



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

EXPRESSION OF INTEREST FOR PORTERAGE, MINOR MAINTENANCE AND SMALL REPAIR SERVICES FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

1. Introduction and Purpose

The Permanent Mission of Italy to the United Nations (hereinafter, the “Mission”) invites expressions of interest from qualified independent contractors and service providers for the provision of portage, minor maintenance, and small repair services at the Mission’s premises and official residences.

2. Locations

The services may be required at the following properties:

a) Permanent Mission of Italy to the United Nations — MAIN LOCATION

One Dag Hammarskjöld Plaza, 885 Second Avenue, 49th Floor, New York, NY 10017.
Leased premises comprising approximately 22,985 square feet across portions of the 48th and 49th floors.

b) Ambassador’s Residence

15 East 90th Street, New York, NY 10128.
Government-owned property comprising approximately 12,173 square feet.

c) Deputy Permanent Representative’s Residence

970 Park Avenue, Apartment 3N, New York, NY 10028.
Cooperative apartment comprising approximately 3,000 square feet.

d) Former Official Residence — Property for Sale

16 East 76th Street, New York, NY 10021.
Government-owned property comprising approximately 8,512 square feet.

The Permanent Mission’s headquarters is the main service location. Services at the other properties shall be requested as needed.

3. Working Schedule

Routine services shall normally be performed Monday through Friday, excluding U.S. and Italian public holidays.

The anticipated regular working schedule is **three hours per working day, between 8:00 a.m. and 5:00 p.m.**, at times agreed upon with the Mission.

Additional services may be requested outside the regular working schedule, subject to the rates specified in Section 5.

4. Contractor Qualifications and Responsibilities

The applicant must demonstrate the qualifications, experience, technical skills, reliability, and resources necessary to perform the requested services safely and professionally.

The contractor shall hold all licenses, permits, and authorizations required under applicable law for the activities undertaken and shall maintain the insurance coverage required by the Mission.

The contractor shall comply with all applicable federal, New York State, and New York City laws and regulations, including applicable labor and employment requirements.

The contractor shall promptly notify the Mission's Administration Office of any maintenance issue, defect, malfunction, or other condition that may affect the safety, security, or proper functioning of the properties.

5. Scope of Services

5.1 Routine daily services

The contractor shall perform the following activities, as applicable:

- Remove and dispose of bulky waste and garbage.
- Handle office waste, including cardboard boxes, in accordance with the building's recycling procedures.
- Prepare used toner and printer cartridges for appropriate disposal or recycling.
- Empty shredding machines by replacing their collection bags when full.
- Visually inspect emergency exit signs and associated batteries for apparent malfunction and report any defects promptly to the Mission's Administration Office.

Any replacement or repair involving emergency lighting, exit signs, electrical systems, or other safety-related equipment must be performed only where the contractor is appropriately qualified and legally authorized to do so.

5.2 Additional services, as required

Upon request by the Mission, the contractor may be required to perform the following activities:

A. Porterage and furniture handling

- Move, relocate, disassemble, and reassemble office furniture.
- Provide heavy-duty porterage services.
- Receive, store, organize, and move bulk deliveries, including boxes of paper and other office supplies.

B. Meeting and office arrangements

- Set up and arrange meeting rooms for official meetings, conferences, and events, including the positioning of tables, chairs, and other furniture.
- Arrange the Ambassador's office for official meetings and events, as instructed by the Mission.

C. Minor maintenance and repairs

- Replace water filters on water dispensers.
- Perform minor paint touch-ups and painting.

- Repair or replace door locks, handles, and related hardware, where appropriately qualified and authorized.
- Carry out minor repairs and maintenance work at the Mission's headquarters and official residences, within the contractor's qualifications and the scope of services agreed with the Mission.

The contractor shall not undertake structural, major electrical, plumbing, or other specialized work requiring separate professional qualifications, permits, or licensed trades unless appropriately authorized and qualified to do so.

The Mission shall provide reasonable advance notice of additional services whenever practicable. The timing and scope of such services shall be agreed upon with the contractor.

6. Equipment and Tools

The contractor shall provide, at no additional cost to the Mission, all tools and equipment necessary to perform the services covered by this expression of interest. The costs of such tools and equipment, as well as any travel time and transportation expenses incurred when travelling between the properties listed in Section 2, shall be included in the quoted hourly rates and shall not be charged separately to the Mission. All tools and equipment shall be suitable for the intended tasks and maintained in safe working condition.

Replacement parts, consumables, and other materials required for maintenance or repair work shall be subject to the Mission's prior written approval. The contractor shall submit an estimate of the relevant costs for approval before purchasing or using such items. Any reimbursement shall be made only upon presentation of supporting documentation and in accordance with the arrangements expressly agreed upon in advance.

The contractor shall not incur any additional costs or expenses on behalf of the Mission without its prior written authorization.

7. Insurance Requirements

A valid Certificate of Insurance (COI) is mandatory.

Applicants shall indicate the insurance coverage currently maintained and confirm their ability to provide the relevant documentation in accordance with the Mission's requirements.

8. Information Required from Applicants

Applicants shall submit the following documentation and information:

- **Business licenses and permits:** copies of the licenses, permits, and authorizations required for the proposed activities, where applicable.
- **Business profile:** a description of the applicant's professional background, relevant experience, technical skills, and capacity to perform the requested services.
- **Letters of reference:** references from current or previous clients, or equivalent evidence of relevant experience.
- **Hourly labor rates:** the rates applicable to regular and extra hours, as specified below.

The expression of interest must clearly indicate:

- **Regular hourly rate:** for services performed between 8:00 a.m. and 5:00 p.m. on regular working days.
- **Extra hourly rate:** for services performed before 8:00 a.m. or after 5:00 p.m.

Applicants shall specify whether the quoted hourly rates include all labor costs, travel time and transportation expenses incurred when travelling between the properties listed in Section 2, tools and equipment, insurance, taxes, and any other costs associated with the provision of the services.

All travel time, transportation expenses, tools, and equipment necessary to perform the services shall be included in the quoted hourly rates and shall not be charged separately to the Mission.

Replacement parts, consumables, and other materials required for maintenance or repair work shall be subject to the Mission's prior written approval. Any reimbursement shall be made only upon presentation of supporting documentation and in accordance with the arrangements expressly agreed upon in advance. No additional costs shall be incurred without the Mission's prior written authorization.

9. Submission of the Expression of Interest

Expressions of interest must be submitted by email no later than **November 20, 2026**, to:

Email: admin.italyun@esteri.it

Subject: EXPRESSION OF INTEREST – PORTERAGE, MINOR MAINTENANCE AND SMALL REPAIR SERVICES

10. Non-Binding Nature of the Expression of Interest

This initiative is intended to facilitate preliminary market consultation and dialogue with interested professionals and service providers.

Submission of an expression of interest does not create any contractual relationship or entitlement, nor does it confer any preferential status or advantage in any subsequent procurement procedure.

The Mission reserves the right to determine its requirements and the applicable procurement procedure, request additional information, and decide whether or not to proceed with a subsequent procurement.

Participation in this initiative does not guarantee the award of a contract or the placement of any orders.

New York,

Head of Administration
Eugenio BOLDRINI

Firmato Digitalmente da/Signed by:

EUGENIO BOLDRINI

In Data/On Date:

martedì 13 ottobre 2026 16:52:47