



**L'AMBASCIATA D'ITALIA
A TEL AVIV**

NOTICE

**CALL FOR PROPOSALS BY SERVICE COMPANIES FOR THE
ADJUDICATION OF CLEANING SERVICES FOR THE EMBASSY OF ITALY**

The Embassy of Italy in Tel Aviv issued a call for proposals by cleaning companies to provide cleaning services at this Embassy of Italy (Trade Tower – 25 Hamered St. – 6812508 Tel Aviv). The Embassy has a surface of approximately 1.749 square meters (distributed on the 8th and the 21st floors).

Date and Time

Weekdays (Monday to Friday). From 7am to 1pm (6 hours).

Specification of manpower

One professional worker. Hourly wage: at least the minimum wage, as updated according to the Minimum Wage Act.

Duration

The contract will start on January 1, 2019, and will end on December 31, 2019.

Recipients

This call for proposals is intended to cleaning companies that meet the requirements described above, and that have the technical expertise and the financial and human resources to enter such agreement.

Activities

Daily cleaning

Vacuuming, sweeping, floor washing; cleaning and dust removal from office furniture; replacement of paper and soap in dispensers; trash/waste removal; dish washing, kitchen cleaning.

Weekly cleaning

Computers and electric devices, phones; frames and paintings.

Monthly cleaning

Doors and door ports; dusting of lighting fixtures, panels, chair legs; removal of spider webs; thorough cleaning of refrigerator.

Periodic cleaning

Internal windows, shutters; ventilation and AC openings (to be performed by special team following pre-coordination with the client)

Equipment

All professional cleaning materials, equipment and tools to be provided by the company:

Cleaning materials (with quality standard)

Small bags (50/70) and large bags (75/90)

Floor mops

Cleaning material for restrooms

Grease remover and limestone remover

Floor detergent and parquet detergent (no use of acids)

Dishwashing detergent and bleach

Sprayers

Furniture spray and stainless steel spray

Window spray

Work equipment and tools (made by well known manufacturers)

Wipers

Brooms

Buckets

Shovels

Scotches for kitchen

Gloves

Microfiber mops

Vacuum cleaner

Toilet paper and toilet products

Toilet paper, hand drying paper, hand soap, toilet covers, air fresheners for restrooms to be provided at separate cost (separately invoiced).

Work attire will be provided by the company to full time employees.

Purpose

This call for proposals is aimed to start a constructive dialogue with all interested cleaning companies. At this stage, statements of interest submitted with the requested data will not be considered as binding for the Embassy Administration. Cleaning companies that submit statements of interests will not gain preferred placement position in the decision making process.

Requirements

As a guarantee of sound business practices in the field of cleaning services, companies must include in the statement of interest the following documentation:

- (If applicable) membership in professional organizations based on the company's expertise and qualifications, and authorization issued by the competent local authorities to operate;
- Professional capabilities and sound business practice in the cleaning field in Israel;
- Financial statements and business plan.

Additional statements required

- Statement that the cleaning company has not been declared insolvent by a court ruling and that it does not have any pending legal proceeding;
- Statement of no convictions against the company for professional misconduct and for financial crimes;
- Declaration that the company has fulfilled its duties with regard to payment of taxes, dues, and/or any other mandatory payments, in accordance with current legislation in Israel.

How to Submit a Statement of Interest

The statement of interest with the attached "A form", together with the required statements and declarations outlined above, must be received in a sealed envelope, by courier or other means, no later than 2pm on November 14th, 2018, at the following address:

Embassy of Italy – c/o Administration Office

Trade Tower – 25 Hamered St. – 6812508 Tel Aviv

On the envelope, please print: "CALL FOR PROPOSALS FOR CLEANING SERVICES".

Tel Aviv, October 29th, 2018




L'Ambasciatore
(Gianluigi Benedetti)