



**Consolato Generale d'Italia  
Londra**

prot. 58295  
24/10/17

**EXPLORATORY NOTICE FOR THE ACQUISITION OF DISPLAY OF INTEREST IN PARTICIPATING TO THE NEGOTIATION PROCESS EX ART. 36 COMMA 2, D.LGS 50/2016 FOR THE APPOINTMENT OF THE DAILY SURVEILLANCE CONTRACT OF THE CONSULATE GENERAL OF ITALY IN LONDON AT 83-86 FARRINGDON STREET – LONDON EC4A 4BL**

The Consulate General of Italy intends to acquire displays of interest in order to proceed to appoint a surveillance contractor for daily service at its London headquarters.

This notice is exclusively finalised to invite displays of interest from potentially interested economic operators. It is not in any way binding for this Consulate General which reserves its right to identify, at a later time, the number of suitable subjects (maximum five) to whom will be sent a letter of invitation to present their offers.

The display of interest is only finalized to communicate to the Consulate General of Italy in London their availability to present an offer.

All subjects admitted to participate will be required to demonstrate:

- 1) Registration to the Chamber of Commerce acting as provider of similar services to the above mentioned or in the professional or commercial bar of the country of residence.
- 2) Solid economic and financial capacity, through submission of the last balance sheet.
- 3) Not to be or having never declared bankruptcy, liquidation, compulsory administration, being owed financial credit or any other similar circumstances, and not having any of the above ongoing proceedings based on the legislation of the State the company belongs to.
- 4) To be up to date with tax payments according to the present legislation in the country of residence.
- 5) To be up to date with their workers' social welfare payments according to the present legislation in the country of residence.
- 6) Not to have received any kind of fine concerning safety according to what is established by competent authorities and to be able to carry out their services conforming to the current regulations.
- 7) Not to have been subject to equitable rescission due to their own responsibility.
- 8) Technical and professional skills verifiable through a minimum of five years previous experience in the requested service.

The interested companies should submit a participation form (Annex A) duly signed by the business owner or its legal representative. Together with Annex A, the company shall attach all paperwork attesting they possess the qualifications for admission (certificates or self-assessments duly signed).

The application must arrive before 12 noon of November 10<sup>th</sup> 2017 in a sealed envelope together with the company name and contact details, specifying in the object:



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The application must be sent to the following address:

Administrative Office – Consulate General of Italy, 83-86 Farringdon Street, London, EC4A 4BL.

Alternatively it can be sent to the email address [contabilita.londra@esteri.it](mailto:contabilita.londra@esteri.it) or handed personally to the Administrative Office of the Consulate from 9.30AM to 12 noon on the date specified.

**Type of service required:**

Daily surveillance service of the Consulate General of Italy's premises at the following times:

- Monday to Friday between 8.30AM to 13.00 and between 17.00 to 19.00;
- Saturday between 9.00AM to 14.00;
- Sunday between 10.00AM and 13.00

The service will require a variable number of staff from day to day (minimum 4 member of staff from Monday to Friday). Occasional overtime cover will be required in order to meet specific demands or deal with 'alert' situations.

In any case, at least one member of staff is required to be present at all times specified above , including on Saturdays and Sundays.

It is essential that all employed staff possess perfect knowledge of both Italian and English.

Further details on the frequency of the service and its timetable will be provided in the letter of invitation.

**Duration of the appointment:** from 01.01.2018 to 31.12.2018 without any possibility of automatic renewal.

**Premises where the surveillance service will be carried out:**

Consulate General of Italy – 83-86 Farringdon Street – London EC4A 4BL.

Please note this is preliminary market research, leading to the potential future negotiation. The Consulate, in case the number of interested companies be more than five (5), will proceed to identify to its sole judgement, to which companies the letter of invitation will be sent, choosing among those in possession of the required credentials.



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Furthermore, please note this is exclusively a request of interest with the purpose of researching potential interested subjects, and therefore the Consulate General holds the right to suspend, modify or cancel the proceeding relative to this notice.

London,

12/3 OTT. 2017



Head of Administrative Office

Lidia Polmonari

A handwritten signature in blue ink, reading 'Polmonari Lidia', written over the printed name.