



Embassy of Italy  
Baghdad

**GARA (BID) No. 8335524**  
**CIG: 89628612E1**

**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 5 of the candidates participating in the selection will be invited to submit an offer; save the right to proceed in adjudication in the case of fewer candidates or in the case of only one candidate.
3. **Object of contract:** Maintenance of the Italian Diplomatic Compound Service – **6** technicians for maintenance of Embassy, Residence of the Ambassador, houses of the staff, and shall be compliant with the enclosed technical description. A preventive, careful and proactive maintenance service is required. The building of the Compound needs a constant activity of preventive maintenance and qualified personnel for the preservation of the structures and for the running of the building systems, including mechanical equipment, plumbing, electrical, structural aspects of the buildings, cleaning and maintenance of offices, common areas, swimming pool and gardens. Duration of the services: **one year** from 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022, the maximum contract amount will be U.S. \$ 135.000,00. 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 maintenance contractor – through a restricted procedure (art. 36 of Presidential Decree no. 50/18th April 2016) – for daily service at its headquarters. The following technicians are required for the general maintenance of the Offices and residences: one supervisor/technician/plumber, two technicians for generators' maintenance, two cleaners, one technician for swimming pool and gardens.

At least five candidates have been selected to submit an offer for maintenance services for the premises of the Italian Embassy in Baghdad.

The service will be provided according to the following requirements:

- a. The successful bidder will provide the requested maintenance service every day of the year, according to the technical scheme and shifts that will be specified with the documents on the inspection of interested/potential contractors.
- b. In addition to the main general maintenance service, the Company shall inform about any necessary or urgent works, which may possibly involve extraordinary maintenance tasks, with any specialized external companies requested. At least the supervisor and three technicians must have an adequate knowledge of English language.



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- c. The successful bidder shall guarantee that technicians will meet the appropriate standard of appearance (a specific uniform is required), 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 technicians of all the necessary items and equipment's, beside the equipment owned by the Embassy, 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 shall 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 13<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 MAINTENANCE 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 one 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.

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