



**Italian Cultural Institute of New York**

**Invitation to Bid**

**[Denominazione dell'operatore economico]**

**[Indirizzo]**

**Re: Upgrade of the electrical system of the Italian Cultural Institute of New York**

**CIG: 8414424A57**

This is a solicitation on behalf of the Italian Cultural Institute of New York, hereinafter referred to as "Institute", for Contractors to submit a bid in accordance with the requirements and the procedure set forth below, in order to adjudicate the services for the upgrade of the electrical system of the Institute.

Submission of a bid shall be deemed as an acknowledgement by the Bidder that all obligations stipulated by this Invitation will be met and that the Bidder has read, understood, and agreed to all the instructions in this Invitation.

In responding to this Invitation, the Institute requires all Bidders to conduct themselves in a professional and impartial manner. All Bidders found to have a conflict of interest (such as involvement in preparation of documents to be used in this selection process, family of business relations with the Institute's staff, etc.) shall be barred from the selection process.

**1. Contents**

- 1.1 The selected Contractor shall execute the tasks described in the **Scope of Work** (Annex 1).
- 1.2 The base amount for the contract is estimated to be **USD 175,000.00** net of taxes.
- 1.3 Bidders are required to complete, sign and submit the following
  - **Application and Declarations Form** (Annex 2),
  - **Personal Data protection Form** (Annex 3)
  - **Price Bid Form** (Annex 4)
- 1.5 The Contract will be adjudicated to the lowest bid price.

**2. - Designated Contact**

- 2.1 The Designated Contact for this Invitation to Bid is Dr. Paolo Barlera, Interim Director at the Italian Cultural Institute of New York, in his function of Procedure Administrator (PA)
- 2.2 As a support to the PA, the Institute will also appoint:
  - an independent, qualified professional as project supervisor and technical liaison,
  - a staff member as site inspector.

### 3. – Eligibility

- 3.1 Bidders who are not compliant with any one of the exclusion clauses listed in Annex 2 are not eligible.
- 3.2 For the purpose of the Bid submission, the nonexistence of any grounds for exclusion is attested to by the signed Application and Declarations Form (Annex 2). Bidders entitle the Institute to carry out checks with the competent authority to ascertain the veracity of such declaration.
- 3.3. Bidders must provide a list of all licenses, permits, and certifications (including but not limited to insurance against professional risk) that are required for the requested service. Within ten (10) business days of notice of award of Contract, Bidder shall submit to the Institute copies of all required licenses and certificates
- 3.4. Upon request, within ten (10) business days of notice of award of Contract, Bidder shall demonstrate financial viability by providing documents such as financial statements for the prior one (1) year.

### 4. –Deadline and conditions

- 4.1 All Bid documents must be sent to the Institute in a sealed packet. The Contractor's name and address, and the phrase **"Do not open – Bid Submission Enclosed"** must be clearly written on the outside,
- 4.2 Said packets must contain two smaller envelopes (A and B), also sealed.
- On the outside of **Envelope A**, Bidders must clearly write the Contractor's name and the phrase **"IICNY – Upgrade of electrical system. Administrative Documents"**
  - On the outside of Envelope B, Bidders must clearly write the Contractor's name and the phrase **"IICNY – Upgrade of electrical system. Bid Price"**
- 4.3 Bids must be submitted no later than **October 2, 2020** by one of the following means:
- mail service, addressed to the Institute at 686 Park Avenue, New York NY 10065
  - courier to the Institute 686 Park Avenue, New York NY 10065
  - hand delivery to the Institute 686 Park Avenue, New York NY 10065, M-F 9am-5pm
- 4.4 For the purposes of the deadline, either the postmark or the acknowledgment of receipt (in case of hand delivery) will attest the date.
- 5.5 Timely and proper delivery of bid packets is the responsibility of Bidders. Bids received after the Submission Due Date shall not be accepted. Bids sent to any location other than the Institute's shall not be accepted.

### 5. – Preparation

- 5.1 Cost: Bidders shall bear any and all costs related to the preparation and/or submission of the Bid, regardless of whether its bid was selected or not.
- 5.2 Language: All submitted bid documents must be written in English.
- 5.3 Price bid: must be submitted using the attached form (Annex 4).
- 5.4 Digital copies of drawings are available upon requests.
- 5.5 Inspections of premises may be arranged by appointment during regular business hours.

**6. – Content of the envelopes inside the Bid Submission**

**6.1. Envelope A - Administrative Documents**

6.1.1 Envelope A shall include the following (signed) documents:

- a. Application and Declarations Form (Annex 2)
- b. Personal Data Protection Form

**6.2. Envelope B - Bid Price**

6.2.1 Envelope B shall include the (signed) Bid Price Form in which Contractor presents its bid for the requested service. The Form must include the Contractor's name and must be signed by its legal representative.

**7. – Bid Opening and public reading of Bid Submissions**

7.1 Bid Submissions will be opened during a public meeting at the address of the Institute, 686 Park Avenue, NYC 10065.

7.2 The Institute will review the bid submissions and provisionally award the Contract for the services described herein to the lowest Bid price.

7.3. Before issuing the Final adjudication, the Institute reserves the right to verify and assess Bid documents and declarations, reparable errors and omissions.

**8. – Clarifications**

8.1 Any information or clarification must be requested by the Contractor at least 7 days before the Submission deadline at the following email address: [iicny@esteri.it](mailto:iicny@esteri.it).

8.2 The Institute will reply at least four days before the Submission deadline by sending to each invited Contractor a letter with all the questions asked and the relative answers.

**9. – Protection of personal data**

9.1 The Institute guarantees the protection of personal data provided by current Italian legislation concerning protection of individuals with regard to the processing of personal data, for which information is provided in Annex 4.

9.2 By subscribing the disclosure the Contractor gives consent to the processing of the aforementioned personal data by the Institute.

**10. – Applicable standards**

The Contractor selection procedure is governed by Italian regulations as well as New York City and New York State codes and regulations.

New York, 14 September 2020

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*Designated contact of this Invitation to Bid*  
*Paolo Barlera*