



EMBASSY OF ITALY
OSLO

Prot. no. 2258

INVITATION LETTER

To: OSLO BAD AS
Storoveien 41, 0487
Oslo, Norway
Attention: Mr. Martin Thomsen

Subject: invitation to submit an offer for the award of extraordinary maintenance works of the kitchen and the annexed rooms of the Ambassador's Residence in Oslo – CIG 8522158342

OSLO BAD AS is invited to participate in the selection for the award of extraordinary maintenance works of the kitchen and the annexed rooms of the Ambassador's Residence in Oslo, located in Inkognitogata 5. The works will be awarded according to the criterion of the lowest price.

The Embassy of Italy in Oslo, hereby referred to as “Client”, hereby invites OSLO BAD AS, hereby referred to as “Economic Operator”, to present an offer, for the works in question, with the conditions indicated in this invitation letter.

1. APPLICABLE RULES

1.1. The performance of the works covered by this procedure will be governed by Directive 2014/24/EU of 26 February 2014, by the Ministry of Foreign Affairs (MAE) Decree of 2 November 2017, no. 192 "Regulations containing the general directives to regulate the contractor's choice procedures and the execution of the contract to be carried out abroad", and by the Norwegian legislation (Håndverkertjenesteloven).

2. OBJECT OF THE CONTRACT AND TENDER BASED AMOUNT

2.1. The economic operator must carry out the extraordinary maintenance works of the kitchen and the annexed rooms of the Ambassador's Residence in Oslo located in Inkognitogata 5, on the basis of the executive project enclosed to this invitation letter (“Planlagt situasjon”, “Fremdriftsplan”, “Anbudbeskrivelse Kontraktsjema”, “Description supply furniture-appliances”).

2.2. The works requested are specified below:

- Demolition and removal of all furniture and equipment existing on the premises; removal of ceramic surfaces from walls and removal of incoherent plaster parts, of the false ceilings;
- Building works: refurbishment of floors; plastering and painting of the walls, remaking of false ceilings;
- Adjustment of the thermo-hydraulic system;

- Reconstruction and sizing of the electrical system.
 - Supply and assembling of furniture and equipment.
- 2.3.** The estimated value of the contract to be signed, based on the tender, is **1,024,081 NOK**, plus VAT.

3. TIME OF EXECUTION OF THE CONTRACT

3.1. It is expected that the execution of maintenance works will take approximately 70 days.

4. TENDER DOCUMENTATION AND TECHNICAL DOCUMENTATION DELIVERY METHODS

4.1. The tender documentation includes:

- Invitation letter;
- Executive project of the maintenance works object of the selection procedure.

5. SURVEY

5.1. The economic operator will have to carry out an inspection at the property located in Inkognitogata 5, on a date to be agreed with the Embassy.

5.2. The viewing of the places of execution of the works is mandatory, for the purposes of participation in this selection procedure, as the offers must be made only after a visit to the places. Failure to carry out the inspection is a cause of exclusion from the selection procedure. At the end of the inspection, the responsible of the procedure will produce a specific certificate of acknowledgment of the places.

5.3. The inspection request must be sent to oslo.amministrazione@esteri.it and must include the following data of the economic operator: name of the competitor; phone number; e-mail address; name and qualification of the persons who will carry out the inspection.

The inspection must be requested by 12.00 on 7 December 2020.

5.4. The date, time and place of the inspection are communicated to the competitors at least two days in advance.

5.5. The inspections will be carried out individually for each economic operator.

5.6. The inspection can be carried out by the legal representative / technical director of the economic operator.

6. CONTACT PERSON AND CLARIFICATIONS

6.1. The person in charge of the tender procedure for the Embassy of Italy (hereinafter: project manager) is Mrs. Gilda Santangelo.

The technical assistant to the project manager and the construction manager is Architect Giuseppe Basso (Crux Arkitekter AS), whose contact details are as follows:

- e-mail address: arch.basso@gmail.com
- telephone number: +47 92524215

6.2. Information and clarifications regarding this procedure can be sent to the project manager, preferably in written form, at the e-mail address: oslo.amministrazione@esteri.it at least 5 (five) days before the deadline for the expiry of the presentation of the offer.

Requests for clarifications must be made in English.

All written answers to requests for clarifications and / or any further substantial information regarding this tender procedure will be sent by email to all the invited economic operators.

7. PARTICIPATION REQUIREMENTS

7.1. General requirements

a) Do not find yourself in any of the situations that preclude participation pursuant to art. 57 of Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement.

7.2. Professional eligibility requirements

b) Registration in the competent register of companies authorized to carry out the activities relating to the subject of the contract of their country of residence;

7.3. Technical-professional and economic-financial capacity requirements

c) Insurance coverage against professional risks for a guaranteed maximum amount per insured, per claim and per insurance year, equal to at least NOK 10,000,000;

d) Possession of technical equipment and means necessary to carry out the works;

e) Two years' experience in the maintenance work of buildings.

8. PROCEDURE AND DEADLINES FOR THE PRESENTATION OF THE OFFER

8.1. The package containing the offer and the related documentation must be properly sealed and must be received, by postal service or through a delivery agency, by **12.00 of 16 December 2020** at the following address:

**ITALIAN EMBASSY
ADMINISTRATIVE OFFICE
INKOGNITOGATA 7
PO BOX 4021
0244 OSLO - NORWAY
Attention: Mrs. Gilda SANTANGELO**

Competitors are also entitled to **hand-deliver** the dossier within the deadline set, to the Administrative Office of the Embassy of Italy located in Oslo, Norway, Inkognitogata 7, from 9.00am to 12.00pm, with the exception of public holidays.

A receipt will be issued which will indicate the date and time of receipt of the dossier. The timely delivery of dossiers remains at the sole risk of the senders.

8.2. The package must bear on the outside:

a) the words "**DO NOT OPEN: OFFER FOR THE ASSIGNMENT OF THE EXTRAORDINARY MAINTENANCE WORKS OF THE KITCHEN AND THE ANNEXED ROOMS OF THE AMBASSADOR'S RESIDENCE IN OSLO – CIG 8522158342**".

b) information relating to the invited economic operator - company name, ID number, address, telephone number, e-mail (for the necessary communications).

8.3. The dossier must contain two closed and sealed envelopes, bearing the sender's name, an indication of the subject of the tender and the words, respectively:

"A - Administrative documentation";

"B - Economic offer".

The offer must be formulated in English. If you want to specify the individual expense items, please use attachment B17- Anbudbeskrivelse Kontraktsjema.

- ENVELOPE A - ADMINISTRATIVE DOCUMENTATION

Envelope A must contain the following documents:

a) **DGUE European Tender Single Document (Annex no. 1)** in which the economic operator declares the absence of reasons for exclusion and possession of the qualification requirements;

b) **Specific documentation** proving the possession of professional qualification requirements and technical-professional and economic-financial capacity indicated in points 7.2 and 7.3 of this invitation letter (certificate of registration in the business register, certificate of insurance, annual reports, financial statements, etc.);

c) **Certificate of acknowledgment** of the places issued by the client;

d) **Declaration** with which the economic operator declares that his offer is valid for a period of at least 180 days from the expiry date of the deadline for the receipt of the offer itself, and that he is available to extend the deadline for an additional 90 days at the request of the contractor;

- ENVELOPE B - ECONOMIC OFFER

a) The economic operator will present his best economic offer for the requested works, which cannot exceed the amount set at the tender basis of **1,024,081 NOK, net of value added tax (VAT)**; higher offers constitute a cause for exclusion.

b) The economic offer must be prepared according to the model **Annex no. 2** and contain the overall price that the tenderer requires for all the maintenance works subject of this procedure (the price should be lower than the price set at the tender basis), expressed in Norwegian kroner in numbers and letters and the consequent percentage reduction, also expressed in numbers and letters, compared to the total price indicated. **The amounts must be indicated net of value added tax (VAT).**

d) Multiple bids, conditional bids or bids that exceed the auction amount are inadmissible.

e) In the event of a discrepancy among the values expressed in the economic offer, the offer which is most economically convenient for the Italian Embassy will prevail.

8.4. With the same methods and formalities described above, and within the deadline indicated for the presentation of the offers under penalty of inadmissibility, tenderers can send any replacements to the dossier already presented.

No additions to the dossier delivered, or additions or replacements of the individual envelopes present within the package itself will be allowed, since it is possible for the competitor to request only the replacement of the package already delivered with another package.

9. AWARDING OF THE TENDER

9.1. The award criterion adopted for the tender is that of the lowest price, pursuant to art. 11 of the Decree of 2 November 2017, n. 192 of the Italian Ministry of Foreign Affairs.

10. SUB-CONTRACTING

10.1. Subcontracting cannot exceed 30% of the total amount of the contract and must be explicitly authorized by the client.

10.2. The economic operator indicates in its offer any parts of the contract it intends to subcontract and the proposed subcontractors.

10.3. The subcontractors must be in possession of the participation requirements indicated in points 7.1 and 7.2.

The contractor:

- assumes full responsibility towards the client for the entire contract;
- expressly agrees to replace subcontractors for which reasons for exclusion should emerge;
- agrees that the client may transfer the payments due directly to the subcontractor for the services provided by him under the contract.

11. AVAILMENT

11.1. Availment according to the Italian law, for the demonstration of general and professional suitability requirements, is not allowed, nor for the demonstration of the possession of economic, financial, technical and professional requirements.

12. INSTRUCTORY AID

12.1. The deficiencies of any formal element of the application, and in particular the lack, incompleteness and any other essential irregularity of the elements, with the exclusion of those relating to the economic offer, can be remedied through the preliminary rescue procedure, following Article 56, paragraph 3 of Directive 2014/24/EU.

12.2. The client assigns a deadline to the tenderer, not exceeding five days, for the necessary declarations to be made, integrated or regularized, indicating the content and the subjects who must make them.

12.3. In case of elapsing of the term, the client proceeds to exclude the tenderer from the procedure.

13. TENDER OPERATIONS

13.1. The first public session will take place on 17 December 2020 at 10.00, at the Embassy of Italy in Oslo at the address indicated in article 8 of this invitation letter; legal representatives/attorneys of the competitors or persons with a specific power of attorney can participate. Lacking these qualifications, participation is nevertheless admitted as a simple listener.

This public session, if necessary, can be adjourned to another time or to subsequent days, in the place, date and times that will be communicated to the competitors at least two days before the fixed date.

Any subsequent public sessions will be communicated to competitors in the same way.

13.2. The project manager will proceed, in the first public session, to verify the timely delivery and the integrity of the envelopes sent by the competitors and, once opened, to check the completeness of the administrative documentation presented in envelope "A".

Subsequently, the project manager will proceed to:

- a) verify the compliance of the administrative documentation with the requirements of this specification;
- b) activate, if necessary, the preliminary instructory aid procedure referred to in point 12 above;
- c) draw up a specific report relating to the activities carried out;
- d) decide the exclusions and admissions from the tender procedure.

The client reserves the right to ask bidders, at any time during the procedure, to present all or part of the complementary documents, if this is necessary to ensure the correct conduct of the procedure.

13.3. The project manager, in public session, will proceed to the opening of the envelope "B" concerning the economic offer and to verify the presence of the documents required by this invitation letter.

13.4. In the event that the same economic offer is presented by two or more competitors, a draw will take place in public session.

At the outcome of the above operations, the project manager, in public session, draws up the ranking and proceeds in accordance with the provisions of point 15.

13.5. If the Client identifies economic offers which exceed the anomaly threshold pursuant to art. 13 of the Italian D.M. 192/2017 and in any other case in which, based on specific elements, the offer appears abnormally low, it will close the public session and will proceed as indicated in the following point 14.

13.6. At any stage of the offer evaluation operations, the Client orders exclusions for:

- a. failure to separate the economic offer from the administrative dossier (envelope), or the insertion of elements concerning the price in documents contained in the "administrative documentation envelope";
- b. submission of partial, multiple, conditional, alternative and irregular bids, as they do not comply with the tender documents;
- c. presentation of inadmissible offers, pursuant to Article 13 paragraph 3 of the Ministerial Decree 192/2017 and Article. 69 paragraph 3 of Directive 2014/24 / EU.

In such cases, the client will proceed to communicate to the competitors the reasons for the rejection.

14. VERIFICATION OF ANOMALIES OF THE OFFERS

14.1. Pursuant to Article 13 of the D.M. 192/2017, the offer is considered anomalous when the price is less than four fifths of the auction base.

14.2. In this case the client requires the competitor to submit explanations in writing, if necessary indicating the specific components of the offer deemed abnormal.

To this end, the project manager assigns a term of not less than five days from the receipt of the request.

In a private session, the client examines the explanations provided by the bidder and, if it deems them insufficient to rule out the anomaly, may request further clarifications, including by oral hearing, by assigning a maximum deadline for the reply.

The client excludes offers that, on the basis of the examination of the elements provided with the explanations, are, on the whole, unreliable.

15. AWARD OF THE TENDER AND CONCLUSION OF THE CONTRACT

15.1. The award proposal is formulated by the client to the economic operator who offered the lowest price. With this fulfillment the client closes the tender operations.

If there has been an adequacy check of the anomalous offers referred to in Article 14, the award proposal is formulated by the client at the end of the related procedure.

Before the award, the client proceeds to request, pursuant to art. 59 paragraph 4 of Directive 2014/24/EU, to the tenderer who has been awarded the contract, the documents referred to in art. 60, as evidence for the absence of grounds for exclusion as referred to in Article 57 and for the fulfillment of the selection criteria in accordance with Article 58 of the same Directive.

The client, after verification, will proceed, within 30 days, to approve the award proposal and to award the contract.

15.2. After the award, the client proceeds, within 5 days, to communicate:

- a) the awarding to the successful tenderer, to the competitor who follows in the ranking, to all the bidders who have submitted an offer admitted to the tender and to those whose offers have been excluded;
- b) the exclusion to excluded tenderers.

The award becomes effective upon the positive outcome of the verification of possession of the requirements referred to in paragraph 15.1 above.

15.3. In the event of a negative outcome of the verifications, or failure to prove the requirements, the client will revoke the award, and, if the economic operator has its registered office in Italy, also report it to the National Anti-Corruption Authority (ANAC).

The client will then proceed, in the manner indicated above, towards the second best offer. In the event that the contract cannot be awarded even to the latter, the client will proceed, in the same manner as mentioned above, by scrolling the full ranking.

15.4. The conclusion of the contract will take place within 20 days from the date of the award, except for the postponement expressly agreed with the successful tenderer.

The contract is concluded by private writing.

15.5. Upon conclusion of the contract, the successful tenderer transmits to the client a certified copy of the professional risk indemnity insurance provided for by art. 24, paragraph 4 of Legislative Decree 50/2016 or (for non-Italian tenderers) in accordance with the legislation in force in Norway.

Any subsequent changes to the aforementioned insurance must be communicated to the client.

The insurance also covers damage caused by collaborators, employees and practitioners.

The insurance of professional associations expressly provides insurance coverage also for associates and consultants.

The insurance should also cover the risks of damage as well as the higher costs of the works incurred by the Embassy of Italy in Oslo as a result of errors or omissions in the execution, which affect in whole or in part the realization of the works or its use, due to the inadequate evaluation of the state of affairs, to the failure or incorrect identification of the technical regulations which are binding for the works, to the failure to comply with the pre-established functional and economic requirements, to the violation of the rules of diligence in the execution of the works.

15.6. The contract is subject to the obligations regarding the traceability of financial flows pursuant to Italian Law 13 August 2010, n. 136.

15.7. In the event of termination of the contract due to the fault of the successful tenderer, the Embassy of Italy in Oslo progressively consults the operators who participated in the tender procedure, resulting from the relative ranking, in order to conclude a new contract for the assignment of the contract or to complete the works.

15.8. All contractual costs and tax charges such as taxes and duties related to the stipulation of the contract are also borne by the contractor.

16. PROTECTION OF PERSONAL DATA

Pursuant to and for the purposes of EU Regulation 2016/679 of 27 April 2016 and subsequent amendments, the client informs that it will proceed to the processing of the personal data provided by each tenderer within the limits and in compliance with legal obligations.

The aforementioned data will be processed, in an automatic and other form, for the management and administrative purposes of this tender procedure only.

With regard to the processing of the data collected with this procedure, tenderers will have the right to exercise the right of access and all the other rights referred to in art. 15 of the aforementioned Regulation 2016/679.

With the signing of the information **Annex no. 3** the economic operator gives consent to the processing of the aforementioned personal data by the Italian Embassy, including the checks provided for in Article 14 of this invitation letter.

Oslo, 25.11.2020

Signature of the project manager



REQUIREMENTS DOCUMENT

**All the information requested must be filled out by the economic operator,
except where expressly indicated**

PART I: INFORMATION ON PROCUREMENT PROCEDURE AND CLIENT

Identity of the Client	Reply:
Name:	Embassy of Italy in Oslo
Title or brief description of the contract:	Negotiated procedure for acquiring extraordinary maintenance works of the kitchen and the annexed rooms of the Italian Ambassador's Residence in Oslo
CIG code:	CIG 8522158342

PART II: INFORMATION ON THE ECONOMIC OPERATOR

A. Identification data of the Economic Operator	Reply:
Name:	[.....]
Organization number:	[.....]
Postal address:	[.....]
Contact person:	[.....]
Phone number:	[.....]
E-mail:	[.....]
Website (<i>if existing</i>):	[.....]

B. Representatives of the Economic Operator, if applicable	Reply:
Name and Surname:	[.....]
Date and place of birth:	[.....]
Position/Title:	[.....]
Postal address:	[.....]
Phone number:	[.....]
E-mail:	[.....]
If necessary, provide details on representation (form, extent, purpose):	[.....]

PART III: GROUNDS FOR EXCLUSION

A: Exclusion grounds related to criminal convictions

Those who have been convicted, with a final criminal judgment, in Italy or in the country where the contract is carried out, are excluded from participation in the selection for one or more of the following reasons: (1) participation in a criminal organization; (2) corruption; (3) fraud; (4) terrorist offences or crimes related to terrorist activities; (5) money laundering or terrorist financing; (6) child labor and other forms of trafficking in human beings; (7) any other offence resulting in the inability to contract with the public administration. The situations relevant for exclusion are those provided for by Italian law, as well as:

- in the Member States of the European Union, the situations indicated in the internal legislation that transposed article 57 of directive 2014/24 / EU;
- in the States not belonging to the European Union, the equivalent situations provided for by local criminal legislation.

A. Grounds related to criminal convictions	Reply:
1) The Economic Operator or a member of its management or supervisory bodies or anyone with powers of representation, decision or control for the economic operator have been convicted for one of the reasons indicated above with a final judgment pronounced no more than five years ago or following which an exclusion period established in the sentence is still applicable?	[] Yes [] No
2) If so, indicate (repeating as necessary): a) the date of the conviction, which points between those reported from 1 to 7, and the reasons for the sentence; b) identification data of the convicted persons; c) duration of the exclusion period established by the sentence.	a) Date: [.....], Duration of the conviction: [.....], Reasons: [.....] b) [.....] c) duration of the exclusion period [.....]
3) In the case of convictions, what measures has the Economic Operator taken to demonstrate his reliability (<i>self-cleaning</i>)?	[Indicate measures taken]

B: Exclusion grounds related to the payment of taxes or social security contributions

B. Payment of taxes, fees or contributions	Reply:
1) Has the Economic Operator fulfilled all the obligations relating to the payment of taxes, duties or social security contributions, in the country where it is established, in Italy and in the country where the contract takes place?	[] Yes [] No
2) <u>If not</u> , indicate: a) the State where the breach occurred; b) the amount; c) how the non-compliance was established;	a) [.....] b) [.....] c) [.....]

d) measures taken to remedy it;	d) [.....]
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C: Exclusion grounds related to insolvency, conflict of interest or professional misconduct

C. Information on any situation of insolvency, conflict of interest or professional misconduct	Reply:
1) To the best of his knowledge, has the Economic Operator violated obligations relating to health and safety at work, environmental, social and employment law?	[] Yes [] No
2) Is the Economic Operator in one of the following situations or is he subjected to a procedure for ascertaining one of the following situations: a) bankruptcy, insolvency proceedings, liquidation, arrangement with creditors, subsidiary administration or other similar situation? b) has he ceased his activities?	a) [] Yes [] No b) [] Yes [] No
3) Has the Economic Operator been guilty of serious professional misconduct?	[] Yes [] No
4) Has the Economic Operator signed agreements with other economic operators aimed at distorting competition?	[] Yes [] No
5) Is the Economic Operator aware of any conflict of interest related to his participation in the procurement procedure?	[] Yes [] No
6) Did the Economic Operator or an associated company provide advice to the Client or did they otherwise participate in the preparation of the award procedure?	[] Yes [] No
7) Has the Economic Operator already had experience of early termination of a previous public contract or have damages or other penalties already been imposed on him in relation to a previous public tender?	[] Yes [] No
8) Has the Economic Operator: a) been gravely guilty of false declarations in providing the information required to verify the absence of reasons for exclusion or compliance with the selection criteria? b) hidden this information? c) been able to transmit the additional documents requested by a Client without delay? d) attempted to unduly influence the decision-making process of a Client, attempted to obtain confidential information which may confer undue advantages on it in the procurement procedure, provided misleading information which may have a significant influence on decisions concerning the procurement procedure?	a) [] Yes [] No b) [] Yes [] No c) [] Yes [] No d) [] Yes [] No
9) <u>If the answer to any of the questions in section C is affirmative</u> , indicate the situations that have occurred and what measures the Economic Operator has adopted to prove his reliability (<i>self-cleaning</i>)	

D: Grounds for exclusion provided for by Italian legislation and equivalent situations provided for by the law of the country where the contract takes place

D. Grounds for exclusion provided for by Italian law	Reply:
Is the Economic Operator in one of the following situations? 1) are there any grounds for revocation, suspension or prohibition under anti-mafia legislation? 2) is he subject to infiltration by organized crime?	1) [] Yes [] No 2) [] Yes [] No 3) [] Yes [] No

3) has he been subject to the prohibition of the exercise of the activity or to other sanctions that entail the prohibition on contracting with the public administration?	
4) is he registered in the electronic computer records kept by the National Anti-Corruption Authority for presenting false declarations or false documentation for the purpose of issuing the qualification certificate, for the period during which the registration continues?	4) ☐ Yes ☐ No
5) has he violated the ban on fiduciary registration?	5) ☐ Yes ☐ No
6) does he respect the rules on the right to work of disabled people?	6) ☐ Yes ☐ No
7) if he has been a victim of abuse and extortion committed by organized crime or by those who intended to facilitate the activity of organized crime and does not have a case of necessity or self-defense, has he reported the facts to the judicial authority?	7) ☐ Yes ☐ No
8) is he in a control situation or in any relationship, with respect to another participant in the same assignment procedure, even <i>de facto</i> , if the control situation or the relationship implies that the offers are attributable to a single decision-making center?	8) ☐ Yes ☐ No
9) has he concluded subordinate or self-employment contracts and, in any case, assigned tasks to former employees of the Client who have ceased their employment relationship for less than three years and who in the last three years of service have exercised authoritative or negotiating powers on behalf of the Client towards the same Economic Operator (<i>pantouflage</i> or <i>revolving door</i>)?	9) ☐ Yes ☐ No

PART IV: SELECTION CRITERIA

	Reply:
Does the Economic Operator meet all the selection criteria required in the tender documents?	☐ Yes ☐ No

PART V: FINAL DECLARATIONS

The undersigned formally declares that the information reported in parts II to IV are true and correct and that he is aware of the consequences, including those of a criminal nature, of a serious false declaration, provided for by Italian law and by local law.

The undersigned hereby certifies the absence of the reasons for exclusion provided for in Part III and the possession of the requirements referred to in Part IV.

The undersigned formally authorizes the Client, indicated in Part I, to carry out checks with the competent local authorities on the truthfulness of the declarations made on the requirements.

The undersigned accepts without reservations or exceptions the provisions and conditions contained in the invitation letter and in Annexes 1 and 2, which are an integral part of the same letter.

Oslo,

[name, surname and quality of the signatory]

PLEASE ATTACH A COPY OF THE IDENTITY DOCUMENT OF THE SIGNATORY.

ECONOMIC OFFER FORM
(to insert in the Envelope B, Economic Offer)

Re: Award of extraordinary maintenance works of the kitchen and the annexed rooms of the Ambassador's Residence in Oslo – CIG 8522158342.

The undersigned _____ as *(owner, legal representative, attorney, other)* _____ of the economic operator -
 _____ place *(City, Country)* _____
 _____ registered office _____
 postal code _____ ID number _____

PRESENTS THE FOLLOWING UNCONDITIONAL OFFER

for the works in question and better described in the tender documents:
 a total price of _____ NOK (that is _____
 comma _____) corresponding to a reduction of _____, _____ % (that is
 _____ comma _____ per cent) on the amount set at
 the tender basis of 1,024,081 NOK.

The undersigned also declares to have taken into account in the formulation of the offer any discrepancies in the qualitative and quantitative indications of the items detectable from the documentation attached to the invitation letter; an offer which, referring to the execution of the works according to the project documents based on the tender, remains in any case fixed and invariable.

This offer is signed on _____ /2020

(signature)

**INFORMATION ON THE PROTECTION OF INDIVIDUALS
WITH REGARD TO THE PROCESSING OF PERSONAL DATA**

Regulation (EU) 2016/679, art. 13

The processing of personal data is based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of individuals.

To this end, the following information is provided:

1. The data controller is the Ministry of Foreign Affairs and International Cooperation (MAECI) of Italy, which, in this specific case, operates through the Embassy of Italy in Oslo - Inkognitogata 7 - Oslo; ambasciata.oslo@esteri.it.
2. The MAECI has a personal data protection officer who, in case of questions or complaints, can be contacted at the following addresses (Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 ROME, tel. 0039 06 36911 (switchboard), e-mail: rpd@esteri.it; pec: rpd@cert.esteri.it).
3. The personal data requested are necessary for the selection of the economic operator to whom the contracted service will be entrusted.
4. The provision of data is an obligation provided for by Italian legislation and any refusal to provide the requested data involves exclusion from the selection procedure or from the assignment.
5. The processing will be carried out manually or digitally by specifically appointed personnel.
6. The data will be communicated to the internal and external control bodies of the MAECI. By signing this information, the interested party gives his consent to the communication of the aforementioned data also to the competent local authorities for their verification and to the publication of the essential elements of the contract stipulated on the Client's website in accordance with the Italian legislation on the transparency of public contracts.
7. The data are kept for a maximum period of 5 years from the moment in which the contractual relationship ends for completion of the execution or for other reason, including the termination for non-fulfilment. This deadline is suspended in the event of legal proceedings.
8. The interested party can request access to their personal data and their correction. In these cases, the interested party must submit a specific request to the addresses indicated in point 1, informing the MAECI data protection officer at the addresses indicated in point 2.
9. If he believes that his rights have been violated, the interested party can lodge a complaint with the MAECI. Alternatively, he can contact the Guarantor for the protection of personal data (Piazza di Monte Citorio 121, 00186 Rome, tel. 0039 06 696771 (switchboard), e-mail: garante@gpdp.it, pec: protocol@pec.gpdp.it) or the Italian judicial authority.

Oslo,

Signature of the interested party for acceptance

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