



ITALIAN EMBASSY IN BEIRUT

INVITATION LETTER

Subject: Invitation to the negotiated procedure for security guarding services – CIG 89336064E3

The Italian Embassy in Beirut, hereinafter referred to as the "*purchaser*", hereby invites PRO.SEC, hereinafter referred to as "*economic operator*", to submit an offer, on the basis of the modalities, requirements and the following procedure, in order to identify the economic operator for the aforementioned services.

1.-Object and basis of competition

- 1.1 The relationship between the purchaser and the economic operator will be governed by a contract compliant with Annex 1.
- 1.2 The selected economic operator will carry out the services indicated in Annex 2.
- 1.3 The value of the tender cannot be superior to 98.000,00 USD, VAT excluded.

2.-Contact points

The person in charge of the proceedings is the Administrative Attaché of this Embassy, Mrs. Maria Gabriella Gambacurta.

3.-Requirements

- 3.1 It will be excluded from this procedure the economic operator who is in one of the grounds for exclusion contained in annex 3, and who does not have the special requirements of qualification described in annex 2.
- 3.2 The absence of grounds for exclusion shall be attested by a self-declaration of certification or *affidavit* in front of the competent authority, in compliance with the model contained in annex 3. The economic operator authorizes the purchaser to carry out checks with the competent local authorities on the truthfulness of the declarations made on the possession of the requirements.
- 3.3. The economic operator must have an adequate insurance against professional risks.

4.-Selection criterion

The selection criterion is based on the lowest price.

5.-Terms and presentation of the offer

- 5.1 The envelopes containing the offers must be closed and sealed, and must bear the following on the outside:
 - The words "DO NOT OPEN: Offer for the security guarding services – CIG 89336064E3
 - The name of the Economic Operator, Head Office and Contact Details.
- 5.2 On penalty of exclusion, the packages must contain two envelopes, each sealed with sealing wax or with adhesive tape on the closing flaps or closed and countersigned on the closing flaps, bearing an indication of the subject of the contract, the name of the economic operator and the wording, respectively:
 - A (Administrative documents)
 - B (Economic offer)
- 5.3 The on-time-delivery of the envelopes is at the sole risk of the sender. The non-presentation of the envelopes at the purchaser's address before the deadline and in full respect of the here mentioned procedures

will result in the exclusion of the economic operator from the competition. In that case, the envelopes will not be opened and will be returned to the economic operator.

5.4 The envelopes containing the offer and the relevant documentation must be delivered to the Purchaser before 14.00 of 11TH of november 2021, with one of the following modalities, at the choice of the economic operator:

-Through the postal service, addressed to: Embassy of Italy in Beirut, Rue du Palais Présidentiel P.O. Box 40 057 Baabda;

-by hand, from 10.00 to 14.00 of business days, to the address (Embassy of Italy in Beirut-, Rue du Palais Prèsidentiel - Baabda) of the Purchaser, who will issue a receipt.

5.5 Only the reception stamp affixed to the envelopes by the purchaser will be taken into consideration for the purposes of compliance with the deadline.

5.6 If the offer and/or documentation produced for participating the tender are signed by a prosecutor of the economic operator, appropriate documentation must be provided (proxy, resolution, etc.) in order to demonstrate the appropriate power of signature.

5.7 The offer and all the documents will be formulated in English language

5.8 The competitor will be excluded from the tender in case of the multiple, conditioned or alternative offers.

6. – Contents of envelopes inserted in the envelope

6.1 Envelope "A-administrative documents"

6.1.1 The Envelope "*A – Administrative documents*" shall contain the following documentation:

A) Possession of Requirements (annex 3), in which the economic operator certifies the absence of grounds for exclusion and accepts with no reservation and exception the provisions and conditions contained in this invitation letter and in annexes 1 & 2;

B. Commitment of the economic operator to maintain the irrevocable offer for 180 days after the expiry date of the tender and his willingness to extend the deadline for a further 90 days at the request of the purchaser;

6.1.2 In case of absence, incompleteness and any other essential irregularity of the elements required by paragraph 6.1.1, the Purchaser shall assign to the economic operator a period of not more than ten days to provide, complete or regularize the necessary declarations, under penalty of exclusion from the tender. Deficiencies in the documentation not allowing the identification of the content or of the person responsible for it are essential irregularities which are not remediable.

6.2 Envelope "B-economic offer"

6.2.1 in the envelope "*B – Economic offer*" the economic operator will present his best economic offer for the specific service required.

6.2.2 The Purchaser will not pay for the service a price exceeding the estimated value of the contract subject to this tender, as defined at article 1, VAT excluded. The economic offers will not exceed the amount placed on the basis of tender, on penalty of exclusion.

6.2.3 The offer shall contain the name of the economic operator and shall be signed by the legal representative or by a Prosecutor, with an attached copy of a valid identity document of the subscriber.

7.-Opening and evaluation of tenders

7.1 The envelopes will be opened by the person in charge of the proceedings on the 25th of November 2021 at 11 AM, in a room opened to public at the purchaser's office at the address indicated above.

7.2 Only the representatives of the tenderers are allowed to assist.

8.-Clarifications

8.1 Any information or clarifications must be requested in good time, at least four days before the expiry date for the submission of the offer to the following e-mail address: cont.beirut@esteri.it.

The Purchaser shall respond at least three days before the deadline for submission of tenders by sending to each economic operator a letter or e-mail with all the questions submitted and their replies.

9. – Protection of personal data

9.1 The purchaser guarantees the protection of personal data provided by the economic operator in accordance with the regulations in force in Italy regarding the protection of natural persons with regard to the processing of personal data, of which an informative in annex 4.

9.2 By subscribing to the information the economic operator agrees to the processing of the aforementioned personal data by the purchaser, including the verifications provided for in paragraph 3.2.

10.-Rules

This selection procedure will be done in accordance with the Italian rules and legislation

Beirut, 14..10.2021



Maria Gabriella Gambacurta



ITALIAN EMBASSY IN BEIRUT

INVITATION LETTER

Subject: Invitation to the negotiated procedure for security guarding services – CIG 89336064E3

The Italian Embassy in Beirut, hereinafter referred to as the "*purchaser*", hereby invites PROTECTRON, hereinafter referred to as "*economic operator*", to submit an offer, on the basis of the modalities, requirements and the following procedure, in order to identify the economic operator for the aforementioned services.

1.-Object and basis of competition

- 1.1 The relationship between the purchaser and the economic operator will be governed by a contract compliant with Annex 1.
- 1.2 The selected economic operator will carry out the services indicated in Annex 2.
- 1.3 The value of the tender cannot be superior to 98.000,00 USD, VAT excluded.

2.-Contact points

The person in charge of the proceedings is the Administrative Attaché of this Embassy, Mrs. Maria Gabriella Gambacurta.

3.-Requirements

- 3.1 It will be excluded from this procedure the economic operator who is in one of the grounds for exclusion contained in annex 3, and who does not have the special requirements of qualification described in annex 2.
- 3.2 The absence of grounds for exclusion shall be attested by a self-declaration of certification or *affidavit* in front of the competent authority, in compliance with the model contained in annex 3. The economic operator authorizes the purchaser to carry out checks with the competent local authorities on the truthfulness of the declarations made on the possession of the requirements.
- 3.3. The economic operator must have an adequate insurance against professional risks.

4.-Selection criterion

The selection criterion is based on the lowest price.

5.-Terms and presentation of the offer

- 5.1 The envelopes containing the offers must be closed and sealed, and must bear the following on the outside:
 - The words "DO NOT OPEN: Offer for the security guarding services – CIG 89336064E3
 - The name of the Economic Operator, Head Office and Contact Details.
- 5.2 On penalty of exclusion, the packages must contain two envelopes, each sealed with sealing wax or with adhesive tape on the closing flaps or closed and countersigned on the closing flaps, bearing an indication of the subject of the contract, the name of the economic operator and the wording, respectively:
 - A (Administrative documents)
 - B (Economic offer)
- 5.3 The on-time-delivery of the envelopes is at the sole risk of the sender. The non-presentation of the envelopes at the purchaser's address before the deadline and in full respect of the here mentioned procedures

will result in the exclusion of the economic operator from the competition. In that case, the envelopes will not be opened and will be returned to the economic operator.

5.4 The envelopes containing the offer and the relevant documentation must be delivered to the Purchaser before 14.00 of 11th of november 2021, with one of the following modalities, at the choice of the economic operator:

-Through the postal service, addressed to: Embassy of Italy in Beirut, Rue du Palais Présidentiel P.O. Box 40 057 Baabda;

-by hand, from 10.00 to 14.00 of business days, to the address (Embassy of Italy in Beirut-, Rue du Palais Prèsidentiel - Baabda) of the Purchaser, who will issue a receipt.

5.5 Only the reception stamp affixed to the envelopes by the purchaser will be taken into consideration for the purposes of compliance with the deadline.

5.6 If the offer and/or documentation produced for participating the tender are signed by a prosecutor of the economic operator, appropriate documentation must be provided (proxy, resolution, etc.) in order to demonstrate the appropriate power of signature.

5.7 The offer and all the documents will be formulated in English language

5.8 The competitor will be excluded from the tender in case of the multiple, conditioned or alternative offers.

6. – Contents of envelopes inserted in the envelope

6.1 Envelope "A-administrative documents"

6.1.1 The Envelope "*A – Administrative documents*" shall contain the following documentation:

A) Possession of Requirements (annex 3), in which the economic operator certifies the absence of grounds for exclusion and accepts with no reservation and exception the provisions and conditions contained in this invitation letter and in annexes 1 & 2;

B. Commitment of the economic operator to maintain the irrevocable offer for 180 days after the expiry date of the tender and his willingness to extend the deadline for a further 90 days at the request of the purchaser;

6.1.2 In case of absence, incompleteness and any other essential irregularity of the elements required by paragraph 6.1.1, the Purchaser shall assign to the economic operator a period of not more than ten days to provide, complete or regularize the necessary declarations, under penalty of exclusion from the tender. Deficiencies in the documentation not allowing the identification of the content or of the person responsible for it are essential irregularities which are not remediable.

6.2 Envelope "B-economic offer"

6.2.1 in the envelope "*B – Economic offer*" the economic operator will present his best economic offer for the specific service required.

6.2.2 The Purchaser will not pay for the service a price exceeding the estimated value of the contract subject to this tender, as defined at article 1, VAT excluded. The economic offers will not exceed the amount placed on the basis of tender, on penalty of exclusion.

6.2.3 The offer shall contain the name of the economic operator and shall be signed by the legal representative or by a Prosecutor, with an attached copy of a valid identity document of the subscriber.

7.-Opening and evaluation of tenders

7.1 The envelopes will be opened by the person in charge of the proceedings on the 25th of November 2021 at 11 AM, in a room opened to public at the purchaser's office at the address indicated above.

7.2 Only the representatives of the tenderers are allowed to assist.

8.-Clarifications

8.1 Any information or clarifications must be requested in good time, at least four days before the expiry date for the submission of the offer to the following e-mail address: cont.beirut@esteri.it.

The Purchaser shall respond at least three days before the deadline for submission of tenders by sending to each economic operator a letter or e-mail with all the questions submitted and their replies.

9. – Protection of personal data

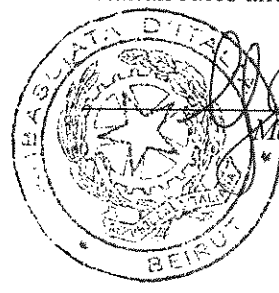
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Beirut, 14.10.2020



Maria Gabriella Gambacurta



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The Italian Embassy in Beirut, hereinafter referred to as the "*purchaser*", hereby invites GROUP 4 SECURITY, hereinafter referred to as "*economic operator*", to submit an offer, on the basis of the modalities, requirements and the following procedure, in order to identify the economic operator for the aforementioned services.

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- 1.2 The selected economic operator will carry out the services indicated in Annex 2.
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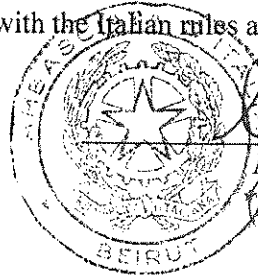
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Beirut, 14.10.2021



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