



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e  
l'internazionalizzazione delle imprese italiane

Italian Trade Agency in Lubiana  
Trade Promotion Section of  
the Italian Embassy in Slovenia

*Prot. n. 0012030/23 – January 31<sup>st</sup>, 2023*

## MARKET SURVEY NOTICE

### ITALIAN TRADE AGENCY IN LJUBLJANA: SELECTION OF AN ECONOMIC OPERATOR FOR OFFICE CLEANING SERVICES FOR A PERIOD OF 36 MONTHS.

#### DESCRIPTION OF THE CONTRACTING AUTHORITY:

The Italian Trade Agency is the Governmental Agency that supports the business development of national companies abroad and promotes the attraction of foreign investment to Italy. With a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses.

#### OBJECT OF THE NOTICE:

Considering the necessary services for the regular functioning of the Office and based on ITA internal administrative regulations, we are selecting economic operators for the cleaning services of the premises occupied by the Italian Trade Agency in Ljubljana for the duration of three years (36 months).

The contract will be stipulated in direct assignment according to the provisions of Art. 7, paragraph 2, let. a) of the Italian Ministerial Decree n. 192/2017 and of the Italian Legislative Decrees 50/2016 and subsequent amendments and additions, according to the Guidelines n. 4, issued by ANAC (Italian anti-corruption authority) with Resolution No. 1097, 26/10/2016 and Resolution No. 206, 1/3/2018.

The Directive 214/24/EU by the European Parliament and Council was also implemented in Slovenia on 1 April 2016 through the Public Procurement Act (ZJN-3).

The offers presented following the present notice will be evaluated with **the sole criterion of the lowest price for the offered services** that will be applied on the quotations formulated for the cleaning services most commonly used by this Office for a space of **approximately 120 m<sup>2</sup>**, located in the centre of Ljubljana, and which are listed hereafter:

#### Daily cleaning (to be carried once a week, on Friday morning):

- cleaning of all premises used daily (offices, kitchen, hallway, toilets)
- sweeping/vacuuming, wet wiping of the floors
- wet and dry wiping of office furniture, objects on the tables, door handles and light switches, window shelves, chair legs
- removing stains and dirt from all surfaces
- emptying and cleaning the trash bins



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- cleaning of toilets (WCs, sinks and faucets, mirrors), adding liquid soap, paper towels and toilet paper
- removal and proper disposal of waste in containers (separately plastic, paper, glass and mixed waste) – ITA shall provide the card for the storage facilities
- supply and putting in trash bins of trash bags
- washing and stacking on kitchen shelves
- watering flowers/plants

Quarterly cleaning:

- cleaning the refrigerator
- removal of cobwebs
- wiping radiators
- wiping cabinets

Semesterly cleaning:

- cleaning of glass surfaces (windows)
- cleaning of ceiling lights
- machine cleaning of the parquet flooring and application of a protective coating (in the months of June and December)

## **BUDGET**

The offer should provide a monthly quotation indicating the net amount, VAT (percentage and amount) and gross amount (VAT included) and should include the cost of cleaning products, cleaning utensils, protective equipment, garbage bags, all costs of labour, organization and supervision costs. The payments will be carried out by bank transfer for every concluded three-months periods.

This notice is aimed at encouraging the participation of the largest number of potentially interested economic operators, therefore the receiving of an offer is not binding for the Ljubljana Office of the Italian Trade Agency, which reserves the right to identify the most suitable subject to entrust with the assignment.

In case the received offers are not considered appropriate or complete, the Italian Trade Agency in Ljubljana reserves the right not to proceed with the assignment of the service object of this notice.

The Italian Trade Agency complies with valid regulations for safety and hygiene in the workplaces based on the related Italian (Legislative Decree 81/08 and subsequent amendments and integrations) and Slovenian (ZVZD-1) legislation in force.

## **CONTENT OF THE REQUESTED SERVICES:**

The service object of the agreement consists in:



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- supply of cleaning services as listed above meeting the specific needs of Italian Trade Agency;
- flexibility in the hypothesis of possible change of the cleaning dates when necessary or in case of public holiday;
- proposition of alternative solutions to unexpected problems related.

#### **DURATION OF SERVICES:**

The duration of the agreement will be of three years from April 1<sup>st</sup>, 2023, with a three-months test period, once verified the participation requirements. On the expiration date its effects will cease automatically, with no need for any notification between the parties.

#### **PARTICIPATION REQUIREMENTS:**

The economic operator entrusted with the service will have to commit:

- a) to comply with ITA requests;
- b) to respect the agreed schedule;
- c) to guarantee the use of adequate materials and tools;
- d) to respect ITA Code of Conduct which is also applied to suppliers of goods and services, available on the website [www.ice.it](http://www.ice.it) – at the section "Transparent Administration" – "General Provisions" – "Acts of general application";
- e) to comply with EU Workplace Safety Regulations also followed by ITA;
- f) to possess a valid insurance policy for the coverage of any possible damage that may occur during the cleaning service at ITA;
- g) to guarantee, for the execution of the service, its own qualified staff of proven reliability and competence, available during the requested times, that meet the technical/professional requirements, with all the necessary personal insurance policies. ITA reserves the right to highlight any unsuitable personnel.

#### **PAYMENTS AND PENALTIES:**

During the three years of validity of the agreement, ITA will provide for the payment of each three-months service periods within 30 days from the receipt of the related invoice to be addressed to:

ICE - Agenzia  
Via Liszt, 21  
IT - 00144 Roma  
ID za DDV: IT12020391004

ref. ICE - Agencija Ljubljana

In case the requirements indicated in this notice are not respected within any specific service, ITA reserves the right to apply a penalty, based on the gravity of the event occurred and in any case within 3% of the amount related to the service itself.



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The Italian Trade Agency in Ljubljana reserves the right of cancelling the contract with a 30 days' written notice in case the cleaning service is not properly carried out according to the general standards and rules of safety and health in a workplace.

#### **CLAUSES OF EXCLUSION:**

All economic operators who find themselves in the conditions indicated in art. 57 of the European Directive 2014/24/EU **are excluded from the present procedure**, and notably:

- a) participation in a criminal organization
- b) corruption
- c) fraud
- d) money laundering and criminal activities
- e) child labour and other forms of human smuggling
- f) not compliance with the obligations related to the payment of taxes or social security contributions, established by a judicial or administrative decision, with definitive and binding effect, based on Slovenian and Italian legislation
- g) it is also not admitted the participation of economic operators sanctioned by the Slovenian and/or Italian regulations with the prohibition of signing agreements and stipulating contracts with public administrations.

#### **HOW TO APPLY:**

This notice will be published on the website of this contracting Agency for a period of 15 days, starting from the day following the date of its publication.

Under penalty of exclusion, the offers - prepared according to the model below and considering the indications contained in this notice - must be sent to the Italian Trade Agency, Office of Ljubljana via email at the following address:

[lubiana@ice.it](mailto:lubiana@ice.it) by 8.00 p.m., February 17<sup>th</sup>, 2023 with attached:

- a copy of the signer's valid identity document,
- the European Single Procurement Document (ESPD), signed on each page,
- a company profile.

**Applications for participation received after the above deadline will not be considered.**

**The request for participation does not lead this Administration to any specific obligation regarding the continuation of the negotiation.**

#### **CONFIDENTIALITY NOTICE:**

The company that will sign the framework contract must keep all the data and information in its possession as confidential, and not disclose them in any way nor make them object of use for any purpose other than those necessary for its execution.

All confidentiality obligations must be respected even at the end of the contract with the Italian Trade Agency.



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The Contractor is also responsible for the observance of the secrecy obligations by his employees and consultants. In case of non-observance of the confidentiality obligations, ITA has the right to declare the agreement automatically terminated, and the Contractor will be obliged to compensate all the damages that may arise to the Italian Trade Agency.

#### **TREATMENT OF PERSONAL DATA:**

According to the Italian Legislative Decree n. 196/2003 and the European Regulation n. 679/2016, the collected data will be processed exclusively within the procedure described in this notice.

**This notice is exclusively intended as an invitation to submit a bid for the procedure in question, therefore it does not imply any obligation of the Italian Trade Agency towards the subjects concerned, nor an offer can in any case give rise to preferential rights or titles for the assignment of the framework contract by the Agency.**

Mrs. Serenella Marzoli, Director of the Italian Trade Agency in Ljubljana, is the Responsible for this procedure.

The contact details of the Office are as follows:

**ICE-Agencija Ljubljana  
Oddelek Veleposlaništva Italije za gospodarsko promocijo  
Cankarjeva cesta 10, 1000 Ljubljana  
T (003861) 4224370**

**Serenella Marzoli**

Director

Firmato digitalmente da: Serenella Marzoli

Organizzazione:

ICE-AGENZIA/12020391004

Data: 31/01/2023 16:05:45



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### EXAMPLE OF APPLICATION

(to be written on company headed paper and returned via email to [lubiana@ice.it](mailto:lubiana@ice.it) by 8.00 p.m., February 17<sup>th</sup>, 2023)

The undersigned \_\_\_\_\_

Born in \_\_\_\_\_

Resident in \_\_\_\_\_ postal code \_\_\_\_\_

Address \_\_\_\_\_

Owner or Legal representative (circle the appropriate definition) of the company

Legally established in \_\_\_\_\_ postal code \_\_\_\_\_

VAT number \_\_\_\_\_

in relation to the **SURVEY NOTICE FOR THE SELECTION OF AN ECONOMIC OPERATOR FOR CLEANING SERVICES OF ITA IN LJUBLJANA FOR A PERIOD OF 36 MONTHS**, issued by the Italian Trade Agency in Ljubljana, published on ITA the web site, presents its best offer below.

The proposed agency rates are the following:

Description	Net amount in Euro	VAT amount in Euro	VAT in %	Gross amount (VAT included) in Euro
Monthly cleaning fixed price (all inclusive)				
3-months period cleaning fixed price (all inclusive)				
12-months period cleaning fixed price (all inclusive)				

I undersigned declare that I am aware of what is indicated and envisaged in the Market Survey Notice for the above-mentioned procedure of direct assignment and that I unconditionally approve its contents.

Furthermore, I am specifically aware that the Notice does not imply any obligation on the side of the Italian Trade Agency towards the subjects concerned, nor does the prospective offer give rise in any case to preferential rights or titles for the assignment by the Italian Trade Agency.

As requested, I attach to this offer:

- a copy of my identity document
- the European Single Procurement Document (ESPD), signed on each page
- a company profile

Place and date \_\_\_\_\_ Signature and company stamp \_\_\_\_\_