



Permanent Mission of Italy
UN - New York

GUIDELINES FOR APPLICANTS

EXPRESSION OF INTEREST FOR OCCUPATIONAL HEALTH AND SAFETY PREVENTION AND PROTECTION SERVICES FOR THE PERMANENT MISSION OF ITALY TO THE UNITED NATIONS

1. Purpose and Legal Framework

The Permanent Mission of Italy to the United Nations (hereinafter, the “Mission”) invites expressions of interest from qualified companies and individual professionals for the provision of occupational health and safety services at its offices in New York.

The services covered by this notice concern the following professional appointments:

- a) Head of the Risk Prevention and Protection Service (*Responsabile del Servizio di Prevenzione e Protezione – RSPP*);
- b) Competent Doctor (*Medico Competente – MC*).

The applicable Italian legal framework includes Legislative Decree No. 81 of April 9, 2008, as amended, and Decree No. 51 of February 16, 2012, concerning the application of occupational health and safety provisions to Italian diplomatic and consular offices abroad, as applicable.

In particular, the professional qualifications and appointment requirements shall be assessed in accordance with the specific provisions applicable to Italian diplomatic and consular offices outside the European Union, including Articles 7 and 9 of Decree No. 51/2012.

Applicants may express interest in either one or both appointments, provided they meet the applicable requirements for the relevant services.

2. Location and Workplace Information

Permanent Mission of Italy to the United Nations

885 Second Avenue, One Dag Hammarskjöld Plaza, 48th and 49th floors, New York, NY 10017.

The Mission occupies approximately 22,985 sq. ft. of commercial office space and has approximately 55/60 employees.

Services shall primarily relate to the Mission’s offices at the above address. On-site visits shall be arranged in coordination with the Mission’s HR Office.

3. Contract Duration

The anticipated contract period is two years, from January 1, 2027, through December 31, 2028.

4. Description of Services

4.1 Head of the Risk Prevention and Protection Service (RSPP)

The RSPP shall provide professional advice and assistance concerning the prevention and protection of employees from occupational risks, in accordance with the applicable provisions of Decree No. 51/2012 and, where applicable, Legislative Decree No. 81/2008. The services shall include, but shall not be limited to:

- Identifying workplace hazards and assessing occupational risks in cooperation with the Employer and other relevant parties;
- Advising the Mission on appropriate preventive and protective measures;
- Assisting in the preparation, review, and updating of the Risk Assessment Document (*Documento di Valutazione dei Rischi – DVR*), as applicable;
- Recommending appropriate workplace safety procedures and corrective measures;
- Advising on occupational health and safety training and information requirements;
- Providing guidance on relevant regulatory requirements and workplace safety practices;
- Cooperating with the Competent Doctor and other relevant professionals on matters relating to workplace risk assessment and prevention;
- Reporting significant safety concerns and recommending appropriate corrective actions;
- Providing advice on measures to reduce risks associated with the Mission's office activities and premises.

The appointment shall include at least **one on-site inspection per year**, accompanied by a written report describing relevant findings, recommendations, and proposed corrective actions. Additional on-site inspections shall be provided upon request and subject to the agreed contractual terms.

Applicants shall specify whether assistance with the preparation and updating of the DVR, employee training, additional inspections, and other supplementary activities is included in the proposed fee or charged separately.

Applicants must demonstrate the professional qualifications and technical competence required under Article 9 of Decree No. 51/2012 for the RSPP appointment at a diplomatic or consular office abroad.

4.2 Competent Doctor (Medico Competente – MC)

The Competent Doctor shall provide occupational health services in accordance with the applicable provisions of Decree No. 51/2012 and, where applicable, Legislative Decree No. 81/2008.

The services shall include, but shall not be limited to:

- Cooperating with the Employer and the RSPP on matters relating to occupational health and workplace risk assessment;

- Advising on the need for health surveillance based on the risks associated with the activities performed by the Mission's employees;
- Conducting medical examinations and issuing the relevant fitness-for-work assessments where required;
- Establishing or implementing appropriate medical examination protocols, where applicable;
- Conducting additional examinations where required by the applicable framework and the circumstances of individual employees;
- Maintaining the medical records and health surveillance documentation required by applicable law;
- Providing the Employer with the information and fitness assessments that may lawfully be disclosed, while safeguarding medical confidentiality;
- Advising on appropriate occupational health measures and preventive practices;
- Cooperating with the RSPP in identifying and managing occupational health risks.

The frequency and scope of medical examinations shall be determined in accordance with the applicable legal requirements and the occupational risks identified for the Mission's activities.

Where required, examinations shall be conducted at the Mission's premises or at another suitable medical facility agreed upon with the Mission.

Applicants shall indicate their arrangements for scheduling examinations, providing on-site medical services where necessary, handling medical records, and disclosing any additional costs.

Applicants must demonstrate that they meet the applicable professional qualification and eligibility requirements for the appointment of a Competent Doctor at an Italian diplomatic or consular office outside the European Union, pursuant to Article 7 of Decree No. 51/2012.

5. Professional Qualifications

5.1 RSPP

Applicants for the RSPP appointment must demonstrate that they possess the qualifications, professional experience, and technical competence required under Article 9 of Decree No. 51/2012.

Applicants shall provide evidence of their educational background, relevant professional training, certifications, and experience in occupational health and safety, including experience relevant to office environments.

Applicants operating in the United States may submit evidence of their applicable local professional qualifications, licenses, certifications, and experience, together with any additional information necessary to establish their suitability for the appointment under the applicable Italian framework.

5.2 Competent Doctor

Applicants for the Competent Doctor appointment must demonstrate that they possess the professional qualifications and eligibility required under Article 7 of Decree No. 51/2012. Applicants shall provide evidence of their medical qualifications, relevant occupational health experience, and applicable professional licenses or registrations.

Applicants operating in the United States may submit evidence of their local medical licenses, professional qualifications, and relevant occupational medicine experience, together with any additional information necessary to establish their suitability under the applicable Italian framework.

5.3 Language and Availability

Applicants must be able to communicate effectively in English or Italian with the Mission's personnel and provide reports and documentation in English or Italian, as agreed with the Mission.

Applicants shall confirm their availability to provide the services throughout the anticipated contract period.

6. Professional Liability Insurance

Applicants must maintain professional liability insurance appropriate to the services offered and the responsibilities associated with the relevant appointment.

7. Fees and Pricing Information

Applicants shall provide a clear breakdown of their proposed fees in U.S. dollars for the period January 1, 2027, through December 31, 2028.

For the RSPP appointment, applicants shall specify:

- The annual fee, including the services and on-site inspections covered;
- The fee for each additional on-site inspection;
- Any additional charges for preparing or updating the DVR, training, reports, or supplementary services.

For the Competent Doctor appointment, applicants shall specify:

- The proposed annual or other professional fee, if applicable;
- The fee for each type of medical examination;
- Any charges for on-site medical visits, reports, or related services;
- Any additional costs for laboratory tests, diagnostic examinations, or other services, clearly distinguishing included services from separately chargeable items.

All fees and potential additional charges must be disclosed clearly and in advance. Applicants shall indicate their proposed payment terms and confirm whether their rates will remain fixed throughout the contract period.

Any additional service or expense shall be subject to the Mission's prior approval.

8. Professional Liability and Supporting Documentation

Expressions of interest shall include the following documentation and information, as applicable to the appointment sought:

- Curriculum vitae or company profile, including relevant professional experience;
- Evidence of the educational, professional, and training qualifications required for the relevant appointment;
- Copies of applicable professional licenses, registrations, certifications, and authorizations;
- IRS Form W-9 for U.S. persons or entities required to provide it, or applicable tax documentation for other applicants;

- DURC (Documento Unico di Regolarità Contributiva), for Italian companies or professionals subject to this requirement, or equivalent documentation of social security and contribution compliance, where applicable.
- At least two professional references, preferably relating to comparable occupational health and safety assignments;
- Proposed fees and a detailed breakdown of additional charges.

Applicants expressing interest in both appointments shall provide the relevant qualifications and pricing information for each service separately.

9. Purpose and Non-Binding Nature of this Notice

This expression of interest is intended to initiate a preliminary dialogue with qualified professionals and service providers and to gather information regarding their qualifications, experience, availability, and proposed fees.

Submission of an expression of interest is non-binding and does not create any contractual relationship or entitlement to an award.

Participation in this preliminary process does not confer preferential treatment or any other advantage in any subsequent procurement or contract award procedure.

The Mission reserves the right to request additional information, determine the appropriate procedure for any subsequent appointment, or discontinue the process without entering into a contract.

10. Submission of Expressions of Interest

Expressions of interest, together with the supporting documentation specified in Section 8, must be submitted by email no later than **November 20, 2026**, to:

admin.italyun@esteri.it

The subject line must read:

“EXPRESSION OF INTEREST FOR RISK PREVENTION AND PROTECTION SERVICES”

New York,

Head of Administration
Eugenio BOLDRINI

Firmato Digitalmente da/Signed by:
EUGENIO BOLDRINI

In Data/On Date:
martedì 13 ottobre 2026 16:50:01