploratory in nature and shall not be construed as a tender, an offer capable of acceptance, or a commitment to enter into any contractual relationship. It shall not give rise to any contractual, legal, or restitutionary rights or obligations on the part of the Administration or any interested party, nor shall it have any binding legal effect. Furthermore, this Call for EOI does not constitute the formal initiation of any procurement or contract award procedure and does not bind the Administration to proceed with any subsequent procedure, select any participant, or award any contract.

3. SCOPE OF SERVICES

The Embassy of Italy in Abuja intends to engage a qualified company to provide comprehensive cleaning and maintenance services for the Embassy of Italy premises. The services shall be aimed at ensuring that the premises, installations, equipment are maintained in good working order, safe, clean, and fit for their intended use.

The Company shall carry out the following activities at the specified intervals:

- **Cleaning of the premises:** daily.
- **Servicing and cleaning of air-conditioning units:** monthly.

- **Cleaning of mosquito nets:** monthly.
- **Indoor fumigation and pest control:** every three (3) months.

Furthermore, upon request by the Embassy, the Company shall be capable of carrying out additional maintenance, cleaning and related activities, including, but not limited to the following:

- Maintenance and repair of plumbing installations.
- Maintenance and repair of sanitary installations and fittings.
- Maintenance and repair of electrical installations.
- Masonry works and other building repairs.
- Maintenance and repair of interior spaces, including painting, maintenance and replacement of finishes, and repair and maintenance of doors, locks, and related fittings.

The Company shall ensure the timely and efficient performance of the services. In the event of an emergency, the maximum response time shall be three (3) hours from notification by the Embassy.

Spare Parts, Materials, Consumables and Extraordinary Repairs

The cost of spare parts, replacement materials, consumables (excluding cleaning products), and any extraordinary repairs shall be excluded from the ordinary maintenance service fee and charged separately. Any such costs shall be subject to the prior approval of the Embassy and shall be supported by an appropriate cost estimate and relevant documentation before the related works are carried out or the materials are purchased.

4. DURATION OF THE SERVICES

The maintenance services listed above must be provided from 1 January 2027 to 31 December 2027.

The contract is limited exclusively to this period and shall automatically expire on its end date, without the need for notice of termination.

No automatic renewal, tacit extension or implied extension shall apply.

5. SITE INSPECTION

A site inspection of the premises covered by this Call for Expressions of Interest will be organized on **Friday, 6 November 2026.**

Interested companies are kindly requested to notify the Embassy of their intention to participate by sending an email to abuja.amministrativo@esteri.it.

Companies that are unable to attend on the date indicated above are invited to contact the same email address to arrange an alternative date for the site inspection.

Embassy of Italy
Abuja

This arrangement is intended to facilitate the widest possible participation of interested companies operating in the relevant sector and to ensure that all prospective applicants have an adequate opportunity to inspect the premises and equipment concerned before submitting their Expressions of Interest.

6. PROHIBITION ON SUBCONTRACTING

Subcontracting, whether in whole or in part, is expressly prohibited. Any breach of this prohibition shall constitute a material breach of contract and shall entitle the contracting authority to terminate the contract immediately, where such breach is attributable to the contractor, without prejudice to the right to claim damages.

7. STATUTORY ELIGIBILITY REQUIREMENTS

Interested companies are required to submit all of the following documents as mandatory requirements for their Expression of Interest (EOI). Failure to submit any of the required documents may result in the Expression of Interest being deemed incomplete.

1. **Certificate of Incorporation** issued by the Corporate Affairs Commission (CAC) of Nigeria.
2. **Tax Clearance Certificates** covering the last three (3) financial years, as applicable.
3. **Pension Compliance Certificate**, valid and in force at the time of submission.
4. **Industrial Training Fund (ITF) Compliance Certificate**, valid and in force at the time of submission, where applicable.
5. **Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate**, valid and in force at the time of submission, where applicable.
6. **Financial documentation** demonstrating the company's economic and financial standing, including recent financial statements and, where required, a reference or confirmation of financial standing issued by a reputable commercial bank operating in Nigeria.
7. **Sworn affidavit on insolvency status**, declaring that the company is not in receivership, is not subject to insolvency or bankruptcy proceedings, and is not the subject of any winding-up petition or proceedings.
8. **Sworn affidavit on health and safety compliance**, confirming the company's undertaking to perform all services and activities in compliance with the applicable laws, regulations, standards, and requirements relating to occupational health and safety and the protection of persons and property in the jurisdiction in which the services are performed.
9. **Expression of Interest Form (Annex A)**, duly completed and signed by the company's legal representative or other duly authorized signatory.
10. **Data Protection Declaration (Annex B),** duly completed and signed, where applicable.
11. **Valid identification document** of the person signing the Expression of Interest on behalf of the company.

Embassy of Italy
Abuja

All documents submitted shall be valid and in force, where applicable, as at the submission deadline. Documents issued by the competent Nigerian authorities shall be provided in accordance with the applicable requirements.

The Embassy reserves the right to request clarifications or additional supporting documentation where necessary, in accordance with the applicable legal framework.

8. DEADLINE AND PROCEDURE FOR SUBMISSION OF EXPRESSION OF INTEREST

The Expression of Interest (EOI), together with all the required supporting documentation, shall be enclosed in a sealed envelope bearing the following inscription:

"EXPRESSION OF INTEREST FOR THE PROVISION OF CLEANING AND MAINTENANCE SERVICES AT THE EMBASSY"

The envelope shall also clearly indicate the full name and address of the applicant company.

Expressions of Interest must be received no later than 12:00 noon on Tuesday, 24 November 2026.

Sealed envelopes shall be delivered to the reception desk of the Embassy of Italy in Abuja, located within the European Union compound at: **21st Crescent, off Constitution Avenue, Central Business District, Abuja, Nigeria.**
Upon expiry of the above deadline, no further Expressions of Interest shall be accepted. Applicants are responsible for ensuring that their submissions reach the designated address within the prescribed deadline.

9. GENERAL INFORMATION

- **Language and Signature:** The Expression of Interest (EOI) shall be submitted in English and duly signed by the company's legal representative or another person duly authorized to act on its behalf.
- **Costs of Participation:** All costs and expenses incurred in preparing and submitting the EOI, including any costs associated with supporting documentation, shall be borne exclusively by the applicant company. The Embassy of Italy shall not be liable for any such costs or expenses.
- **Right to Reject Submissions:** The Embassy of Italy reserves the right to reject any EOI that fails to comply with the requirements, conditions, or submission instructions set out in this notice.
- **Right to Cancel the Process:** The Embassy of Italy reserves the right to cancel or discontinue this Call for Expressions of Interest (EOI) at any time, without being required to provide reasons and without incurring any liability towards interested companies, subject to the applicable legal framework.
- **No Obligation to Award a Contract:** The publication of this notice does not oblige the Embassy of Italy to initiate any subsequent procurement or selection procedure or to award a contract to any applicant. The EOI process is exploratory in nature and does not give rise to any right to compensation or reimbursement on the part of participating companies.

Embassy of Italy
Abuja

10. CONTACT FOR FURTHER INFORMATION

Any requests for further information or clarification regarding this notice may be submitted by email to the following address abuja.amministrativo@esteri.it

11. PERSONAL DATA PROCESSING

Pursuant to Regulation (EU) 2016/679 (General Data Protection Regulation – GDPR) and Italian Legislative Decree No. 196/2003, as amended by Legislative Decree No. 101/2018, applicants are hereby informed that the personal data collected in connection with this procedure shall be processed exclusively for the purposes of receiving and evaluating Expressions of Interest. Personal data shall be processed in accordance with the principles of lawfulness, fairness, transparency, and confidentiality, using paper-based and electronic systems equipped with appropriate security measures to protect the data.
Personal data shall be retained only for the period strictly necessary for the management of the administrative procedure and in accordance with the applicable statutory retention requirements.
Participating economic operators may exercise their rights of access, rectification, erasure, and restriction of processing, as provided for under Articles 15 et seq. of the GDPR, by submitting a request to the Data Controller using the relevant contact details. They also have the right to lodge a complaint with the Italian Data Protection Authority (*Garante per la protezione dei dati personali*).

12. OFFICER RESPONSIBLE FOR THE PROCEDURE

Pursuant to Articles 4 and 5 of Italian Law No. 241/1990 and Article 15 of Italian Legislative Decree No. 36/2023, the officer responsible for the procedure is Mr. Matteo Pevarello, head of accounting of the Embassy of Italy in Abuja.

Abuja, 27/10/2026

Firmato Digitalmente da/Signed by:
MATTEO PEVARELLO
Commissario Aggiunto Amministrativo, Consolare
In Data/On Date:
martedì 27 ottobre 2026 16:19:06

Matteo Pevarello
Head of Accounting
Embassy of Italy Abuja

Embassy of Italy
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ANNEX A

EXPRESSION OF INTEREST

EXPLORATORY NOTICE FOR THE COLLECTION OF EXPRESSIONS OF INTEREST FROM ECONOMIC OPERATORS WISHING TO PARTICIPATE IN A POTENTIAL SELECTION PROCEDURE FOR THE PROVISION OF CLEANING AND MAINTENANCE SERVICES AT THE EMBASSY OF ITALY IN ABUJA

I, the undersigned, _____,born in_____,
on _____, residing at _____,

acting in my capacity as the legal representative / owner of the company:

Full legal name of the company:
_____,

Registered office address:
_____,

Country of incorporation:
_____,

Company registration number:
_____,

Telephone number:
_____,

Email address: _____,

DECLARE THAT

1. Neither the company nor, to the extent applicable under the relevant legal framework, its legal representative is subject to any prohibition or restriction preventing participation in public procurement procedures or the entering into contracts with public authorities.
2. Neither the company nor its legal representative is subject to any grounds for exclusion from public procurement procedures under the applicable legislation. Where relevant, the company confirms that it satisfies the applicable eligibility requirements corresponding to those set out in the Legislative Decree No. 36/2023 or under any applicable successor legislation.
3. The company's minimum annual turnover over the last three financial years has been as follows _____,
4. The company has at least five (5) years of relevant professional experience in the provision of maintenance services and possesses the qualified personnel, technical equipment, resources, and organizational capacity necessary to perform the services described in the exploratory notice.
5. The company holds valid professional liability insurance, with coverage of at least _____ USD/ NGN, covering liability for damage to third parties arising from the performance of the services, including damage caused by its employees, in accordance with the applicable legal requirements.

Embassy of Italy
Abuja

6. The company is duly compliant with its applicable tax obligations and, where required, its social security and employee welfare contribution obligations.
7. The company undertakes to comply with all applicable occupational health and safety legislation and regulations, as well as any relevant safety requirements applicable to the performance of the services.
8. The company acknowledges that the submission of this Expression of Interest is for exploratory purposes only and does not constitute a tender, a binding offer, or a guarantee of admission to any subsequent selection procedure or of the award of a contract.
9. The company acknowledges that any personal data provided in connection with this Expression of Interest may be processed by the Embassy of Italy in Abuja solely for the purposes of managing and assessing the expressions of interest received, in accordance with the applicable data protection legislation.

Signature

Embassy of Italy
Abuja

ANNEX B

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: abuja.amministrativo@esteri.it.
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. It is obligatory under Italian regulations to provide the data, and refusal to provide them will entail the exclusion of the candidate from any selection procedure that may follow.
4. Specially appointed staff members will process the data manually or automatically.
5. 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.
6. 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.
7. 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).
8. 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: Garante per la protezione dei dati personali, Piazza Venezia n. 11, 00187 Rome, tel. +39 06 696771 (switchboard), email: garante@gpdp.it, certified email: protocollo@pec.gpdp.it, or to the judicial authorities.

Signature