



Ambasciata d'Italia
Tel Aviv

CALL FOR BID

SUBJECT: SELECTION PROCEDURE FOR SECURITY SERVICES AT THE RESIDENCE OF THE AMBASSADOR OF ITALY TO THE STATE OF ISRAEL

CIG: 7529796

The Embassy of Italy in Tel Aviv (hereinafter “the Embassy”), branch of the Italian Republic, intends to select one organization for providing the services of security and surveillance at the Residence of the Ambassador of Italy (6 Alonim St., Ramat Gan, Israel).

1. SUBJECT AND AWARDING PROCEDURE

This procedure is an open Bid. The contractor will be the best Bidder on the basis of the listed criteria.

The Embassy 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 according to the attached draft contract ([Annex 1](#)) that will be signed by the Embassy with the winning Bidder. The contract will have a duration of 24 months (1.1.2020 – 31.12.2021). The contract might be extended - at the Embassy’s sole decision - for 12 more months until 31.12.2022.

The winning Bidder will perform the activities mentioned in the technical description ([Annex 2](#)).

The estimated value of the contract is NIS 1.200.000 (maximum) - without VAT - for a two-year (24-month) term.

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

2. POINT OF CONTACT

In accordance with Italian decree no. 241/1990, the Head of Administration, Eugenio Boldrini, is appointed as the sole responsible of the selection procedure. Mr. Boldrini will coordinate all aspects related to the selection process.

3. ADMISSION REQUIREMENTS

Any Bidder under any of the exclusion criteria listed in the **Annex 3** will be automatically excluded from this procedure.

The absence of exclusion criteria and the possession of all admission requirements will be confirmed with a “substitutive self-declaration of certification” (for Italian citizens, EU citizens and non-EU citizens legally residing in Italy) or a “sworn affidavit” witnessed and sealed by an Israeli official authorized by law (for non-EU citizens) in accordance with the form in Annex 3.

4. SELECTION CRITERIA

Award will be adjudicated to the Bidder that submits the most economically advantageous offer, according to the criteria set forth in this Section. An adjudication will be made even if only one Bid is received (one competitor scenario). In the event of a tie, the winning Bid will be drawn from a lot.

Each offer will be awarded a potential maximum score of 100 points. Best Bidder will be evaluated on the basis of the following criteria:

- a) up to **60 points** assigned to the **Technical** proposal (B envelope):
 - methodology and work organization, chain of command, staff shifts, business plan, with particular regard to the Residence of the Ambassador of Italy → up to **20 points**;
 - company overview and summary, previous experience in security and surveillance services, with particular regard to diplomatic missions → up to **30 points**;
 - personnel (supervisor and security guards): personnel qualification, recruitment and selection process, Italian (optional) and English (mandatory) language skills, training → up to **10 points**.

- b) up to **40 points** assigned to the **Economic** proposal (C envelope): total net amount, without VAT, for a 24-month service.

The Economic offer must be in NIS currency only. No other currency will be accepted. The contract will be signed for 24 months and the price will be fixed for the entire duration of the contract.

The Embassy reserves the right to cancel the awarding of this Bid should the adjudication procedure not be approved by the Italian Ministry of Foreign Affairs and International Cooperation, 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.

5. BID SUBMISSION - HOW TO MAKE AN OFFER

Bids - with the required documents and attachments - in English language must be submitted no later than Monday October 14th, 2019, 11:00 a.m., in a closed and sealed outer envelope, to the address below:

*Embassy of Italy – c/o Administration Office
Trade Tower – 25 Hamered St. – 68125 Tel Aviv*

The single outer envelope shall contain three non-transparent inner envelopes - so as not to make their content readable - identified by letters A), B) and C).

Any submission not conforming to this guideline shall be excluded.

The company name and the following statement shall be written on 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 (21st floor). In the event of hand delivery, the dedicated personnel will issue a receipt indicating the date and time of delivery.

Any application and documentation received after the given deadlines will not be accepted. The risk of delivery is borne solely by the sender. The Embassy is not responsible for misplacement or delay due to any cause.

6. BID SUBMISSION - THREE ENVELOPE SYSTEM

The interested organizations shall submit their Bids in an outer sealed envelope containing three inner separated and sealed envelopes. The inner and outer envelopes shall be sealed with sealing wax or glued or closed 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"

Contents of "A- Administrative Documents" envelope

Failure to provide the following documents, to be sealed in the "A- Administrative Documents" envelope, will result in the rejection of Bid.

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

- signed form (**Annex 3**) regarding the absence of exclusion criteria and the possession of all admission requirements confirmed with a “substitutive declaration of certification” or a “sworn affidavit” witnessed and sealed by an Israeli official (by signing this form the Bidder accepts without any exemption all conditions set forth in this document and in Annex 1 and 2);
- the Bidder's commitment to maintain its Bid valid for at least 180 days from the expiration of the term within which to submit offers and its willingness to extend the 180 days term for further 90 days at the Embassy's sole request.

In case of lack, incompleteness and any other essential incorrectness or invalidity of the information and documents requested for the envelope A, the Embassy shall give the Bidder an additional term of no more than 10 days, to provide, integrate or complete such declarations. In case the 10-day term expires, the Bidder is excluded from the Bid.

It is considered as an irreparable essential invalidity the lack of documentation that does not allow the Embassy to identify either the Bid's content or the Bidder.

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 best technical proposal in relation to the minimum standards set forth in the **Annex 2**.

Without prejudice to such minimum standards, the score will be assigned on the basis of the following criteria:

- methodology and work organization, chain of command, staff shifts, business plan, with particular regard to the Residence of the Ambassador of Italy → up to **20 points**;
- company overview and summary, previous experience in security and surveillance services, with particular regard to diplomatic missions → up to **30 points**;
- personnel (supervisor and security guards): personnel qualification, recruitment and selection process, Italian (optional) and English (mandatory) language skills, training → up to **10 points**.

The technical proposal shall be signed by the legal representative (with attached identification document).

Contents of the "C- Economic Proposal" envelope

The **"C- Economic Proposal" envelope** must indicate the Bidder's best economic proposal:

- total net amount (without VAT) for a 24-month service → up to **40 points**.

The Economic proposal shall not exceed the total amount of NIS 1.200.000 without VAT for a two-year contract. Any offer above NIS 1.200.000 will be automatically rejected.

The Economic proposal shall be in NIS currency only. No other currency will be accepted.

The Economic proposal shall be signed by the legal representative (with attached identification document).

7. AWARD NOTIFICATION AND CONTRACT AGREEMENT

Opening of envelopes with offers will be held at the Embassy of Italy (8th floor), on Tuesday October 15th at 11:00 a.m.. The session is public and may be attended by the authorized representatives of the Bidders.

The submitted Bids will be evaluated by a Committee appointed by the Ambassador of Italy. The Committee shall consist 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 of the results of this procedure by email and by publication of the final rankings on the website www.ambtelaviv.esteri.it.

8. CONTRACT TRANSFER AND SUBCONTRACT

The Bidder shall not transfer to third parties - under any form whatsoever - all or some of its rights, privileges, or responsibilities deriving from the contract.

9. GUARANTEE OF EXECUTION OF THE CONTRACT

The winning Bidder shall present, in order to guarantee the correct execution of the contract, a proper bank guarantee in the amount of 10% of the value of the contract. Such bank guarantee shall expressly mention the waiver of the right to enforce prior/precautionary payment by the principal debtor and it shall be operational within 15 days upon the sole written request of the Embassy.

The Embassy has the right to claim the bank guarantee in case of fraud or non-fulfilment caused by the winning Bidder.

The bank guarantee can be progressively and proportionally reduced during the execution of the contract, in the limit of 80% of the total amount guaranteed. The residual amount can be redeemed after verification of the correct contract execution.

10. REQUESTS FOR CLARIFICATION

The organizations may submit requests for clarification only in writing no later than Friday

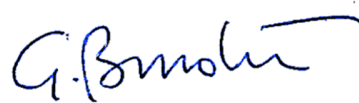
October 4th, 2019. Questions should be sent to the following email address: amm.telaviv@esteri.it. No further clarifications will be given to questions received after the above-mentioned date. Answers will be also published at the following address: www.ambtelaviv.esteri.it.

11. DATA PROTECTION

Bidder's data are gathered and handled for the sole purpose of the present Bid. The Embassy secures the Bidder's data protection according to the applicable Italian regulation. Bidders are requested to sign the report in **Annex 4**. By signing such report, Bidders consent to the data processing by the Embassy.

12. JURISDICTION

Bid selection governed by Italian Law, and specifically by legislative decree no. 50 of 2016 and by ministerial decree no. 192 of 2017. The legislative and regulative norms of the Italian legal system will govern the contract, as much as these are not in contrast with local legislation.



Tel Aviv, 9.9.2019

L'Ambasciatore
Gianluigi BENEDETTI