



*Ambasciata d'Italia ad Addis Abeba*

Ref.n. 2727

To:

1. FA-BER CONSTRUCTION PLC – [berhanuat@gmail.com](mailto:berhanuat@gmail.com);
2. FABIO MARRONE BUILDING CONTRACTOR – [farfesio@yahoo.com](mailto:farfesio@yahoo.com);
3. FESSEHA, BERHAN & SAMUEL CONSTRUCTION PARTNERSHIP – [fbsconstruction.co@gmail.com](mailto:fbsconstruction.co@gmail.com);
4. MAFER PLC – [info@maferplc.com](mailto:info@maferplc.com); [massimo@maferplc.com](mailto:massimo@maferplc.com);
5. MISAC GENERAL CONTRACTORS PLC – [misacplc@gmail.com](mailto:misacplc@gmail.com)
6. TAMRAT ZERIHUN BUILDING CONTRACTOR – [tamratzerihun2015@gmail.com](mailto:tamratzerihun2015@gmail.com)

### LETTER OF INVITATION

**Subject:** Letter of invitation to the negotiated procedure for the assignment of the Construction works of one Gazebo unit in the Compound of the Embassy of Italy in Addis Ababa.

**CIG.: 94815441A2**

The Embassy of Italy in Addis Ababa, hereafter “the Client” invites the Company in the address, hereafter “the economic operator”, to present their best offer based on the methods, indications and the procedure indicated below and the attached bid documents in order to identify an economic operator for the assignment of the above-mentioned works.

#### **Art. 1 - Object of the Contract**

1.1 The relations between the Client and the Economic Operator will be governed by a contract in accordance with Annex 1.

1.2 The Economic Operator will carry out the works, subject of the contract, as per the specifications and drawings in Annexes 2 A & 2 B and as per the details referred to in the bill of quantity.

#### **Art. 2 – Contract Reference amount**

The total amount of the contract will be **less than Birr 2,350,000.00 (two millions three hundred fifty thousand)** – net of 15% VAT.

#### **Art. 3 - Point of contact**

The Person in charge of the Procedure is the Head of the Administrative Section, Caterina Frustaci.

#### **Article 4 – Requirements**

4.1 The Economic Operator who is in one of the reasons for exclusion contained in Annex 3 and who does not possess the special qualification requirements indicated in Annex 2 (if any) is excluded from this procedure.

4.2 The Economic Operator must submit to the client the form 'Annex 3', completed in all its parts, stating the absence of reasons for exclusion, and possession of the relevant criteria (if any on Annex 2).

4.3 The Economic Operator authorises the Client to exercise due diligence with relevant local authorities to verify the above information and possession of requirements.

#### **Art. 5 - Award criteria**

The award criteria is that of the lowest price.

#### **Art. 6 - Terms and presentation of the offer**

6.1 The envelopes containing the offers must be closed and sealed and must bear outside:

- the words "**DO NOT OPEN before November 23, 2022 - 1 P.M.: OFFER FOR THE CONSTRUCTION WORKS OF ONE GAZEBO UNIT IN THE COMPOUND OF THE EMBASSY OF ITALY IN ADDIS ABABA CIG "94815441A2"**";

- the name of the Economic Operator, registered office, address and contact details.

6.2 Under penalty of exclusion, the envelopes must contain within them **two envelopes** each of which is sealed with sealing wax or sealed with adhesive tape on the closing edges or closed and countersigned on the closing edges or closed and stamped on the closing edges, bearing the indication of the subject of the contract, the name of the sending Economic Operator and the wording, respectively:

- **A (Administrative documents)**

- **B (Economic offer)**

6.3 The timely delivery of the packages containing the offers is at the sole risk of the sender. Failure to present the packages in the places, terms and in the manner indicated will lead to the exclusion of the competitor. Those packages will not be opened and will be returned to the Economic Operator.

6.4 Packages containing offers and related documentation must be received no later than 1.00 p.m. (EAT), of the day November 23, 2022 in the following way:

- **by hand, during working days, from 10.00 a.m. to 1.00 p.m.**, to the Administrative Office of the Embassy of Italy in Addis Ababa (Address: Villa Italia – Kebena), which will issue a receipt.

6.5 For the purposes of the deadline set for the submission of offers, only the receipt stamp affixed to the aforementioned package by the Client will prevail.

6.6 If the offer and/or documentation produced for participation in the procedure are signed by an agent of the Economic Operator, appropriate documentation (power of attorney, resolution, etc.) proving the power of signature must be provided.

6.7 The offer and the documents attached to it must be formulated in **English**.

6.8 Multiple, conditional, alternative offers will be excluded.

#### **Art. 7 - Contents of the envelopes included in the package**

##### **7.1 ENVELOPE "A – ADMINISTRATIVE DOCUMENTS"**

7.1.1 The Envelope "A – Administrative Documents" must contain the following documentation:

a. **single document of the requirements (ANNEX 3)**, in which the Economic Operator certifies the absence of reasons for exclusion and the possession of any special qualification requirements indicated in Annex 2 and accepts the provisions and the exceptions or exception conditions contained in this letter of invitation and in Annexes 1 and 2, which are an integral part of the same;

b. **commitment by the Economic Operator** to maintain the irrevocable offer for 45 (forty-five) days from the expiry date set for the receipt of the offers (**as per the standard format in ANNEX 2 - FORM F5**);

c. **original copy of the provisional bank guarantee** equal to ETB 47,000.00 (forty seven thousand (**as per the standard format in ANNEX 2 - FORM F3**);

d. **Copy of Renewed Chamber of Commerce registration certificate and TIN N. registration certificate**;

7.1.2 The contracting authority reserves the right to request Company profile, curricula, quality certifications and bank references.

7.1.3 In the event of lack, incompleteness or any other essential irregularity of the elements required in paragraph 7.1.1, the Client assigns the Economic Operator a term, not exceeding 7 (seven) days, for the necessary declarations to be made, integrated or regularized. In the event of an unnecessary expiry of the term, the Economic Operator is excluded from the tender procedure. Shortcomings in the documentation that do not allow the identification of the content or the subject responsible for the same shall be considered as main irregularities that cannot be remedied.

##### **7.2 ENVELOPE "B – ECONOMIC OFFER"**

7.2.1 In the envelope "B - Economic offer" the Economic Operator will present its best economic offer for the requested works.

The Envelope "B" – Economic offer" must contain the following documentation:

- **ANNEX 2 A – duly signed and sealed in each page**;
- **ANNEX 5 – bill of quantity and summary of prices, duly filled out, signed and sealed**;
- **Work's time schedule with completion time**.

7.2.2 The price that the Client will pay for the works in question cannot be higher than the estimated value of the contract to be acquired, based on the tender and indicated in Article 1, net of indirect taxes and any security charges not subject to discount. The economic offer cannot exceed the amount based on the tender, under penalty of exclusion.

7.2.3 The offer must contain the name of the Economic Operator and must be signed by the legal representative or by the attorney with a copy of a valid identity document of the subscriber.

#### **Art. 8 - Opening and evaluation of the offer**

- 8.1 The envelopes will be opened by the person in charge of the Procedure, in a public session, and in the presence of two witnesses of the Embassy, on the day **November 23, 2022 at 3.00 P.M.**, at the Embassy of Italy in Addis Ababa.
- 8.2 Only tenderers' designated representatives are allowed to attend.
- 8.3 The Client will proceed to award also in the case of a single valid offer, provided that it is deemed convenient or suitable for the Administration in relation to the object of the tender.

#### **Art. 9 – Clarifications and site inspection**

- 9.1 Any information or clarification must be requested to the Client in due time, at least seven days before the deadline for the submission of the offer, to the following e-mail address: [adminoffice.addisabeba@esteri.it](mailto:adminoffice.addisabeba@esteri.it).
- 9.2 The Client will answer at least four days before the deadline for the submission of the offers by sending to each invited Economic Operator a letter with all the questions presented and the related answers.
- 9.3 Interested bidders may inspect the construction site and obtain further information at the following address: Embassy of Italy in Addis Ababa (Address: Villa Italia – Kebena), on the following days:
  - o Friday November 11, 2022, from 3 P.M. to 5 P.M.;
  - o Saturday November 12, 2022, from 10.00 a.m. to 12.00 noon

#### **Art. 10 - Processing of personal data**

- 10.1 The Client guarantees the protection of personal data provided by the Economic Operator pursuant to the legislation in force in Italy concerning the protection of individuals with regard to the processing of personal data, for which information is provided in Annex 4.
- 10.2 By signing the disclosure the Economic Operator gives consent to the processing of the aforementioned personal data by the Client, including the checks provided for in paragraph 4.3.

#### **Art. 11 – Applicable norms**

The Contractor's selection procedure is governed by the Italian laws.

Addis Ababa, November 8, 2022



The Head of the Administrative Section

Caterina Frustaci