



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

**INVITATION TO BID**

**SUBJECT: INVITATION TO BID FOR SECURITY SERVICES AT THE  
RESIDENCE OF THE AMBASSADOR OF ITALY TO THE STATE OF ISRAEL**

The Embassy of Italy intends to select one organization for providing the services of security and surveillance at the Residence of the Ambassador of Italy.

The Embassy of Italy in Tel Aviv invites all the interested parties operating in Israel to submit an application for this Bid procedure. All the documents must be written in English; wherever the original documents are in Hebrew language, an English translation must be provided.

The services will be provided through a contract that will be signed by the Embassy with the successful bidder. The contract will have a duration of 12 months (1.1 – 31.12.2019).

Interested organizations shall submit their applications according to the information provided in the present document.

**I**

- Contracting Authority:** The Embassy of Italy in Tel Aviv (Administration of the Italian Republic)  
Address: Trade Tower, 25 Hamered St., 6812508 Tel Aviv  
Tel. +972 3 5104004 (ext. 207 or 111);  
Fax: +972 3 5161792;  
Email: [amm.telaviv@esteri.it](mailto:amm.telaviv@esteri.it)
- Submission of Proposal – Deadline for Submission**  
Bids with the required documents in English language must be submitted no later than Friday November 30<sup>th</sup>, 11:00 a.m., in a closed and sealed envelope, to the address below:  
*Embassy of Italy – c/o Administration Office*  
*Trade Tower – 25 Hamered St. – 6812508 Tel Aviv*  
Any submission not conforming to this guideline shall be excluded.  
The following statement must be written on the front of the outer envelope:  
**“DO NOT OPEN - INVITATION TO BID FOR SECURITY SERVICES”**  
Bidders may hand deliver Bids on weekdays, from Monday to Friday, from 10:00am to 1:00pm, to the Security Office of the Embassy of Italy (21<sup>st</sup> floor).

In the event of hand delivery, the dedicated personnel will issue a receipt indicating the date and time of receipt of the Bid.

The timely delivery of the Bids is the exclusive responsibility of the sender.

3. **Method of Adjudication:** the most economically advantageous offer.  
**Only one competitor:** in the presence of fewer candidates or in the presence of only one competitor the Embassy will proceed with the bid.
4. **Subject of the contract:** security and surveillance services to be provided at the Residence of the Ambassador of Italy to the State of Israel, in accordance with the specifications in the technical description (**Annex 1**).  
**Estimated value of the contract:** NIS 600.000 (maximum) without VAT for one year.  
**Duration of the services:** one (1) year, from January 1<sup>st</sup> to December 31<sup>st</sup>, 2019 (no variations of any kind are permitted during submission of the bid or during the performance of the contract).
5. **Responsible for the selection procedure:** in accordance with Italian Law nr. 241/1990, Mr. Eugenio Boldrini is appointed as responsible for the selection procedure and he will take care of all the aspects of the selection process.
5. **Place of execution:** Residence of the Ambassador of Italy to the State of Israel (Alonim St. n. 6, Ramat Gan, Tel Aviv).
6. **Governing Jurisdiction:**
  - a) bid selection governed by Italian Law, and specifically by presidential decree nr. 18/1967, by legislative decree nr. 50/2016 and by ministerial decree nr. 192/2017;
  - b) contract regulated by Italian Law, as well as Israeli Law.
6. Pursuant to legislative decree nr. 50/2016 and to ministerial decree nr. 192/2017, the bid is open to individual contractors, companies and temporary joint ventures with at least one operating branch in Israel, in possession of an appropriate business license. They must be qualified, licensed and registered to do business in the State of Israel.
7. To submit a bid, candidates must provide proof:
  - a. That they are not in a status of bankruptcy, liquidation, closure of activities, or composition with creditors or in any other analogous condition and that no proceedings leading to same are currently under way;
  - b. That they have not been declared insolvent by a Court in a determination other than a decision of bankruptcy that entails, in compliance with local legislation, the partial or total incapacitation to manage or dispose of assets;
  - c. That there are no pending proceedings to verify a state of insolvency that may lead, in compliance with local legislation, to a declaration of bankruptcy or to any other condition entailing the partial or total incapacitation to manage or dispose of assets;
  - d. That they have not been convicted by a court of any crimes against professional conduct or of financial crimes; this affidavit must be provided also for all company management;
  - e. That they have not been convicted of making false statements in the drafting of required information for other solicitations and awards;
  - f. That they have not been in the past and are not presently in default with the conditions of another contract;

- g. That they have not been in the past and are not presently in default with social security contributions and other benefits due employees under Israeli law;
  - h. That they have not been in the past and are not presently in default with tax and fee obligations of any nature;
  - i. The total value of economic/financial viability through submission of the following:
    - extract of profit & loss statement from last fiscal year;
    - bank statements of the last year attesting to candidate's financial reliability;
    - declaration of the total amount already rendered in services similar to those to be awarded;
  - j. The total value of its technical qualifications through submission of a list of major provisions of services similar to those being awarded contracted during the last two years (showing dates, amounts, and procurers).
  - k. The irrevocable understanding and acceptance that the contract will be governed by Italian law, as well as Israeli law.
10. Award will be adjudicated to the bidder that submits the most economically advantageous offer. An adjudication will be made even if only one bid is received. In the event of a tie, the winning bid will be drawn from a lot.
  12. Minimum time frame during which the bid is valid: 180 days from the expiration of the term within which to submit offers. Partial bids are not admissible.
  13. Upon adjudication and prior to stipulation of the contract, the Embassy of Italy reserves the right to request presentation of a final guarantee in the form of a certified check (10% of the value of the contract).
  14. The Embassy reserves the right to cancel the award of this bid should the adjudication procedure not be approved by the Ministry for Foreign Affairs and International Cooperation in Rome, in which case no participant shall have entitlement to any compensation of any kind for having participated in the process or for having submitted the requested documentation.
  15. **Requests for clarification:** the organizations may submit requests for clarification only in writing no later than Thursday November 22<sup>nd</sup>. Questions should be sent to the following email address: [amm.telaviv@esteri.it](mailto:amm.telaviv@esteri.it). No further clarifications will be given to questions received after the above-mentioned date. Clarifications will be published at the following address: [www.ambtelaviv.esteri.it](http://www.ambtelaviv.esteri.it).

## II

### **SELECTION CRITERIA**

The bid will be adjudicated to the most economically advantageous offer. Each offer will be evaluated with a maximum score of 100 points. Best bidder in terms of the following criteria:

- a) up to 60 points assigned to the technical proposal;
- b) up to 40 points assigned to the economic proposal.

The contract will be signed for 12 months and the price will be fixed for the duration of the contract.

### III

#### **BID SUBMISSION GUIDELINES AND TERMS**

The interested organizations shall submit their bids in an outer sealed envelope containing three inner separated and sealed envelopes. The inner and outer envelopes must be sealed with adhesive tape and the bidder must sign across the tape seal.

**Inner envelopes:** the Bid must contain three sealed envelopes, indicating the name of the sender, the subject of the Bid and the following wording:

"A- Administrative Documents"

"B- Technical Proposal"

"C- Economic Proposal"

#### 1. Contents of "A- Administrative Documents" envelope

Failure to provide the following documents, to be sealed in the "A- Technical Proposal" envelope, constitute grounds for rejection of Bid:

The "A- Administrative documentation" envelope must indicate the Bidder's information and the following documents:

- bid submission form duly filled, signed and stamped;
- copy of registration/authorization issued by the competent local authorities to operate in Israel;
- self-declaration form regarding the conditions listed under point I.7);
- bank statements of the last year;
- copy of the ID of the bidder.

#### 2. Contents of "B- Technical Proposal" envelope

Failure to provide the following documents, to be sealed in the " B- Technical Proposal" envelope, constitute grounds for rejection of Bid:

The "**B- Technical Proposal**" envelope must indicate the Bidder's information and the following documents:

- methodology and work organization (brief description) → up to **20 points**;
- previous experience in security and surveillance services → up to **30 points**;
- personnel (supervisor and security guards): qualifications of staff, recruitment of staff with knowledge of Italian or English language → up to **10 points**.

#### 3. Contents of the "C- Economic Proposal" envelope

The "**C- Economic Proposal**" envelope must indicate the Bidder's information and the following documents:

- total net amount (without VAT) for a 12-month (one year) service → up to **40 points**.

The Economic offer must be in **NIS currency only**. No other currency will be accepted.

IV

**AWARD NOTIFICATION AND CONTRACT AGREEMENT**

Opening of envelopes with offers: will be held at the Administrative office of the Embassy of Italy (21<sup>st</sup> floor), on Tuesday December 4<sup>th</sup> at 11:00 a.m.. The session is public and may be attended by the authorized representatives of the bidders, i.e. those with written mandate.

The submitted bids will be evaluated by a Committee nominated by the Ambassador of Italy. The Committee consists of at least three (3) members from the Embassy.

The Embassy, after having selected and adjudicated the winning bidder, will notify the same for the execution of the contract. Other bidders will be notified as to the results of this procedure by e-mail, and by publication of the name of the successful bidder on the website [www.ambtelaviv.esteri.it](http://www.ambtelaviv.esteri.it).

V

**CONFIDENTIALITY AND ACCESS RIGHTS**

The Embassy informs each and every bidder that:

- a) Bidder's data are gathered and handled for the sole purpose of the present bid;
- b) The entity collecting the data is the Embassy of Italy in Tel Aviv.

30-10-2018



*G. Benedetti*  
L'Ambasciatore  
(Gianluigi Benedetti)

*Posted on the Embassy Bulletin Board on*

30-10-2018



*E. Boldrini*  
Il Comm. Amm. vo Agg. to  
Eugenio BOLDRINI