



**Consolato Generale d'Italia
Londra**

CIG 6971088

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 CONTRACT FOR THE PROVISION OF TEMPORARY WORKERS (FROM 17.02.2018 TO 13.04.2018) TO THE CONSULATE GENERAL OF ITALY IN LONDON AT 83-86 FARRINGDON STREET – LONDON EC4A 4BL – E.F.2018

The Consulate General of Italy intends to acquire displays of interest in order to proceed to appoint a contractor for the provision of temporary staff at its London headquarters.

This notice exclusively aims at acquiring 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.

A display of interest has the sole purpose to communicate to the Consulate General of Italy in London the availability to present an offer.

All subjects admitted to participate will be required to demonstrate:

- 1) Registration to the Chamber of Commerce OR Company House 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) Self-assessment certifying 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) Self-assessment certifying 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.



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- 8) Technical and professional skills verifiable through a minimum of five years previous experience in the requested service.

Interested companies shall 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 aforesaid requirements (certificates or self-assessments duly signed).

Applications must be received by the Consulate General no later than 12 noon of 30.01.2018 .

Applications must be sent **exclusively** to the following address:

contabilita.londra@esteri.it

Type of service required:

The Company will supply temporary workers who will be assigned to work at the Italian Consulate General using PCs belonging to the Consulate. The Company shall provide for adequate substitutions should any of the workers need to be replaced.

The provision of the service has to be carried out during 2018 as following:

From the 17th of February to 13th of April:

- **No. 20 (twenty) temporary workers for 7 hours per working day**

The temporary workers' task will be to handle forms and data entry in the database of the Consulate.

Temporary workers are expected to be fluent in English and in Italian and to be IT proficient.

Daily work will be carried out at the Consulate General of Italy's premises during the following times:

Monday to Friday between 9.00 to 17.00.

Temporary workers must be deemed acceptable by the Consulate General but **shall not, under any circumstances, be considered employees of the Consulate General;**

Duration of appointment: from 17.02.2018 to 13.04.2018 without any possibility of automatic renewal.

Premises where the temporary work 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, 22.01.2018

Head of Administrative Office



Lidia Polmonari

A handwritten signature in blue ink, appearing to read "Polmonari Lidia".