

Rome, 15<sup>th</sup> September 2022

To whom it may concern,

ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) is an Intergovernmental Organization (IGO) created by UNESCO in 1956 and founded in Rome in 1959. It deals with the conservation of both movable and immovable heritage all around the world. As of today, ICCROM has 137 Member States.

The main purpose of this document is to invite competitive bids from eligible bidders for providing cleaning services inside ICCROM headquarters in Rome.

In order to select a vendor from this tender, ICCROM will perform a selection based on defined criteria reported in Annex I.

## 1. Overview of the service

The requested service has as its object the following ordinary cleaning services within ICCROM headquarters in Rome (Via di San Michele, 13):

### ***Daily Operations:***

- damp dusting the tables in the reading room and library;
- mopping the library's terracotta and linoleum floor;
- damp dusting the accessible furnishings of the mezzanine and the library's basement reception;
- cleaning the terracotta and linoleum flooring in the library 3 times a week;
- cleaning offices and common areas (rooms 1st - 2nd - 3rd -4th floor, lower wing ground floor and lower wing 1st floor);
- cleaning the doors of the library rooms;
- washing, disinfection of toilets and related sanitary appliances (also in the laboratory on the ground floor);
- garbage of the entrance hall and stairs;
- cleaning the entrance;
- cleaning the lift cabin;
- cleaning the courtyard entrance (basement);
- emptying paper baskets and replacement of bags;
- mopping with detergent;
- damp dusting furniture, computers, objects, shelves, table lamps, etc.;
- disinfecting telephone equipment;
- transporting waste to the collection point (excluding special waste, such as toners).

**Weekly operations:**

- cleaning ICCROM 's area of the courtyard;
- cleaning archives in the lower wing, 1st floor;
- book deposit cleaning on the ground floor.

**Operations carried out twice a week in the laboratory on the ground floor:**

- emptying paper baskets and replacement of bags as needed;
- damp dusting work benches (if free from equipment, etc.);
- washing the floor with neutral detergents;
- transport waste to the collection point (excluding special waste, such as toners).

**Fortnightly operations:**

- washing the glass of the library's partition walls;
- removing garbage from the archives, the attic and the terrace;
- dusting the upper part of the furniture and various furnishings;
- cleaning of brass plates.

**Semi-annual transactions:**

- washing internal and external windows.

## 2. Service Personnel and products

The participating company must ensure that the personnel hired:

- will be required to comply with the usual rules of conduct;
- will be held in strict confidence;
- must perform the service at the set times (before 8:30 am from Monday to Friday);
- use the assigned prevention and protection devices; and
- comply with the administrative and operational requirements relating to COVID-19.

The products used must meet criteria of maximum effectiveness and lowest environmental impact. Furthermore, in light of the pandemic, the products used must be adequately compliant with the sanitization of surfaces.

Furthermore, compliance with the most up-to-date concepts of cleaning, sanitation and work Organization is expected from the winning company of the tender, bearing in mind the needs of the headquarters of an intergovernmental organization, including:

- High quality of service (image);
- Avoid interference with the activities of members of the Organization and ensure continuity of services (organization);

- Use of innovative methodologies and cutting-edge work systems (time and cost containment); and
- Contagion risk prevention (high disinfection standards).

### 3. Period of the Contract

The service object of the contract must be provided starting from 01/01/2023. The contract will have a duration of 1 + 4 years. In the event that ICCROM does not find any problems in the quality and methods of service offered at the end of the first year, the contract will be amended for an additional 4 years.

### 4. Additional Requirements

The Organization wishes to mention that the nomination and selection process details are illustrated in the attached guidelines (Annex I).

Further information that may assist in preparing a proposal may be found on the ICCROM website (<http://www.iccrom.org>). If you cannot access the ICCROM website, some relevant documents may be obtained by contacting **Mr Maurizio Moriconi** (see contact details in Annex I).

ICCROM requests that proposals, prepared in accordance with the attached guidelines, be submitted no later than **5pm CEST, 28 October 2022**.

The outcome of the tender will be communicated within 7 working days of the deadline.

In anticipation that our tender is of interest to you, we look forward to receiving your proposal.



Sincerely,  
Webber NDORO  
Director-General

## ANNEX I

### **Selection and Appointment Process**

The process for selecting and appointing the cleaning service provider will be as follows:

#### **Invitation**

ICCROM will directly receive proposals and responses from qualified cleaning service providers.

#### **Receipt of Proposals**

Proposals should be submitted to ICCROM no later than 5pm CEST, 28 October 2022. The proposals can be submitted in either electronic (pdf) or paper format (in a sealed envelope).

Upon receipt of a submission, the designated Tender Opening Committee (TOC) members must record the time of receipt. All hard copies of the tender should be recorded with a date and time stamp.

For all the proposals received through electronic submission, the date and time of receipt of the email will prevail.

All the proposals received after the time indicated will not be considered valid.

The ICCROM TOC will open all proposals in the presence of the Procurement Official. After the formal handover of submissions to the Procurement Official, they will coordinate with the appointed Evaluation Committee to evaluate the proposals based on the criteria indicated below. This dedicated session will take place within two working days from the closure of the tender.

ICCROM reserves the right to reject any or all submissions that do not conform to the instructions in the solicitation documents, or whenever such rejection is in the interest of the Organization.

#### **Evaluation of Proposals**

All proposals received within the stipulated timeframe will be reviewed and evaluated according to the following criteria and weights:

Criteria	Weight
Economic Proposal	50
Technical Proposal	50

Moreover, ICCROM specifies that previous experience with UN agencies or other similar organizations is highly appreciated.

### **Appointment**

After ICCROM's Evaluation Committee makes their decision, the successful bidder will be contacted to submit a draft contract to ICCROM.

The service object of the contract must be provided starting from 1 January 2023. The contract will have a duration of 1 + 4 years. If ICCROM does not find any problems with the quality and methods of service offered at the end of the first year, the contract will be extended for additional four years.

### **Economic Proposals and Currency**

Economic proposals must be stated in EUR.

ICCROM specifies that, pursuant to Article 72, paragraph (3) number (4), of the Decree of the President of the Republic, October 26, 1972, No. 633/72, supplemented and corrected by Presidential Decree 23/12/1974, n ° 687; Presidential Decree 2/7/1975, n ° 288; Legislative Decree No. 323 of 20 June 1996 (Gazzetta Ufficiale 143 of 20 June 1996, art. 10 paragraph 4); and subsequent amendments made to the VAT exemption regime from the entry into force of Law no. 217 of 15 December 2011 and based on Law No. 723 of 11 June 1960, which makes the headquarters agreement between UNESCO and the Italian Government executive in Italy, the taxation of VAT does not apply to the transfer of goods and/or provision of Services in favor of ICCROM (International Center of Studies for the Conservation and Restoration of Cultural Heritage) for an amount exceeding € 300.00 (three hundred / 00 euros).

### **Address and Contact Information**

#### *Paper Format – Hard Copy*

Hard copy proposals should be submitted in a sealed envelope clearly marked by, "Cleaning service proposal – ICCROM," and should be addressed to:

Administration Unit – Logistics Office  
Attn. Mr. **Giuseppe Cioffi**  
Head of Logistics  
ICCROM  
Via di San Michele, 13  
00153 – Rome, Italy

#### *Electronic Format - Email*

Electronic proposals should be submitted through email with the subject "Cleaning service proposal – ICCROM" and should be addressed to:

**tendercmt3@iccrom.org**

The Organization regrets that it is not possible to provide information by telephone regarding the selection and appointment procedure. Requests for clarification regarding any of the points above should be directed in writing only via e-mail to **Mr Maurizio Moriconi**.

Mr. Maurizio Moriconi  
Administration Manager  
ICCROM  
Via di San Michele, 13  
00153 Rome, Italy  
E-mail: [mm@iccrom.org](mailto:mm@iccrom.org)