



ITALIAN TRADE AGENCY

Beirut Office for Cyprus, Lebanon and Syria

Beirut, October 26, 2021
Prot. 119001/21

C.di.C. : 4HD1
CO.GE. : 652802001
CO.AN. : S2200W00000

Request of quotation cleaning services at the Italian Trade Agency Office - for the period 1/1/2022 - 31/12/2022

The Italian Trade Commission ICE/ITA requests a quotation for office cleaning services under the following conditions:

1. The office superficies: 159sqm.
2. Address: Italian Embassy 1st floor- Presidential Palace Street Baabda.
3. Cleaning time: 2 hours in the morning time starting 9pm (flexible).
4. Number of workers: 1 (one).
5. Mode of payment: Bank transfer at the end of each month after the service delivery.
6. In order to be considered as a supplier your company shall be registered at ITA suppliers register, which conditions can be found on our website on the following link: <https://www.ice.it/en/markets/lebanon/work-us>.
7. After adhering to our suppliers register, we ask you to confirm this statement in your offer:

The cleaning services indicatively consist of:

On a daily basis:

- Undusting the furniture.
- Sweeping and wiping the floor.
- Bathrooms cleaning (2).
- Dishwashing.
- Emptying the trash baskets.



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On a monthly basis:

- Fridge cleaning.
- Windows cleaning.

The offer shall be in USD and shall include the following information:

- 1- Precise the conditions of your workers with regards to insurance, and work permits.
- 2- Precise if it includes the cleaning products, possibly give us 2 options in this case (with and without cleaning products).
- 3- Precise the VAT amount separately if applicable.
- 4- Any additional information that you deem necessary.

Kindly note, that the Italian Trade Agency suppliers shall be registered at ITA suppliers register, which conditions can be found on our website on the following link: <https://www.ice.it/en/markets/lebanon/work-us>

If you are already registered at ITA suppliers register please add the following declaration to your quotation: "----**company name**---- declares to be in the Italian Trade Agency's register of suppliers and is not subject to any clause included in the grounds for exclusion".

If you wish to have a site inspection kindly contact us on 05-959640.

We look forward to receiving your detailed quotation **no later than November 3, 2021.**

Yours truly,

Claudio Pasqualucci
Trade Commissioner

A handwritten signature in black ink, appearing to be 'C. Pasqualucci', written over the printed name and title.