

Torini Amm.vo



Embassy of Italy  
Washington

3000 Whitehaven Street N.W. - Washington DC, 20008 - Tel: (202) 612 4400

Washington, DC November 1<sup>st</sup>, 2021

Prot.n. 5029

**GPPascale Contractor LLC**  
2932 Madeira Ct.  
Woodbridge, VA 22192

**Object of the tender : Request for price quotes for the building facility management services for the Residence of the Ambassador of Italy at its premises located at 2800 Albemarle Street NW, Washington DC.**

**1. DURATION**

The contract's duration will be 1 one) year –from January 1, 2022 to December 31, 2022– and cannot be automatically renewed.

**2. VALUE OF THE TENDER**

The estimated value of the tender must not exceed \$60,000.00

The price quote must include the monthly and the yearly cost of the services.

**3. TOUR OF THE PREMISES**

Due to Covid-19 restrictions, no tour of the premises will be allowed. Questions can be addressed in writing to [amministrativo.washington@esteri.it](mailto:amministrativo.washington@esteri.it)

**4. SERVICES REQUIRED**

The Company must provide one facility maintenance handyman during regular business hours M-F (8:00 AM to 4:00 PM).

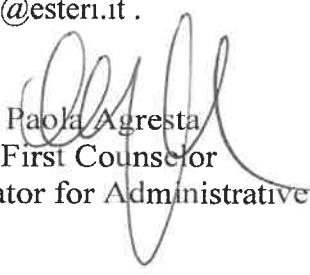
Services must include :

- Handyman must be capable of minor electrical, hydraulic and carpentry reparations;
- duties will include furniture handling on daily bases as needed;

**8. OPENING OF THE ENVELOPES**

The envelopes will be opened in a public hearing which will take place November 16<sup>th</sup>, 2021 starting 10 am and following a procedure which will be officially announced on that date.

Your Company is invited to participate, after communicating within the deadline for the presentation of the offer, the intention to be present and the person in charge to represent the Company at the hearing, writing to the following email: [amministrativo.washington@esteri.it](mailto:amministrativo.washington@esteri.it) .



Paola Agresta  
First Counselor  
Coordinator for Administrative Affairs



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Attachment 1

## SINGLE REQUIREMENTS DOCUMENT

**All required information must be entered by the economic operator, unless specifically indicated**

### **PART I: INFORMATION ON PROCUREMENT PROCEDURE AND CLIENT**

|   |  |
|---|--|
| <b>Identity of the Client</b>               | Embassy of Italy                               |
| Name:                                       | Paola Agresta<br>Responsible for the procedure |
| Title or brief description of the contract: |  |
|   |  |

### **PART II: INFORMATION ON THE CONTRACTOR**

|  |  |
|--|--|
| <b>A. Identification data of the Contractor</b>                                    |  |
| Name:  |  |
| National identification number, if applicable<br>(Tax ID number, registration ...) |  |
| Mailing address:   |  |
| Contact person:<br>Phone:<br>e-mail:<br>(website) (if available):                  |  |

|   |  |
|---|--|
| <b>B. : Any representatives of the economic operator</b>                |  |
| Complete name   |  |
| Date and place of birth   |  |
| Position / title to act   |  |
| Mailing address:  |  |
| Phone:  |  |
| E-mail:   |  |
| If necessary, provide details on representation (form, scope, purpose): |  |

- a) not to have been seriously guilty of false declarations in providing the information required to verify the absence of reasons for exclusion or the respect of the selection criteria,
- b) not having hidden such information,
- c) have been able to transmit without delay the additional documents requested by a Client,
- d) not to have attempted to unduly influence the decision-making procedure of a Client, not to have attempted to obtain confidential information that may give it undue advantages in the procedure, not to have provided misleading information that may have a significant influence on the decisions concerning the procedure of contract.

**D: Exclusion reasons provided for by Italian legislation and equivalent situations provided for by the law of the country where the contract is carried out**

The economic operator is not in any of the following situations:

- 1) there are grounds for forfeiture, suspension or prohibition envisaged by the antimafia legislation
- 2) is subject to infiltration of organized crime
- 3) was subject to the prohibition of the exercise of the activity or to another sanction that involves the prohibition to contract with the public administration
- 4) is registered in the computerized record kept by the Italian Anti-Corruption Authority for having presented false declarations or false documentation for the purpose of issuing the qualification certificate, for the period during which the registration continues;
- 5) violated the ban on fiduciary registration
- 6) respects the rules to the right to work of disabled people
- 7) if he has been the victim of extortion offenses committed by organized crime or by those who wanted to facilitate the activity of organized crime and does not have a case of necessity or self-defense, he reported the facts to the judicial authority
- 8) is in relation to another participant in this procedure, in a control situation or in any relationship, even de facto
- 9) has concluded employment or self-employment contracts and, in any case, has 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 for the Client with respect to the same economic operator (pantouflage or revolving door)

**PART IV: SELECTION CRITERIA**

The economic operator meets all the selection criteria required in the documentation for the selection procedure

**PART V: FINAL DECLARATIONS**

The undersigned formally declares that the information reported in parts II to IV is true and correct and that the undersigned is aware of the consequences, including those of 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 set forth in Part III and the possession of the requirements referred to in Part IV.



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Attachment 2

**INFORMATION ON THE PROTECTION OF INDIVIDUALS WITH REFERENCE TO  
THE PROCESSING OF PERSONAL DATA (GENERAL DATA PROTECTION  
REGULATION (EU) 2016/17, ART. 13)**

The processing of personal data required will conform to the principles of lawfulness, correctness and transparency in order to protect the fundamental rights and freedoms of individuals.

To this end, the following information is provided:

1. The Joint Controller is the Ministry of Foreign Affairs and International Cooperation (MAECI) of the Italian Republic which, in this case, operates via the Italian Embassy in Washington, D.C., located in 3000 Whitehaven Street NW, 20008, Washington D.C., tel.: +1 (202) 612-4400 (switchboard), e-mail: [amministrativo.washington@esteri.it](mailto:amministrativo.washington@esteri.it); certified email: [amb.washington@cert.esteri.it](mailto:amb.washington@cert.esteri.it).
2. For inquiries or complaints, interested parties may contact the Ministry of Foreign Affairs and International Cooperation Head of Personal Data Protection (RPD) (mailing address: Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 Rome, telephone 0039 06 36911 (switchboard), email: [rpd@esteri.it](mailto:rpd@esteri.it), certified email [pec]: [rpd@cert.esteri.it](mailto:rpd@cert.esteri.it)).
3. Personal data is necessary for the selection of the economic operator chosen for the tender.
4. Provision of this data is an Italian legal requirement, and any refusal to provide the requested data will lead to exclusion from the selection process.
5. Data processing will be carried out in both manual and automated modes by specially appointed personnel.
6. Data will be communicated to the internal and external control bodies of the Ministry of Foreign Affairs and International Cooperation. By signing this notice, the interested party acquiesces to the conveying of said data also to competent local authorities for their inspection, and to the publication of essential parts of the agreed contract on the contracting authority website, in accordance with Italian regulations on transparency of public contracts.  
Data shall be retained for a maximum period of five years starting from when the contractual relation ends, because its execution is complete or for other reasons, including termination for non-performance. This deadline is suspended in the event of the start of legal proceedings.
7. Interested parties may request access to their personal data and the correction of the same. In these cases, interested parties must submit a specific request to the addresses set out in point 1, and notify the MAECI Head of Personal Data Protection (address in point 2) of the same.
8. If you believe your rights have been violated, you may file a complaint with the MAECI RPD. Alternatively, you may contact the Garante per la Protezione dei Dati personali [Data Protection Authority] (Piazza di Monte Citorio 121, 00186 ROMA, telephone 0039 06 696771 (switchboard), email: [garante@gpdp.it](mailto:garante@gpdp.it), certified email: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it)) or to judicial authorities.

(Place and date)

(Signature)  
(Position or Title to act)



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Attachment 3

### **COMPANY DOCUMENTATION TO BE PRESENTED AT ADJUDICATION**

Please note that, upon adjudication of the bid, based on the above list of qualifications the following documents shall be requested, and shall be successfully submitted by the winning bidder:

- a) Certificate of General Liability Insurance with a minimum of \$1,000,000 for each occurrence and \$2,000,000 as aggregate, with Certificate Holder: Embassy of Italy, 3000 Whitehaven Street, NW, Washington DC 20008.
- b) Proof that the personnel employed by the company is regularly and continuously insured for all the duration of the scope of work (workers compensation insurance).
- c) Upon adjudication and prior to stipulation of the contract, the Embassy will request presentation of a guarantee in the form of a performance bond or check in the amount of 10% of the total amount of the contract.