



New York

REQUEST FOR PROPOSAL (RFP) 2023 Partial year HVAC Maintenance Services

BACKGROUND

The Italian Trade Commission is the government organization which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Foreign Affairs and International Cooperation. ITC provides information, support, and advice to Italian and foreign companies. In addition to its Rome headquarters, ITC operates worldwide from a large network of Trade Promotion Offices linked to Italian embassies and consulates and working closely with local authorities and businesses.

ITC provides a wide range of services overseas helping Italian and foreign businesses to connect with each other:

- identification of possible business partners
- bilateral trade meetings with Italian companies
- trade delegation visits to Italy
- official participation in local fairs and exhibitions
- forums and seminars with Italian experts

In the US the network operates offices in New York, Chicago, Los Angeles, Houston and Miami.

For more information on the Italian Trade Commission and its presence in Italy and the world, please visit our website: www.ice.it/en (English), www.ice.it (Italian).

1. SCOPE OF WORK

The Italian Trade Commission seeks to engage a full-service HVAC contractor to provide ordinary maintenance services from July to December 2023 to include one complete servicing such as filters, consumables etc - see separate list of equipment. Pricing should include the cost of service calls, with repair parts and labor to be quoted on an as per need basis). In addition we will like to include an option for up to \$20,000 in non covered labor and parts to be used in the course of the year. Our building is located at 33 East 67th New York, NY 10065 and the republic of Italy is the owner.

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ISO9001/UNIENISO9001:2015

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Interested companies should also be already qualified in the ITA's Vendors List. If not, they should apply to the ITA's Vendors Registration Portal at the following web link: <https://www.ice.it/en/markets/usa/new-york/vendor-registration-portal> Please pay attention to the registration instructions and to the documents to be submitted.

Proposal submission deadline

Please provide a quotation, that must be no higher than \$ 25,000.00, of which approximately \$6,000.00 is for ordinary maintenance and service calls and upto \$19,000.00 is for non covered parts and labor. no later than **Friday, July 21th, 2023, at 3:00 pm EST to newyork@ice.it.**

Payments

1. Being a foreign government agency, we are tax-exempt. Please DO NOT insert the taxes in your quotation.
2. Please provide your payment policy. We usually are open to a first payment upon the signature of the contract (usually 20%) and other following payments to be scheduled. Specify which payment schedule and which percentages are required by your internal policy.
3. We will pay via ACH.
4. You will be required to sign and notarize certain documents at contract signing. (samples are provided in the annex)

IMPORTANT DISCLAIMER!

The selection criteria for this bid will be the offer with the lowest price that includes all the above requests. We will assign the contract even if we receive just one suitable proposal.

This Request for Proposal does not lead ITA having any specific obligation regarding the continuation of the negotiation and the stipulation of a contract.

If you have any questions, please contact Paul Williams at the New York Office at 212-848-0323 or p.williams@ice.it.

Cordially,

Antonino Laspina
Italian Trade Commissioner
Executive Director for the USA