



ITALIAN TRADE AGENCY

Johannesburg

Request of quotation for Garden Service Companies, to stipulate a contract with duration of three years (03) for the maintenance of the Italian Trade Commission - ITA Agency - Johannesburg Office's Garden.

THE CONTRACTOR

The Italian Trade Commission - ITA Agency Johannesburg Office, refer to hereafter as ITA Agency, is the governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. With a motivated and modern organization and a widespread network of overseas offices, ITA Agency provides information, assistance, consulting, promotion, and training to Italian small and medium-sized businesses. By using the most advanced multi-channel promotion and communication tools, it strives to demonstrate the excellence of Made in Italy around the world.

OBJECTIVE OF THE SERVICE

ITA Agency intends to stipulate a contract lasting three years (03) for Garden Service Companies. The purpose of this announcement is to receive offers to promote the participation of the largest number of potentially interested companies and therefore not binding on ITA Agency that reserves the right not to proceed with the assignment of the service subject to this notice if the offers are not considered adequate.

ITA AGENCY PHYSICAL ADDRESS

Italian Trade Commission – Italian Trade Agency
42 Chester Road corner Jan Smuts Avenue
Parkwood – 2193

Trading hours:

Monday to Thursday: 08:00 – 17:00
Friday: 08:00 – 13:30

SERVICE REQUIREMENTS

The framework contract covers the service on a ONE day a week basis and includes:

- Mowing of the lawn
- Trimming of edges
- Removal of weeds on lawn
- Turning of soil in flower beds
- Cultivate flower beds

ICE – Italian Trade Commission
Trade Promotion Section of the Italian Embassy
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E-mail: johannesburg@ice.it
www.ice.it
Cod. Fisc. / Part. Iva 12020391004
VAT 4000158198

Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation





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- Watering grass, plants and flower beds
- Raking of beds & lawn
- Trim away growth around electric fences
- Cutting and removal of dead leaves and branches
- Hedge trimming and shrub shaping
- Pruning of trees and bushes
- Removal of creepers and dead growth from trees, shrubs & fences
- Removal of soil and weeds along the curb stones
- Removal of garden refuse
- Sweeping and blowing all paving and parking areas within the building as well as the walkway around the outside perimeter and the 3rd floor terrace area
- Hosing down the terrace from dust
- Clear out storm water drains.

SELECTION PROCEDURE AND AWARD CRITERIA

The proposal will be selected considering the U.E. Legislative Decree 50/2016 on Public Procurement and Ministerial Decree 192/2017 (Regulation of the Italian Ministry of Foreign Affairs and International Cooperation with general directives governing the selection process of the Contractual Partner and the performance of the contract abroad).

And shall be awarded based on the lowest price criterion, on the commissions or service charges, and any other applicable fees according to the specified criteria as indicated in this notice (award criteria).

In case of equal offers, the companies that have proposed the same price, will be summoned in ITA Agency to proceed with further interviews.

EXTIMTED CONTRACT'S AMOUNT

No budget has been confirmed which will be evaluate once the offers have been received. Due to our administration, once the contract has been signed, **WE WILL NOT ACCEPT ANY ANNUAL INCREASES AND/OR EXTRA HIDDEN FEES**, the total amount quoted for the three years is the total amount that will be paid until the termination of the contract. No compensation is provided for if the expenditure was different from that indicated.

PERIOD OF VALIDITY OF THE CONTRACT

The contract will be valid for three years (03) from the date of acceptance of the contract. On the expiration date, the contract will cease automatically, without any notification between the parties.

If needed, the duration of the contract may be modified for the time strictly necessary to conclude the procedure necessary to search for a new agency (according to art. 106, paragraph 11 of the Italian Public Procurement Code). In this case, the services covered by the contract must be maintained in terms of prices, terms and conditions, or even improved.





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TERMS AND CONDITIONS OF PAYMENTS AND PENALTIES

Payments for services made during the three (3) years period of the framework contract will be made by presentation of monthly invoice (which reflects the code of written orders, CIG, CO.AN) issued to:

The Italian Trade Commission - ITA Agency Johannesburg Office
42 Chester Road – Parkwood 2193
VAT 4000 158 198

Due to our administration the tax invoice needs to be sent, via email to johannesburg@ice.it, during the first week of the service month (not before) in order to be paid by the end of the same month.

Payment will be made by bank transfer at thirty days (30) from the date of the tax invoice. If the requirements of the service are not met, the ITA Agency reserves the right to impose a penalty depending on the seriousness of the incident, to determine, which will not exceed 3% of the amount relating to the service incorrectly provided.

EXCLUSION

Company undertaking a criminal proceedings or litigation under the Italian and/or South African Law, for the following, may not submit a tender:

- Participation in a criminal organisation
- Corruption
- Fraud
- Money laundering and criminal activities
- Any kind of illegal trafficking
- Tax evasion

PROCEDURE FOR SUBMITTING THE SERVICE PROPOSAL

Unless excluded from the tender, bids must be submitted via email at johannesburg@ice.it to the Italian Trade Commission ITA Agency Johannesburg Office, **the proposed deadline is the 6th of March 2024 at 12.00 pm.**

CONTENTS OF THE OFFER

- Company profile and presentation.
- Declaration by the legal representative that they are not in any criminal proceedings or litigation.

The offeror undertaking's signed documents must be dated and signed by an authorized legal Representative of the Company.

Please note that all documents requiring the signature of the representative must be signed by one of the following:

- Director with power of legal representation.
- By special delegation as indicated.





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Will not be considered a valid offers:

- If it is submitted after the deadline or in a form other than that indicated;
- if does not contain one or more elements required in this notice;
- multiple offers are not allowed. Each company must participate by submitting a single offer.

The award shall also be made in the event of the receipt of a single tender if it is valid and deserves approval. In accordance with the principle of self-protection, the Italian Trade Commission ICE-Agency Johannesburg Office has the right to not award the tender if necessary.

In the event of a tie between bids, the Companies that obtained the same score will meet at the ICE Agency headquarters for a public draw.

ADDITIONAL INFORMATION

For information, please contact the Italian Trade Commission ITA Agency Johannesburg Office (e-mail: johannesburg@ice.it).

PROCUREMENT AND PROVISIONS

The selected company will be announced on the website of this Agency by the 8th of March 2024.

No compensation or reimbursement of costs shall be due to applicants for the submission of the service proposal.

The administration will proceed with the award after verification of the proposals.

The best economic offer will be awarded the contract.

Tacit renewal is excluded.

Within a maximum of seven (7) calendar days from the notification of the award, the selected Company shall submit the following documentation:

- [Annex a - causes excluding applicants from ITA Agency procurement](#);
- [Rules and regulations for the registration and selection of contractors/suppliers by ITA Agency](#);
- [Supplier Registration Form \(company and professionals\)](#);
- Certified copy of company registration certificate.
- Certified copy of tax registration certificate.
- Certified copy of professional certificate (if applicable).
- Certified copy of quality certificate (if any).
- Two or more references, over the last three years, issued by companies, including state-owned entities, or individuals for which/whom the applicant has performed the same services as those for which he/she is applying for registration, or alternatively a list of major corporate clients the applicant is currently working with.





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METHODS OF PAYMENT, PENALTIES AND TERMS & CONDITIONS FOR TERMINATION OF THE CONTRACT

The payments will be made subject to the successful completion of the service, which must be endorsed by the Sole Processor of the procedure.

Payment will be made on receipt of the monthly tax invoice to be sent to the Italian Trade Commission ITA Agency Johannesburg Office.

Payment of the service is made by bank transfer to the bank account indicated by the supplier for the number of services invoiced. Bank letter is required for the first payment and in the event of a change of banking details after the contract has been awarded.

PROHIBITIONS ON SUBCONTRACTING AND ASSIGNMENT OF CONTRACTS

Subcontracting or transfer of contract is prohibited.

CONFIDENTIALITY AGREEMENT

The contractor undertakes to maintain the confidentiality of the data and information to which it has access and to use them exclusively for the performance of this contract. Even in the event of the service cancellation with the Italian Trade Commission ITA Agency Johannesburg Office, it is stated that all confidential obligations must be respected. The contractor is responsible for the respect of confidentiality and by its employees or consultants. In the event of breach of confidentiality obligations, the Italian Trade Commission ITA Agency Johannesburg Office shall have the power to resolve the contract, without prejudice to the claim for damages arising from such an act.

COMPETENT JURISDICTION

Any dispute relating to the selection procedure is subject to the jurisdiction of Italian law.

Any dispute relating to the performance of the contract is subject to the jurisdiction of South African law.

PROTECTION OF PERSONAL DATA

The data collected will be processed exclusively within the framework of this procedure (pursuant to the General Law on the Protection of Personal Data held by obliged parties, published in the DOF 26/01/2017).



ECONOMIC OFFER FORM

the undersigned _____
born in _____ on the _____
resident in _____, postal code _____
Address: _____

Owner or legal representative (underline the correct definition) of the company: _____

With registered office in _____
VAT number: _____, C.K. number: _____

Monthly service fee excluding VAT: _____

NB: The annual fee will apply for the duration of the contract (36 months).

The undersigned declares to be aware of what is indicated and foreseen in the direct award notice and to unconditionally approve the contents. Furthermore, he is aware that the announcement does not entail any responsibility for the ICE Agency towards interested parties and that any offers do not entail any preferential rights for the award with contract by the ICE Agency.

As required, please attach a copy of your identity card to this offer:

Signed at (place): _____ on (date): _____

Signature and stamp of the company:

