



Ambasciata d'Italia  
Oslo

**NOTICE OF CALL TO SELECT CANDIDATES TO BE INVITED TO TENDER FOR A CONTRACT FOR CONSERVATIVE RESTORATION WORKS OF THE EXTERNAL FACADES OF THE EMBASSY OF ITALY IN OSLO, LOCATED IN INKOGNITOGATA 7, 0244 OSLO, NORWAY.**

**C.I.G.: 91270854CF.**

### **1. CONTRACTING AUTHORITY**

Name	EMBASSY OF ITALY IN OSLO
Address	Inkognitogata 7, 0244 – Oslo – Norvegia
Department in charge	Administrative Office
Process Manager	Francesco Polenta
Indirizzo internet	<a href="https://amboslo.esteri.it/ambasciata_oslo/it">https://amboslo.esteri.it/ambasciata_oslo/it</a>
Email	<a href="mailto:oslo.amministrazione@esteri.it">oslo.amministrazione@esteri.it</a>
p.e.c. (certified email)	<a href="mailto:amb.oslo@cert.esteri.it">amb.oslo@cert.esteri.it</a>

### **2. FIRST PROVISION OF THE PROCESS, SOURCE OF FUNDING**

Determination to contract no. 398, 14th February 2022;

Source of funding: budget of the Embassy of Italy in Oslo.

### **3. OFFICIAL NOTIFICATION**

This notice is published:

- in the Official Journal of the European Union:  
<https://ted.europa.eu/TED/browse/browseByMap.do>
- in the Official Gazette of the Republic of Italy:  
<https://www.gazzettaufficiale.it/>

- in the transparent Administration Section, subsection Tenders and contracts, of the Embassy of Italy in Oslo:

[https://amboslo.esteri.it/ambasciata\\_oslo/it/ambasciata/news/dall\\_ambasciata/2018/04/bandi-di-gara-e-contratti.html](https://amboslo.esteri.it/ambasciata_oslo/it/ambasciata/news/dall_ambasciata/2018/04/bandi-di-gara-e-contratti.html)

- on the website of the Ministry of Foreign Affairs and International Cooperation:

[www.esteri.it/mae/it/trasparenza\\_comunicazioni\\_legali/bandi-gara-contratti/](http://www.esteri.it/mae/it/trasparenza_comunicazioni_legali/bandi-gara-contratti/);

*CPV and NUTS CODES*

Code CPV: 45454100-5 – Restoration work.

Code NUTS: NO081 – Oslo (Norway).

#### **4. CONTENT and DURATION of the CONTRACT**

The present notice concerns the procurement, pursuant to article 28 of Directive 2014/24/UE, of conservative restoration works of the external facades of the Embassy of Italy in Oslo, located in Inkognitogata 7, 0244 Oslo (Norway).

The works, briefly described below, must be performed in strict application of the criteria set by local legislation on historic buildings subject to constraints, on waste disposal and on the use of environmentally sustainable materials:

- Technical check of the walls, removal of damaged plaster where necessary and restoration of the walls with new plaster;
- Removal of existing paint and application of new painting;
- Restoration of all doors and windows, metal grills protecting windows of the basement included;
- Replacement of the front patio door;
- Replacement of the gutters and drainpipes;
- Replacement of the original decorative ornaments;

Works, depending on local weather conditions, shall start in March 2023 and terminate in October 2023, for a maximum of 220 calendar days.

Site visit: only selected companies that are invited to tender will be allowed to carry out an inspection of the site. The inspection is mandatory and its omission is cause of exclusion.

Costs: no bonus or reimbursement will be granted to the companies for taking part in the process to tender. Participants will have to bear all costs related to the preparation and presentation of their offers and the Embassy of Italy in Oslo will in no case be responsible for said costs, regardless of the performance or outcome of the bidding procedure.

Variations during the works are permitted, within the terms provided for by current legislation and only if the general nature of the contract is not altered.

## **5. TECHNICAL DOCUMENTS AVAILABLE TO TENDERERS**

The Embassy of Italy in Oslo will provide the selected tenderers with the following technical documentation:

- Executive project and financial tender specification no. 10221048-02/03, 11th February 2021, drawn up by “Multiconsult Norge AS” (n. org. 918 836 519); the project which has specifically identified the functional, technical and economic-financial characteristics that must be respected and executed for the realization of the works;
- Estimated schedule;
- Environmental survey report;
- Safety, health and working environment plan.

## **6. CONFIDENTIALITY CLAUSE**

The invited economic operators are bound by specific obligations of confidentiality with regard to the documents provided by the contracting authority for the preparation of the offer. The economic operators may not use, for any reason whatsoever, said documents outside of the activities covered by the present tender. The invited economic operators therefore undertake, when submitting their manifestation of interest and when submitting their offer, not to make or allow others to make copies, abstracts, notes or modifications of the above-mentioned documents.

## **7. AMOUNT OF THE CONTRACT**

The estimated value of the contract for the present tender is nok 11,200,000.00 (Norwegian crowns eleven million two hundred thousand/00), net of indirect taxes.

The compensation for the works covered by the contract will be paid only and exclusively in local currency. Payment will be made in compliance with the terms of the contract. The successful tenderer will be obliged to use a dedicated bank account for this assignment, even on a non-exclusive basis. All payment instruments must be traceable and must report the following code: CIG - 91270854CF.

## **8. ASSIGNMENT CRITERION**

The assignment criterion is that of the most economically advantageous offer, through the objective evaluation of the best quality / price ratio.

Technical score: 70 points

Financial score: 30 points

The score of the technical offer will be assigned on the basis of the evaluation criteria indicated in a table that will be attached to the invitation letter to the selected companies, together with the date for carrying out the inspection and collecting the technical documentation necessary to present the technical and financial offer.

## **9. SUBJECTS ELIGIBLE TO COMPETE**

All companies and temporary groups of companies that are not in any of the reasons for exclusion indicated below as "general requirements" and possess the requirements of professional, economic, financial, technical and professional suitability referred to in section 10, can take part in the process.

Up to 10 (ten) subjects will be identified who will be subsequently invited to the second phase of the restricted procedure, pursuant to art. 28 of Directive 2014/24 / EU, which will be awarded with the criterion of the most economically advantageous offer.

If the number of interested parties is less than 10 (ten), all candidates who meet the participation requirements will be invited to the next stage.

If the number of parties expressing an interest exceeds 10 (ten), the selection of economic operators to be invited to the next phase of the procedure will take place in accordance with paragraph 17 of this notice.

## **10. PARTICIPATION REQUIREMENTS**

### *10.1. General requirements*

Participation is open to economic operators for whom:

a) there are no grounds for exclusion pursuant to Article 57 of Directive 2014/24/EU of the European Parliament and Council of 26 February 2014 on public tenders, nor are there any such grounds as per Article 80 of the Code of Contracts Legislative Decree 50/2016 or equivalent situations in local law as grounds for exclusion from tenders or as grounds preventing the signing of contracts with the Public Administration.

b) there is no multiple participation, i.e. no more than one candidate is present at the same time and in any capacity whatsoever in this procedure;

c) directly or through any other controlled, controlling or affiliated entity, they have not carried out any support activity pertaining to the intervention referred to this procedure, nor that any of their employees or consultants on an annual basis and with an exclusive relationship have participated in such support activity.

### *10.2. Professional requirements*

The economic operator bidding for the tender must possess and indicate:

a) (for all types of companies and consortia) enrollment in the commercial register of the Chamber of Commerce, Industry, Crafts and Agriculture for activities consistent with those covered by this tender procedure. Candidates not resident in Italy must submit the corresponding commercial register or a sworn statement, in accordance with the procedures ruling in the State in which they are established;

A Proof of registration is required from the economic operator non resident in Italy, according to the procedures in force in the State in which it is established, or by means of declaration, under its own responsibility, that the certificate produced has been issued by one of the registers established in said country.

### *10.3. Economic, financial and technical-professional capacity requirements*

The economic operator bidding for the tender must possess and indicate:

- a) insurance coverage against professional risks for a guaranteed amount at least equivalent to the contract amount and for the entire duration of the contract;
- b) the economic operator must demonstrate, for the last 3 fiscal years available, an average annual turnover equivalent to at least the amount of the contract referred to in paragraph 7 above, that is nok 11,200,000.00;
- c) candidates must have completed at least two works of a similar nature in the last 5 (five) years (2017-2022), each for an amount at least equal to the estimated contract amount, the completion of which must be adequately certified by means of conformity verification certificates or equivalent local certificates.

For temporary groupings:

- 1. the mandated group leader must possess the requisites in a higher percentage than each of the principals;
- 2. the economic-financial and technical-professional requirements can be cumulatively possessed by the group.

## **11. EVALUATION OF WORKS**

With reference to the works referred to in point 10.3 letter c), please note that:

- a) the works that can be evaluated are exclusively those started and completed during the above-mentioned period as compared to the date of publication of this notice, or the part of them completed in the same period in the case of works started in a previous period;
- b) proof of possession of the professional capacity requirements is provided through certificates of verification of the compliance of the works issued by public bodies or equivalent certificates issued by private clients;
- c) the quantity of the individual works to be considered for the purposes of the requirements is that paid during the five-years

period considered, provided that the works have been completed within that period. The works carried out within a "joint venture" with other companies will be evaluated taking into account the percentage of the work carried out by the candidate within the group.

## **12. GROUNDS FOR EXCLUSION**

Candidates whose application is received after the peremptory deadline indicated in this notice in paragraph 14 are excluded, without opening the envelope, regardless of the extent of the delay and regardless of the date of shipment, the delivery being at the exclusive risk of the sender.

Candidates who, following verification, are found in the situations indicated in Article 57 of the EU Directive / 24/2014 and Article 80 of the Italian Code of Contracts (Legislative Decree 50/2016) and in equivalent situations provided for by local legislation as a cause for exclusion from participation in public tenders.

The contracting authority reserves the right to verify at any time during the procedure that the requirements of a general nature, professional suitability, and those of technical-professional and economic-financial capacity are met.

## **13. SUBCONTRACT**

When submitting the application, in the self-declaration on the absence of grounds for exclusion and on the possession of the requirements (Annex 2), the economic operator must indicate whether or not it intends to make use of subcontracts.

## **14. SUBMISSION OF THE APPLICATION FORM**

The package containing the invitation request and the indicated documentation must be sent by postal service or through an authorized delivery agency, no later than **12.00 local time on 17h April 2022**, exclusively to the following address: EMBASSY OF ITALY IN OSLO - ADMINISTRATIVE OFFICE - Inkognito Gata 7, 0244 Oslo - Norway. Attention: RUP Francesco Polenta.

Competitors are also entitled to hand delivery of the package, in compliance with the peremptory deadline indicated above, to the Administrative Office of the Embassy of Italy in Oslo, from Monday to Friday from 9.00 to 12.00, located in Inkognito Gata, n.7, 0244 Oslo. The staff will issue a specific receipt, indicating the date and time of delivery.

The timely delivery of packages remains at the sole risk of the senders.

The package, duly sealed, by affixing on the closing flaps a strip of glued paper or adhesive tape or equivalent instruments suitable for guaranteeing safety against

any tampering, must bear the information relating to the candidate economic operator (name of the company, tax code/organization number, address, telephone number, certified e-mail and/or e-mail for communications) and the information related to the subject of this procedure. In particular, the following wording must be indicated on the envelope:

"DO NOT OPEN - Contains application related to the call for competition for the ASSIGNMENT OF CONSERVATIVE RESTORATION WORKS OF THE FACADES OF THE ITALIAN EMBASSY IN OSLO - CIG 91270854CF."

Please note that in case of candidates eligible as associations (joint-ventures), the names, addresses and tax codes/organization number of the individual participants must be reported on the package, whether these groupings have already been established or whether they are to be established and it must be highlighted, if that is the case, the agent/group leader or the consortium/consortium executives.

The name of the economic operator, as described above, must also appear on the outer envelope within which the shipper should eventually place the package containing the offer.

## **15. CONTENT OF THE PACKAGE**

The package must contain the following:

1) APPLICATION (Annex 1), in Italian or English, signed by the legal representative of the candidate; a photocopy of an identity document of the subscriber must be included. The application can also be signed by an attorney or by the Legal Representative and, in this case, a certified copy of the original power of attorney must be attached, under penalty of exclusion from the tender.

In the event of a not yet constituted temporary grouping or consortium, the application must be submitted individually by all the subjects that will form the aforementioned grouping or consortium.

Consortia of companies must declare the list of consortium companies making up the consortium, limited to those that contribute to the possession of the requirements of the consortium not directly owned by the latter.

In the application, the economic operators must declare:



- The method of participation, if as a single or associated economic operator (specifying the roles of the various participating subjects);
- The legal form of the economic operator, among those indicated above;
- Possession of all the requirements indicated in paragraph 10.
- The absence of multiple participation or that it is not participating in the same procedure at the same time and for any reason with more than one candidate.
- That, directly or through another person/company that is controlled, controller or connected, have not carried out support activities for the intervention that is the subject of this procedure, nor that any of its employees or consultants on an annual basis with an exclusive relationship have participated in such support activity.
- Acceptance without any conditions or reservations of all the provisions contained in the tender notice, and in its annexes, including the confidentiality clause provided for in paragraph 6.

2) European Single Procurement Document - ESPD (Annex 2) to certify the absence of the grounds for exclusion referred to in Article 57 of Directive 2014/24 / EU and those provided for by Article 80 of the Italian Legislative Decree 50/2016, as well as the equivalent situations envisaged by local legislation; to declare possession of the economic-financial and technical-professional requirements provided for in the tender notice and any willingness to subcontract part of the service to third parties.

Limited to temporary groupings (RTP):

a. If the temporary grouping is already established, AUTHENTIC COPY OF THE SPECIAL COLLECTIVE MANDATE PROXY, indicating the person designated as agent or group leader, the shareholding and the work or part of the work to be entrusted to each grouped economic operator; alternatively, a self-declaration affidavit, certifying that the proxy has already been stipulated, indicating its details and reporting its content;

b. If the temporary grouping is not yet constituted, DECLARATION OF COMMITMENT TO THE ESTABLISHMENT OF A RTI (Annex 3), by granting a special collective mandate with representation to the person designated as agent or group leader, indicating for each member the respective shares and the services that each of them will perform for this service;

In both cases under a) and b), each grouped or grouping economic operator must sign a separate declaration referred to in Annex 2.

4) Limited to consortia:

a) The declarations related to the possession of the requirements referred to in paragraph 10 must concern those requirements possessed by the consortium itself (while the requirements possessed by the consortium companies must be declared by the latter, separately) pursuant to the following point b);

b) They must declare the list of consortium companies, making up the consortium, limited to those that contribute to the possession of the requirements of the consortium, not directly owned by the latter, pursuant to the previous point a);

c) They must indicate whether they intend to perform the works directly with their consortium organization or if they resort to one or more consortium economic operators and, in the latter case, they must indicate the consortium members or consortium executors for which the consortium intends to express interest;

d) the consortium, the consortium companies referred to in point b), as well as the consortium company or the consortium companies indicated pursuant to point c) if different, must declare the absence of the reasons for exclusion and the possession of their participation requirement, by submitting separate declarations as per Annex 2.

## **17. PROCEDURE FOR SELECTING THE CANDIDATES TO INVITE**

17.1 After the deadline set out by this notice for the submission of applications, a designated Commission chaired by the RUP will proceed, in a session not open to public and on the basis of the documentation produced by the candidates, to verify the adequacy of said documentation, in relation to the requirements necessary to participate and to any other requirement, including the accuracy of the several declarations, as well as to check that:

- the economic operators who are members of an association have not applied in any other form, either individually or in other associations, under penalty of exclusion of both associations;
- the consortium members, on behalf of which the permanent consortia have declared that they are applying, have not submitted an application

independently or in any other form, under penalty of exclusion of both the consortium and the consortium members.

The examination of applications will be recorded. At the end of the evaluation, the Commission will draw up the list of admitted and excluded candidates, stating the reasons for the latter.

17.2 The declarations and documents may be the subject of requests for clarifications, additions and regularizations by the client. Failure, inaccurate or late fulfillment of any such requests made by the contracting party, constitutes grounds for exclusion. The excluded economic operators will be informed as soon as possible of the exclusion and of the reasons for rejection of the application to the PEC or email address indicated as the elected domicile in the application form.

17.3 Among the selected economic operators, up to 10 (ten) subjects will be identified, if any, who will be invited to the next phase of the restricted tender procedure, pursuant to Article 28 of Directive 2014/24 / EU, to be awarded with the criterion of most economically advantageous offer.

17.4 If the number of applications accepted is greater than ten, ten operators will be selected to be invited to submit the offer, based on the highest score obtained, attributed using the following criteria:

- Average annual specific turnover, referring to the last three financial years / fiscal years available, prior to the date of publication of the notice, for the conservative restoration of historic buildings for an amount greater than 1 time and up to 1.5 times the estimated amount based on the tender indicated in point 7 of this notice: 1 POINT;
- Average annual specific turnover, referring to the last three financial years / fiscal years available, prior to the date of publication of the notice, for works exceeding 1.5 times the estimated amount based on the tender indicated in point 7 of this notice : 2 POINTS;
- Over the last five years (2017-2022) the tenderer has completed works similar in size and technical characteristics to those subject to the award of this notice: 1 POINT.
- Over the last five years (2017-2022) the tenderer has completed works similar in size and technical characteristics to those subject to the award of

this notice for a total amount exceeding 0.8 times the estimated amount of the works: 2 POINTS;

By similar works we mean conservative restoration works of external parts of historical buildings subjected to urban planning constraints.

In the event of a tie in the score attributed to competitors classified in the last useful position (tenth place), the client will invite all those who have obtained the same score as in the last useful position.

If the number of applications accepted is less than ten, the client will not proceed to integrate the number of operators to be invited to the procedure and reserves the right to proceed even with a single valid application.

The minutes and the list of economic operators who have submitted an application and the list of economic operators actually invited to submit a tender are confidential; the right of access to these documents is deferred until the deadline for the submission of offers provided for in the invitation.

At the end of the examination of the documentation produced, the RUP will send the invitation letter to the economic operators admitted to submit an offer and communicate any exclusions.

## **18. ADDITIONAL INFORMATION**

If no offer is convenient or suitable, the contracting authority reserves the right not to proceed with the restricted tender. Likewise, the contracting authority reserves the right to proceed with the restricted tender even in the presence of only one valid offer. In the event of cancellation or revocation of the procedure, no legitimate expectation on the conclusion of the tender procedure nor any right of a compensatory, restorative or indemnity nature for the costs incurred for participation in the procedure may be invoked by the competitors or any third parties.

## **19. CLARIFICATIONS and COMMUNICATIONS**

Those who intend to participate can obtain clarifications regarding this procedure by proposing written questions to be sent to the RUP, at the e-mail address: [oslo.amministrazione@esteri.it](mailto:oslo.amministrazione@esteri.it) , at least 10 ( ten) days before the deadline for

submitting applications. Requests for clarifications must be made in Italian or English. Telephone clarifications are not allowed.

The contracting authority, at least 6 (six) days before the deadline for the submission of applications, will publish, anonymously, in Italian and English, the responses to requests for clarification and/or any additional substantial information regarding this procedure on the page dedicated to this procedure [https://amboslo.esteri.it/ambasciata\\_oslo/it/](https://amboslo.esteri.it/ambasciata_oslo/it/).

It is recommended that you regularly consult the above-mentioned internet page of the contracting authority in order to know in advance any further notices and useful communications.

All communications to candidates and economic operators invited to the restricted procedure will be sent to the certified email or email address indicated by the interested parties in the application form.

## **20. PERSONAL DATA PROTECTION**

Pursuant to art. 13 of EU Regulation 2016/679 concerning the protection of individuals with regard to the processing of personal data, as well as the free circulation of such data (hereinafter EU Regulation or RGPD), as well as in compliance with local legislation on the processing of personal data, the contracting authority provides the relevant information in the attachment no. 4 "Information on the processing of personal data".

## **21. APPLICABLE LAW AND JURISDICTION**

The provisions of Directive 2014/24/EU and Ministerial Decree MAECI 192/2017 "Regulation containing the general directives to regulate the procedures for choosing the contractor and the execution of the contract to be carried out abroad, pursuant to 'article 1, paragraph 7, of the legislative decree 18 April 2016, n. 50 " apply to this tender.

This notice is published in both Italian and English. In case of discrepancy between the two texts, the one in Italian will prevail.

Disputes relating to this assignment are devolved to the exclusive jurisdiction of the Lazio Regional Administrative Court - Via Flaminia 189, 00196 Rome RM (Italy).

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## ANNEXES

Annex 1 – Application form

Annex 2 – European Single Procurement Document - ESPD

Annex 3 - Declaration of commitment to set up a RTI

Annex 4 – Notice on personal data protection

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Oslo, 3<sup>rd</sup> March, 2022

The Process Manager

Francesco Polenta