



Permanent Mission of Italy  
UN - New York

## GUIDELINES FOR APPLICANTS

### CALL FOR PROPOSALS FOR THE ADJUDICATION OF PORTERAGE, MINOR MAINTENANCE AND SMALL REPAIR SERVICES FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

The Permanent Mission of Italy to the United Nations issues a call for proposals to provide portorage, minor maintenance and small repair services.

#### Location

- The Permanent Mission of Italy (885 Second Avenue, One Dag Hammarskjold Plaza, 49th floor, New York, NY 10017)
- The Ambassador's Residence (address to be disclosed, UES, New York, NY)
- The Deputy Ambassador's Residence (address to be disclosed, UES, New York, NY)

The Permanent Mission has a surface of approximately 22,985 sq/ft (distributed on the 48th and the 49th floors). The Ambassador's Residence has a surface of approximately 10,099 sq/ft. The Deputy Ambassador's Residence has a surface of approximately 3,000 sq/ft.

#### Date and Time

Monday to Friday (except for US and Italian holidays). 3 hours per day, between 8:00 am and 12:00 pm.

#### Specification of manpower

One licensed, skilled, knowledgeable, trustworthy, and fully insured professional.

#### Duration

One-year contract, from 1.1.2024 until 12.31.2024.

#### Recipients

This call for proposals is intended to certified professionals that have the technical expertise to enter such agreement.

#### Duties and Activities

Daily:

- Water jugs replacement on water dispensers when empty
- Removal and disposal of bulky trash and garbage. Manage office garbage, i.e. cardboard boxes, for building recycling. Preparation of used toners/cartridges for disposal and recycle
- Bag replacement when full by the shredder machine

- Monitoring and checking of regular functioning of lights and batteries in the safety exit signaling system and replacement of broken/non-working ones

Upon request when needed:

- Office furniture moving/displacing/disassembling/reassembling
- Heavy-duty porterage services
- Store bulk orders (i.e. Paper boxes)
- Meeting room set-up (chairs, tables, etc.) and arrangement for business meetings and events
- Ambassador's office set-up and arrangement for business meetings and events
- Small repair jobs on the Permanent Mission's premises and at the Ambassador's residence

The contractor shall immediately inform the Administration Office of any maintenance issue or malfunction that might affect the properties.

### **Equipment**

For minor maintenance and small repair services, the contractor shall provide all equipment and tools at no extra cost whatsoever.

### **Insurance**

General liability coverage and property coverage are required.

### **Purpose**

This call for proposals is aimed to start a constructive dialogue with interested professionals/companies. At this stage, proposals are not binding. Applicants do not qualify for preferred placement position in the adjudication process.

### **Requirements**

As a guarantee of sound business practices, companies must include in the proposal the following information:

- Business license and permits
- Company/professional profile
- Letters of references

The proposal shall also indicate:

- Hourly labor rate for regular hours

### **Submission of the Proposal**

The proposal must be submitted by email no later than November 10<sup>th</sup>, 2023, to the address [admin.italyun@esteri.it](mailto:admin.italyun@esteri.it) (subject: "CALL FOR PROPOSALS FOR PORTERAGE, MINOR MAINTENANCE AND SMALL REPAIR SERVICES").