



Prot. 3655

*Ambasciata d'Italia
Islamabad*

***Linkinnovative PVT LTD
42, Abpara Housing Scheme
Canal Bank
Lahore
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Object: Invitation to submit an economic offer for the supply and the installation of a security integrated System in the prefabricated structures (Plots 12-15, Diplomatic Enclave, Islamabad - temporary headquarters of the Embassy of Italy in Islamabad) - CIG 8451244B2A.

The Embassy of Italy in Islamabad, hereafter referred to as the “contracting authority”, invites ***Linkinnovative PVT LTD***, hereafter referred to as the “economic operator”, to submit an economic offer, as per the following modalities, provisions and procedure, with the objective of identifying an economic operator for the provision of the services in reference.

1. - Subject-matter of the Contract and Estimated Value of the Tender.

- 1.1 A draft of the contract which will be concluded is contained in Annex 1.
- 1.2 The selected economic operator will provide the services as specified in Annex 2.
- 1.3 The estimated value of the procurement will not exceed PKR 24.000.000, net of indirect taxes.

2. - Contacts.

2.1. The person Responsible for the Procedure (RUP) is Francesco Gargano, Second Secretary at the Embassy of Italy in Islamabad,

3. - Requirements.

3.1 The grounds for exclusions from the procedure are indicated in Annex 3.

3.2 The absence of grounds for exclusion are to be demonstrated by means of a self declaration or a solemn declaration before a competent local authority in accordance with the Single Procurement Document (Annex 3). The economic operator gives its consent for the contracting authority to verify the veracity of the declarations on the possession of the requirements.

4. – Contract- awarding Criterion

4.1 The contract will be awarded to the lowest bidder, taking into consideration the quality of the materials proposed.

5. - Submission of the Offer.

5.1 The envelope containing the offer must be closed and sealed and bear the words:

“NOT TO BE OPENED: *Offer for the supply and the installation of a security integrated System in the prefabricated structures (Plots 12-15, Diplomatic Enclave, Islamabad - temporary headquarters of the Embassy of Italy in Islamabad) - CIG 8451244B2A.*

- name and address, telephone number, email address of the economic operator.

5.2 On pain of exclusion, the envelope must contain 2 envelopes, duly and carefully sealed, each indicating the object of the tender, the name of the economic operator and, respectively:

- A (Administrative Documents)
- B (Economic Offer)

5.3 The economic operator is the sole responsible for a timely delivery of the envelope. Should the envelope be delivered to a different place or not in accordance with the rules herein detailed, the tenderer will be excluded. In such a case, the envelope will not be opened and will be returned to the economic operator.

5.4 The envelopes containing the offers and the relevant documentation must be sent either

- by courier service, to the following address: “Embassy of Italy, Administrative Office, Plots 196-208, Street 17, G/5, Diplomatic Enclave, Islamabad”, or

- delivered by hand (on working days, from Monday to Friday, from 9:00 a.m to 04:00 p.m, not including public holidays) at the Italian Embassy, Administrative Office, Plots 196-208, Street 17, G/5, Diplomatic Enclave, Islamabad

and will have to reach the Italian Embassy **within and not beyond 12:00 noon on 5th October 2020** . The Administrative Office will release a written receipt.

5.5 The stamp of reception applied by the contracting authority is the sole proof to the purpose of certifying the day and time of submission of the offers.

5.6 In the case of the offer and/or the documentation being signed by a representative of the economic operator, a document (power of attorney, mandate) certifying the power of signature has to be attached

5.7 Multiple, alternative and conditional offers will be excluded.

6. – Content of the Envelopes

6.1 Envelope “A – Administrative Documents”

6.1.1 Envelope “A – Administrative Documents” must contain the following documentation:

- a) Single Procurement Document (Annex 3) where the economic operator declares the absence of grounds for exclusion and accepts unconditionally the terms and clauses indicated in this invitation and in Annexes 1 and 2, which are an integral part of the same;
- b) Commitment to maintaining the offer irrevocable for 180 days from the deadline fixed for the reception of the offer and readiness to extend the validity for further 90 days upon request of the contracting authority.

6.1.2 Should any of the documents requested in paragraph 6.1.1 be absent, incomplete or irregular, the contracting authority will grant no more than 10 days for the requested declarations or documents to be submitted or supplemented. If the economic operator fails to comply within the deadline, it will be excluded. Those deficiencies in the documentation which make impossible to identify its content or the subject responsible for the same will be considered as not remediable.

6.2 Envelope “B - Economic Offer”.

- 6.2.1 Envelope B must contain the best economic offer for the service required and the attached BOQ (Annex B), which has to be fully completed and supplemented by all technical information. Moreover, in order for the tenderer to develop their offer, they are requested to arrange a visit on site to inspect the area.
- 6.2.2 The sum paid for the service will not exceed the estimated value of the procurement, specified in paragraph 1, net of indirect taxes and net of security charges not subject to reduction; the agreed sum will include all the materials needed for the installation of the system, even if not expressly specified in the BOQ. The economic offer shall not exceed the aforementioned value, on pain of exclusion.

6.3.3 The offer, containing the personal data of the tenderer, must be duly signed and a valid identity document must be attached.

7. - Opening of the Envelopes and Evaluation of the Offers.

7.1 The envelopes will be opened at 15:00 on 5th October 2020, at the Embassy of Italy, at a public meeting.

7.2 Only the representatives of the tenderers are admitted to assist.

8. - Clarifications.

8.1 Any request for information or clarification can be addressed per email to: amm.islamabad@esteri.it at the latest 7 days before the deadline mentioned above.

8.2 The Contracting Authority will reply at the latest 4 days before the deadline set for the submission of the offer, by sending an email to each candidate, containing both the information requested and the reply.

9. - Protection of Personal Data.

9.1 The Contracting Authority guarantees the protection of the personal data provided by the tenderer pursuant to the current Italian regulation on the protection of natural persons with reference to the processing of personal data (see Annex 4).

9.2 The economic operator, by signing the notice in Annex 4, gives its consent to the processing of personal data by the Contracting Authority, including the verification specified in paragraph 3.2.

10. - Governing Rules

12.1 The procedure for the selection of the contractor is governed by the current Italian regulation.

Islamabad, 28.09.2020





Andreas Ferrarese
Ambassador of Italy

LIST OF ATTACHMENTS

ANNEX A: DATASHEET

ANNEX B: BOQ

ANNEX 1: DRAFT CONTRACT

ANNEX 2: SERVICES TO BE RENDERED

ANNEX 3: SINGLE PROCUREMENT DOCUMENT AND EXCLUSION GROUNDS

ANNEX 4: NOTICE ON THE PROTECTION OF NATURAL PERSONS