



Embassy of Italy
Washington

NOTICE

CALL FOR PROPOSALS BY COMPANIES FOR THE ADJUDICATION OF DIGITALIZATION SERVICES FOR THE CONSULAR ARCHIVES OF THE EMBASSY OF ITALY IN WASHINGTON

The Embassy of Italy in Washington, D.C. issues a call for proposals to select a company, through a bid process, for the digitalization service of the consular archive with 12.000 files.

Recipients

This call for proposals is aimed to companies that meet the requirements described above, and that have the expertise, and the technical and management resources to enter such agreement.

Purpose

This call for proposals is aimed to start a constructive dialogue with all interested insurance companies. At this stage, statements of interest submitted with the requested data will not be considered as binding for the Embassy Administration. Companies that submit statements of interests will not gain preferred placement position in the decision making process of the Embassy Administration.

Requirements

As a guarantee of sound business practices in the field of the services required, in the statement of interest companies must include the following documentation:

- Membership in professional organizations based on the company's expertise and qualifications, and authorization issued by the competent U.S. local authorities to operate;
- Professional capabilities and sound business practice in the field in the United States;
- Financial statements and business plan.

How to Submit a Statement of Interest

The statement of interest together with the documentation outlined above and the attached form (annex 1) fully completed , must be received in a sealed envelope, by courier or other means, no later than 2pm Wednesday February 1st at the following address:

Embassy of Italy, 3000 Whitehaven St. NW, Care of: Administration, Washington, D.C. 20008.

On the envelope, please print: **CALL FOR PROPOSALS FOR DIGITALIZAZION SERVICES.**

Washington, January 18th 2023

	ID card to be attached	
Name (First and Last)		
born in		
resident in		City
in the role of		
the business located in		
telephone		Fax
e-mail		web

Declares under his/her responsibility:

- a. That they are not in a status of bankruptcy, liquidation, closure of activities, or composition with creditors or in any other analogous condition and that no proceedings leading to same are currently under way;
- b. That they have not been declared insolvent by a Court in a determination other than a decision of bankruptcy that entails, in compliance with U.S. legislation, the partial or total incapacitation to manage or dispose of assets;
- c. That there are no pending proceedings to verify a state of insolvency that may lead, in compliance with federal, state or local legislation, to a declaration of bankruptcy or to any other condition entailing the partial or total incapacitation to manage or dispose of assets;
- d. That they have not been convicted by a court of any crimes against professional conduct or of financial crimes; this affidavit must be provided also for all company management and experts and for all employees that will be used;
- e. That they have not been in the past and are not presently in default with social security contributions and other benefits due employees under U.S. law;
- f. That they have not been in the past and are not presently in default with tax and fee obligations of any nature;
- g. That they have not been convicted of financial crimes or professional misconduct;
- h. That they do not use child labor and/or other forms of trafficking in human beings.

Date, _____

Signature of
Holder or Legal Representative

_____.