



Stockholm Office

SELECTION OF ECONOMIC OPERATORS TO BE INVITED TO TENDER FOR CLEANING SERVICES FOR THE STOCKHOLM OFFICE OF THE ITALIAN TRADE AGENCY

1) PRESENTATION OF THE CUSTOMER

The Italian Trade Agency is a Governmental Agency that supports the business development of the Italian companies abroad and promotes the attraction of foreign investments in Italy.

2) CONTENT OF THE REQUESTED SERVICES:

General cleaning service, three times a week, including the following activities:

Removal and change of garbage bags.
Floor vacuum and washing.
Dust and polish cleaning, including furniture.
Bathrooms maintenance.
Kitchen maintenance.
Waste sorting.

Additional services, on request:

Extra surface cleaning,
Extra cleaning of windows
Disinfection

3) DURATION OF SERVICES AND ASSUMED AMOUNT

The duration of the agreement is from **01/04/2024 to 31/03/2025**

The maximum budget for the services is **150.000 SEK**

4) TERMINATION OF THE CONTRACT

The contract will finish either on its expiration date or at the achieving of the indicated amount, without any notification between the parties.
Any possibility of tacit renewal is excluded.

5) REQUIREMENTS AND TENDER PROCEDURE

Requests for participation by economics operators must be deliver to the office or sent by email to stoccolma@ice.it **no later than 12.00 on 27/03/2024**, clearly indicating in the subject: **“Cleaning Service for The Office Of The Italian Trade Agency”**

Requests must include the following attachments:

- **Economic offer, enclosed application form “annex A”**
- **Signed copy of enclosed standard form “annex B”**
- **Signed copy of the identity document of the legal representative**

Applications received after the deadline or without all the attachments will not be considered.

The service will be entrusted to the company that will offer the lowest prices. In case of equal offer, the awarded company will be selected with a draw.

6) PAYMENT TERMS

Payments will be made for each service and the invoices issued only after our approval. Please note that Italian Trade Agency is not VAT registered in the Sweden but only in Italy therefore invoices will be issued without VAT in compliance with the reverse charge rules and addressed to:

AGENZIA ICE
address: via Liszt 21, 00144 Rome - Italy
Tel.:0039 0659921
email: stoccolma@ice.it
VAT number: IT12020391004

7) RULES OF CONDUCT OF COLLABORATORS AND / OR EMPLOYEES OF THE CONTRACTING COMPANY

The economic operator undertakes, in carrying out the assignment, to comply with the conduct code adopted by the ICE Agency and available at the following link :

https://ww2.gazzettaamministrativa.it/opencms/export/sites/default/_gazzetta_amministrativa/amministrazione trasparente/agenzie_enti_stato/agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_1389874530679/1689329645623_code_of_conduct_2023.pdf

8) REPORTING WHISTLEBLOWING

Companies that operate in favor of the ICE-Agency can report any "unlawful conduct" of which they have come knowledge in the context of the contractual relationship. Reports are managed via an IT application, in total confidentiality, by accessing the website www.ice.it – “Whistleblowing” section – available at the following link:

<https://www.ice.it/it/whistleblowing>

The person in charge of the procedure is the Director of the Office, Nadia Svaluto Moreolo.

If you have any questions, please contact:

Ms. Nadia Svaluto Moreolo

Email : n.svalutomoreolo@ice.it

Visiting address:

Italienska Statens Utrikeshandelsbyrå

Korta Gatan 7, 8th Floor

171 54 , Solna

ITALIAN TRADE AGENCY - Stockholm Office

Director

Nadia Svaluto Moreolo