

SCOPE OF WORK

1.1. Contractor shall provide to the Institute -- on a lump sum basis -- a complete, turnkey, fully functional, and warranted installation, all labor, materials (including components and parts), and equipment, for an upgrade to the electrical system and associated controls, for its premises at 686 Park Avenue, NYC 10065 ("**Work**").

1.2. The Work is generally described in this document and in the drawings attached. Contractor acknowledges and agrees that in work of this character, it is impossible either to show all details in advance or to forecast all exigencies precisely, and that this document indicates generally the amount of work, its nature, and the method of construction.

1.3. Where no specific requirements are given, Contractor shall consult with the Project Manager as to conform to the latest applicable standards for the particular type of work involved.

1.4. Contractor shall conduct all work in strict conformance with all the applicable New York City Building Codes, New York City Electrical Code, New York City Fire Department Codes, New York State Energy Conservation Regulations and the Federal Agencies exercising jurisdiction over this construction work.

1.4 In upgrading the electrical services, Contractor shall follow the attached drawings and provide the following:

- Removals of existing equipment (where required), wall conditioning and paint
- Low-Voltage Electrical Power Conductors & Cables
- Raceway And Boxes For Electrical Systems
- Identification For Electrical System
- Wiring Devices
- Enclosed Switches & Circuit Breakers
- Emergency Egress and Lighting

1.5. Work shall begin **no later than 30 days** from the adjudication date.

APPLICATION AND DECLARATIONS FORM

I. Client and Services

Client:	Italian Cultural Institute of New York
Work description:	Upgrade of the existing electrical system

II: Contractor

Name:	
Tax ID	
Address:	
Contact:	
Name
Telephone:
e-mail:
website (if any):

III: Exclusion clauses

A: Criminal violations

Bidders shall be deemed unqualified if convicted for one or more of the following crimes, either in Italy or in the US: 1) participation in a criminal organization, 2) corruption, 3) fraud, 4) terrorism, 5) money laundering, 6) child labor.

B: Professional misconduct

Bidders shall be deemed unqualified if not compliant with and/or implicated in the following, either in Italy or in the US: (1) tax obligations, (2) employee benefits / compensation, (3) health and safety regulations, (4) conflict of interest, 5) bankruptcy or insolvency conditions.

Bidder hereby offers the goods and services specified in Annex 1 in accordance with the Bid Price set forth in Annex 4. Bidder hereby declares to meet all the requirements set forth in the above listed articles.

.....
[City and Date]

..... [sign]

..... [print]

..... [title
]

Please attach copy of an ID document

**Information on the protection of individuals with reference to the processing of personal data
General Data Protection Regulation (EU) 2016/679, art. 13**

The processing of personal data will conform to the principles of lawfulness, correctness and transparency in order to protect the fundamental rights and freedoms of individuals.

To such purpose, the following information is provided:

1. The Joint Controller is the Ministry of Foreign Affairs and International Cooperation (MAECI) of the Republic of Italy, which in this specific case operates through the Italian Cultural Institute, 686 Park Avenue, New York, NY 10065 (IIC).
2. For inquiries or complaints, interested parties may contact the MAECI Head of Personal Data Protection (RPD) (mailing address: Ministry of Foreign Affairs and International Cooperation, Piazzale della Farnesina 1, 00135 Rome, telephone 0039 06 36911 (switchboard), email: rpd@esteri.it, certified email [pec]: rpd@cert.esteri.it)
3. Personal data will be processed solely for the selection process of a Contractor for the upgrade of the electrical system of the IIC.
4. Provision of data is a legal requirement for contracts administered by Italy’s public administration offices. Without such data applications will be considered null and void.
5. Data processing will be carried out either manually or electronically exclusively by authorized personnel.
6. Data may be communicated to the controlling office of the Italian Ministry of Foreign Affairs as well as to local authorities for verification purposes. Data pertaining to awarded contracts are published on the website of the Italian Cultural Institute, according to Italy’s laws on transparency.
7. Data are stored for a maximum period of five (5) years from the date they are received. Such term is suspended in case legal proceedings are initiated.
8. Interested parties may request access to their personal data and, in compliance with current legislation, the correction of the same. Within the limits established by the law and without prejudice to any consequences on the outcome of the administrative process, interested parties may also request the limitation of, or opposition to data processing. In these cases, interested parties must submit a specific request to the IIC at the address in art. 1 and notify MAECI at the address in art. 2.
9. If you believe your rights have been violated, you may file a complaint with the MAECI RPD. Alternatively, you may contact the Garante per la Protezione dei Dati personali [Data Protection Authority] (Piazza di Monte Citorio 121, 00186 ROMA, telephone 0039 06 696771 (switchboard), email: garante@gpdp.it, certified email: protocollo@pec.gpdp.it).

.....
[City, date]

I have read and agree with the terms of this notice

.....

.....

sign & print

BID PRICE

In accordance with the Invitation dated [.....], Bidder hereby offers the goods and services specified in Annex 1 at the price set forth below:

1. Upgrade of electrical system, including all parts and materials = \$
2. Labor \$ /hr x = \$

Bid Price (sum of Extended Prices) \$

Bid Price in words: dollars.

Bidder commits to maintain the offer valid for 90 days from the submission deadline.

Bidder: _____
(Print or type corporation/partnership/limited liability company/individual name)

By: _____
(Signature of authorized representative)

Name: _____
(Print or type name of authorized representative)

Title: _____
(Print or type title of authorized representative)

Date: _____