



Stockholm Office

CIG: Z2D3A2841C

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

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.

The Agency is looking for a supplier of IT technical assistance through a tender according to the Italian public contracts legislation (DM 102/2017 art. 7 c.2 lett.a).

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 of different materials and waste disposal accordingly

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 one year starting from April the 1st, 2023

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 March 20, 2023 clearly indicating in the subject: **“2022 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 Roma
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_1389874530679/16208099_57804_code_of_conduct_2021.pdf

The person in charge of the procedure is the Director of the Office, Andrea Mattiello.

If you have any questions, please contact:

Mr. Andrea Mattiello

Phone : 0046 8248960

Email : a.mattiello@ice.it

Visiting address:

Italienska Statens Utrikeshandelsbyrå

Korta Gatan 7, 8th Floor

171 54 , Solna

ITALIAN TRADE AGENCY - Stockholm Office
Director
Andrea Mattiello