



Embassy of Italy
Washington

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

Washington, November 1, 2021

Prot.n. 5021

Oasis Events LLC
309 10th Str. South 302
Arlington, VA 22202

Object of the tender : Request for price quotes for security service companies for the adjudication of surveillance service, reception and public scrutiny, acceptance and verification of parcels at the Embassy of Italy located at 3000 Whitehaven Street NW, Washington DC 20008 and at the Residence of the Embassy “Villa Firenze” located at 2800 Albemarle Street NW, Washington DC 20008.

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 \$500,000.00

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

4. SERVICES REQUIRED

The Company must :

- provide surveillance personnel to guarantee and insure the protection of the premises of the Embassy and of the Residence of the Ambassador, operating under the supervision and direction of the Italian Police Agents Carabinieri;
- insure the continued maintenance of a high level of security and related security services under the supervision and direction of the Italian Police Agents Carabinieri;
- perform unarmed security and concierge assistance during opening hours at the Chancery with the following schedule
from Monday to Friday from 6am to 8pm
Saturday from 8am to 2pm
- perform unarmed security and concierge assistance 24/7 at the Residence of the Ambassador.

The company shall provide services for a maximum of 320 hours on weekly bases to be distributed on 8-hour shifts to guarantee the presence of at least three operatives at the same time. The total amount of weekly hours to be guaranteed must include services for emergencies, special events and evening events both at the Chancery and at the Residence, upon request of the Embassy.

5. PRESENTATION OF THE OFFER:

The Company must present two separated and sealed envelopes :

5.1. envelope one: Administrative documents

Failure to provide the following documents, to be sealed in the "A – Administrative Documentation" envelope, constitute grounds for rejection of Bid.

The "Administrative documentation" envelope must indicate the Bidder's information (name, address, telephone number and e-mail for further contacts) and the following documents:

- a) Copy of valid business license issued by the District of Columbia and/or the States of Maryland and Virginia (together with a copy of ID of the legal representative)
- b) Declaration stating the absence of causes for exclusions (see attachment 1), duly completed, signed and validated by a Notary Public;
- c) Declaration on the protection of personal data (attachment 2), duly signed.
- d) Declaration under the Company's responsibility that the Company has personnel to be placed at the Embassy to perform the above mentioned job and adequate professional capabilities in the field. The figures shall be appointed for the full time of the contract duration. Furthermore the Company must have personnel to substitute during regular business hours the appointed workers in case of their absence for any reason (e.g.:sick,vacation, leave of absence, etc.).
- e) Personnel names, resumes and individual criminal record of the company's personnel who will be dedicated by the company to the Embassy of Italy complex and Residence for the period: January 1 to December 31, 2022

- f) Statement under the Company's responsibility that the Company personnel have security clearance by a legitimate security screen Company or, whenever not available and upon request of the Embassy, agrees to submit to security screening with cost of the screening on the Company itself;

The lack or incompleteness of one of the requested documents is cause for exclusion from the tender. Good knowledge of the Italian language is preferred and could be possible cause of selection, a statement referring to this is appreciated

5.2 Envelope two : Economic proposal

The envelope must contain a price quote for the requested services.

The contract will be awarded to the lowest price.

The two sealed envelopes must be inserted in one large envelope, to be received by courier or other means, no later than 2pm on November 15, 2021 at the following address: Embassy of Italy, 3000 Whitehaven St. NW, Care of: Administration, Washington, D.C. 20008. On the envelope, please print: QUOTATION FOR SURVEILLANCE SERVICES 2022.

6. COMPANY DOCUMENTATION TO BE PRESENTED AT ADJUDICATION

See Attachment 3

7. OFFICER IN CHARGE AT THE EMBASSY

The person in charge and responsible of this contract for the Embassy is the Coordinator for Administrative Affairs Mrs. Paola Agresta (paola.agresta@esteri.it)

8. OPENING OF THE ENVELOPES

The envelopes will be opened on November 16, 2021 starting 2pm.

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



Paola Agresta
First Counselor
Coordinator for Administrative Affairs