



**CONSOLATO GENERALE D'ITALIA
IN LONDRA**

83/86 FARRINGDON STREET
LONDON EC4A 4BL
TEL: 020-7936 5900
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Prot. 14069

Language Recruitment Services Ltd.
Greener House, 66-68 Haymarket
London SW1Y 4RF

1st February 2018

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

Ref :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 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

With reference to the display of interest received on 29/01/2018 at 17:40 from Language Recruitment Services Ltd (the Company) in reply to the above exploratory notice, we (the Consulate General of Italy) request Language Recruitment Services Ltd. to submit a quote for the following service:

Supply of temporary workers to the Consulate General of Italy

The Company will supply temporary workers who will be assigned to work at the Italian Consulate General using PCs belonging to the Consulate.

The provision of the service will be carried out in 2018 in the following way:

From 17th of February to 13th of April: supplying 20 (twenty) temporary workers for 7 hours per working day.

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

Temporary workers supplied will be fluent in Italian and English and be IT proficient.

Work will be carried out daily at the premises of the Consulate General of Italy from Monday to Friday between 09:00 and 17:00.

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

The Company will pay all taxes and national insurance contributions that will become due as a result of its employees being placed at the Consulate General.

The Company will indicate its policy with regard to cover in case of absence from work (holidays or other) from any of its employees placed at the Consulate.

Duration of the appointment: from 17.02.2018 to 13.04.2018 only. No automatic renewal will be permitted.

Premises where the temporary work will be carried out:

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

Details to be included in the bid:

Total charge per hour with breakdown to include

- a) net cost per hour (please provide details of base used to calculate hourly charge, comparison to be used is average hourly pay for similar positions in the London area)
- b) holiday pay
- c) employer national insurance contributions
- d) mark up/agency fee

The basis on which winning bid will be selected: best offer based on how closely it reflects the average hourly rate paid in London for this type of service, the Agency fee and the Agency policy with regard to cover in case of absence from work.

The Project Manager for the Consulate General of Italy is

Ms. Lidia Polmonari, Administrative Attaché for the Consulate General of Italy in London.

The bid must be presented by hand in a sealed envelope by 13:00 on 05/02/2018 at the Consulate General in London.

Proof of receipt indicating date and time will be given.

Late submissions will be null and void.

Bids received by email will be null and void.

The Consulate General of Italy reserves the right, at its sole discretion, to suspend, modify or cancel proceedings related to this letter.

The chosen bid will be announced by end of day of 12/02/2018 and the winner is informed that by presenting a quote accepts that the provision of the service will start on 17th February 2018.



Lidia Polmonari
Il Comm. Agg.to Amm.vo
Consolare e Sociale
Dott.ssa Lidia POLMONARI