



Embassy of Italy  
Baghdad

**GARA (BID) No. 8335621**  
**CIG: 896286020E**

## **INVITATION TO BID**

1. **Owner:** Embassy of Italy, International Zone in Baghdad, FOB Fernandez – Tigris Compound – Villa no. 9, West Wing.
2. **Method of Adjudication:** restricted procedure. At least five candidates will be invited to submit an offer; save the right to proceed to adjudication in the case of fewer candidates or in the case of only one candidate.
3. **Object of contract:** Security Service – Armed Guards for surveillance of the Italian Diplomatic Compound, the maximum contract amount will be USD 230.000,00 per annum and shall be compliant with the enclosed technical description. Please note: offers exceeding the ceiling price will not be considered and will be excluded; the point evaluation scheme for the award of the contract is enclosed to the present invitation. Duration of the services: **12 months** from 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022. No variations of any kind are permitted during submission of the bid or during the performance of the contract – bid selection governed by Italian Law.
4. **Place of performance:** Embassy of Italy in Baghdad.
5. **Governing Jurisdiction:** bid selection governed by Italian Law, based on the provisions of art. 36 of Presidential Decree no. 50/18<sup>th</sup> April 2016.

The Embassy of Italy in Baghdad intends to select a surveillance contractor – through a restricted procedure (art. 36 of Presidential Decree no. 50/18<sup>th</sup> April 2016) – for daily service at its headquarters.

At least five candidates have been selected to submit an offer for armed security guard services for the protection of the premises of the Italian Embassy in Baghdad and the security check of any visitor or vehicle at the access points.

The service shall be provided according to the following requirements:

- a. The successful bidder will provide security at both gates of the Embassy, with two/four armed guards to be deployed at any time at each gate, each guard works no more than 8 (eight) hours shift in every 24 hours period, in coordination and under the directions of the Embassy Security Department.
- b. In addition to the security duties corresponding to the main task, the guards will be expected to screen and give directions to any person or vehicle accessing to the Embassy, inspect vehicles, operate security barriers and regulate traffic in front of the Embassy gates when necessary. At least one guard for every shift must have an adequate knowledge of English language.



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- c. The successful bidder will guarantee that guards will meet the appropriate standard of appearance, and provide a commitment to treat employees, visitors, customers and suppliers of the Embassy with the adequate courtesy and respect.
- d. The contractor will be responsible to provide guards of all the necessary items and equipment, including weapons, ammunitions, radios, hand-lights, uniforms, and, if needed, guardhouses, vehicles, meals and drinking water.
- e. Bidders will guarantee to have full access to Baghdad's International Zone so that its workers, suppliers and equipment can reach the Embassy premises without the responsibility or the active involvement of the Embassy.
- f. Bidders will specifically guarantee that they will be able to deploy by 1<sup>st</sup> January 2022.

The Companies which are interested in participating in the BID shall have to receive the technical specifications from the Embassy by November 11<sup>th</sup>, upon appointment with the Administrative Office. An inspection on the site can also be arranged with the above-mentioned office of the Italian Embassy. For the technical inspection and the technical specifications, the deadline is **17:00 hours on November 13<sup>th</sup> 2021**. Requests for appointments must be sent to: [baghdad.amministratz@esteri.it](mailto:baghdad.amministratz@esteri.it).

Requests to participate in the BID (offers) must be in English or Italian languages, signed by the Company's Representative or proxy thereof, include the address, telephone number and e-mail address, and are to be received at the address indicated in point **1. within November 18<sup>th</sup> 2021**. To this end, the date determining receipt will be the date on the received stamp placed on the envelopes by Embassy of Italy staff.

The cover envelope must bear the following annotation: "**DO NOT OPEN – CONTAIN PROPOSAL DOCUMENT FOR PROGRAMMED 24/7 SURVEILLANCE CONTRACT**".

The requests will be excluded from consideration unless there is compliance with all the BID requirements regarding the submission of statements and/or the documents and compliances with standards and criteria indicated therein.

- 1) **Final deadline is 17:00 hours on November 18<sup>th</sup> 2021** for the submission of final proposals with interested bidders' best quotation by personal delivery to the Embassy's Administrative Department or by recorded delivery at the Embassy's address.
- 2) A closed letter must be delivered with inside three closed envelopes, each one with letters: A, B, C. **Envelope A** must include administrative contents, i.e. regular registration as a Company, penal records, tax and fee obligations compliancy; **envelope B** must contain the technical qualifications; **envelope C** must contain the economical offer, with details of the service to be provided.
- 3) Award will be adjudicated to the bidder that, following the invitation extended pursuant to point **3. (Object of Contract)** and point **1)** – respect of deadline, submits the best economical and technical offer. An adjudication will be made even if only on bid is received.
- 4) All technical questions regarding this BID should be sent via e-mail at the following address: [baghdad.amministratz@esteri.it](mailto:baghdad.amministratz@esteri.it).



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The Embassy of Italy in Baghdad reserves the right to cancel the award of this BID should the adjudication procedure not be approved by the Ministry of Foreign Affairs and International Cooperation in Rome, in which case no participant shall have entitlement to any compensation of any kind for having participated in the process or for having submitted the requested documentation.

To submit the application a payment is required to the Italian Authority for Public Contracts (ANAC) of Euro 20,00 (twenty).

Details for payment: international draft, Bank: Monte dei Paschi di Siena, account number: 4806788 (IBAN: IT 77 0 01030 03200 0000 04806788 – BIC/SHIFT: PASCITMMROM), name of beneficiary: Autorità Nazionale Anticorruzione.

Baghdad, 2<sup>nd</sup> November 2021



Bruno Antonio Pasquino  
Ambassador of Italy

Posted on the Embassy website on November 3<sup>rd</sup> 2021