



AMBASCIATA D'ITALIA
OSLO

mes. 1727

LETTER OF INVITATION

**To: Maria Rini Arkitektur & Interiør
Jørgen Løvlands gate 3
Oslo**

Subject: Call to Tender for a Contract for construction management and safety coordination service during the execution of the conservative restoration work of the external facades of the Embassy of Italy and of the Residence of the Ambassador of Italy in Oslo – CIG: 87999268A8.

The Embassy of Italy in Oslo, hereinafter referred to as the “Client”, hereby invites “Maria Rini Arkitektur & Interiør”, hereinafter referred to as “the Company”, to submit an offer in accordance with the processes, regulations, and procedures described here following, for the selection of a Company to which to assign the work in question.

1.- Contract and Tender value

- 1.1 Relations between the Client and the Company will be governed by a contract drafted in accordance with Attachment 1.
- 1.2 The Company selected will provide the services described in Attachment 2.
- 1.3 The estimated value of the contract for the present Tender is NOK 1.300,000, net of indirect taxes.

2. – Contact Person

- 2.1 The process manager is Francesco Polenta, Head of administration at the Embassy of Italy, tel. 23 08 49 23, oslo.amministrazione@esteri.it.
- 2.2 The technical support is the Architect Roberta Luciani, roberta.luciani@me.com.
- 2.3 All communication will be in English.

3. - Requirements

- 3.1 Companies to which any of the “Reasons for Exclusion” at Attachment 3 apply are excluded from participating in this process.
- 3.2 Companies will attest by means self-certification to the absence of reasons for exclusion and to possessing the qualification requirements. The Company authorizes the Client to verify the accuracy of the certificate with competent local authorities.
- 3.3 The Company must have adequate professional liability insurance coverage.

3.4 The Company must have at least 5 years of proven experience in construction management and safety coordination related to the restoration of masonry facades (preferable competence in the restoration of buildings of historical and artistic interest).

4. – Subcontracting and assignment criteria

4.1 **The assignment criterion is that of the lowest price. The contract may not be transferred to a third party and may not be subcontracted.**

5. – Submission of Offers

5.1 A large envelope containing the Offer must be closed and sealed and the following text must appear on the outside of the said envelope:

- “DO NOT OPEN: Offer for Conservative Restoration of the facades of the Residence of Ambassador of Italy - CIG 87999268A8”;
- the Company name and address, organization number, phone number, and email address.

5.2 **In order to be valid**, the large envelope must contain **two envelopes**, each sealed with sealing wax, or with the flaps taped shut, or sealed and the flaps initialed, or sealed and the flaps ink stamped; both envelopes must indicate the subject of the Contract, the Company name and the following text:

- **A (Administrative documents)**
- **B (Economic offer)**

5.3 The prompt delivery of the envelope packet is at the sole risk of the sender. Failure to submit the packet to the address indicated and within the terms indicated will result in exclusion. The excluded packets will be returned to the Company unopened.

5.4 The envelope packets containing the tender and accompanying documents must be **delivered before 12,00 hours on September, 30, 2021**, by one of the following means, at the discretion of the Company:

- by postal or courier service, to the Client and addressed to: Embassy of Italy, Administrative Office, Inkognitogata 7, PO BOX 4021, 0244 Oslo – Norway, attention: Mr Francesco Polenta;
- by hand, between the hours of 9:30 a.m. and 12:30 p.m. (noon), Monday to Friday, statutory holidays excluded, to the reception wicket of the Client where a delivery receipt will be issued.

5.5 The Client’s receipt stamp will be the exclusive proof of delivery by the deadline.

5.6 If the Offer and the documentation submitted for participation in the Tender are signed by a legal representative of the Company, proper supporting documentation must be provided (Power of Attorney, mandate, etc.) as proof of signing authority.

5.7 The Offer and the attached documents must be in Italian or English.

5.8 Multiple, conditional or alternative offers will be excluded.

6. – Content of envelopes in the packet

6.1 Envelope “A – Accompanying documents”

6.1.1 Envelope “A – Accompanying documents” must contain the following:

- a) Attachment 3 – Eligibility Requirements, in which the Company confirms the absence of reasons for exclusion and accepts, without reservation or exception, the provisions and conditions contained in the present Call to Tender and in attachments 1 and 2 to the same;
- b) the Company’s written commitment to maintain firm its Offer for 180 days from the deadline for the submission of offers and its willingness to extend the Offer for an additional 90 days, at the Client’s request;

6.1.2 In the event of missing, incomplete or other irregular documents required at paragraph

6.1.1. The Client grants the Company a term of no more than ten working days to produce, complete or correct the necessary documents; failure to do so within the term results in exclusion. Errors in the documents submitted that do not make it possible to identify the content or the subject responsible for the content are considered non-correctable irregularities.

6.2 Envelope “B - Offer”

6.2.1 In Envelope “B – Offer” the Company will submit its best offer for the services requested. The offer must specify the amount requested for the construction management and safety coordination service during the execution of the conservative restoration work of the external facades of the Embassy of Italy and the amount for the service rendered during the execution of the conservative restoration work of the external facades of the Residence of the Ambassador of Italy.

Please, bear in mind that the works for the Residence will start in April 2022 and be finished within 200 calendar days from the start, while the works for the Embassy building are scheduled for 2023.

6.2.2 The amount that the Client will pay for the said services cannot exceed the estimated value of the contract put to Tender at article 1, net of indirect taxes. Offers that exceed the value of the contract put to Tender will be excluded.

6.2.3 The Offer must contain the full name of the Company and must be signed by its legal representative and accompanied by a copy of a valid identification document for the signatory.

7. – Opening and Assessment of the Offers

7.1 The Envelope packets will be opened by the officer responsible on **October 5th, 2021 at 11.00 hours** at a public meeting at the Client’s offices at the address above.

7.2 Only representatives of the Companies submitting Offers are eligible to attend the said meeting.

8. – Clarification / Additional information

8.1 Additional information, clarification and visits on site must be requested from the Client with sufficient advance, at least seven days prior to the deadline for the submission of Offers, via email to the following address: oslo.amministrazione@esteri.it and/or by phone at 23 08 49 23.

8.2 The Client must reply at least four days before the deadline for the submission of Offers via a letter to each Company listing the questions and their relative answers.

9. – Protection of Personal Information

9.1 The Client ensures the protection of the Company's personal information in accordance with Italian legislation on the protection of the individual with regard to personal information; see Attachment 4.

9.2 By signing Attachment 4, the Company consents to the use of its personal data by the Client, including the verifications envisaged at paragraph 3.2.

10. – Applicable Legislation

The selection process is governed by current Italian legislation.

Oslo, August 26, 2021


The Head of Administration
Francesco Polenta
