



MARKET SURVEY NOTICE FOR IDENTIFYING ECONOMIC OPERATORS TO BE INVITED TO A NEGOTIATED PROCEDURE FOR THE GARDEN MAINTENANCE SERVICE AT THE HEAD OF MISSION'S RESIDENCE FOR 2026 AND 2027

The Permanent Representation of Italy to the Atlantic Council, pursuant to Contracting Decision No. 60/2025, hereby intends to carry out a preliminary market survey to identify economic operators to be invited to a negotiated procedure without a public call for tenders, in accordance with Article 50, paragraph 1, letter e) of Legislative Decree 36/2023 and subsequent amendments (hereinafter the "Code"), for the award of the garden maintenance service at the Head of Mission's Residence, as specified below.

Please note that this market survey does not constitute an invitation to participate in the subsequent procurement procedure and is purely exploratory, aimed solely at identifying economic operators who may be interested in being invited.

Consequently, expressions of interest do not in any way bind the Administration, nor do they confer any rights on the parties expressing interest with regard to the possible award of the contract. The Administration reserves the right not to initiate the subsequent procurement procedure, or to pursue an alternative procedure, and/or to suspend, modify, or cancel, in whole or in part, this market survey, with a duly justified decision.

1. CONTRACTING AUTHORITY AND RESPONSIBLE PROCUREMENT OFFICER

Permanent Delegation of Italy to the Atlantic Council

Address: Bld. Léopold III, 1110 Brussels

E-mail: cont.natobruelles@esteri.it

Website: rappnato.esteri.it

Tax Code: 80213330584

Responsible Procurement Officer: Coordinator of the Administrative/Accounting Sector, Gabriele Di Palma

2. OBJECT

The service consists of a coordinated set of activities aimed at the routine maintenance and proper upkeep of the green areas, including periodic care of lawns, hedges and shrubs, the maintenance of flower beds and seasonal plantings, as well as the cleaning of pathways, paved surfaces, and wooded areas. Operations include mowing, pruning, fertilization, specific treatments, removal of plant debris, and monitoring the condition of the plants, in compliance with current regulations and using materials and products that meet the required quality standards. The service is carried out on a regular schedule and ensures the overall order, safety, and aesthetic upkeep of the area concerned.

The following is a non-exhaustive list of the activities included:

Lawn Maintenance

- Periodic lawn aeration in spring.
- Regular mowing and trimming of edges every two weeks.
- Rolling the lawn (when needed) to maintain an even surface.
- Moss treatments and seasonal fertilization (spring, summer, autumn).



- Weed control and growth management.
- Collection and disposal of clippings and plant debris.

Hedge and Shrub Maintenance

- Pruning hedges twice a year to maintain shape and size.
- Cutting protruding branches or those encroaching on pathways or boundaries.
- Removal of dead or diseased shrubs and small trees.
- Seasonal pruning of shrubs and frost-sensitive plants.
- Regular removal of fallen leaves.
- Periodic application of specific fertilizers.
- Weed control in flower beds and at the base of hedges.
- Inspection and removal of fallen branches after severe storms.

Maintenance of Pathways, Parking Areas, and Paved Surfaces

- Cleaning and clearing pathways and parking areas at each intervention.
- Removal of weeds from paved surfaces.
- Collection of fallen leaves during autumn.
- Trimming branches obstructing passage.
- Disposal of maintenance residues.

Flower Beds and Seasonal Plantings

- Preparation and management of decorative flower beds.
- Seasonal planting of bulbs and annual flowers (spring, summer, autumn).
- Soil preparation and addition of nutrients with each new planting.
- Use of high-quality plants and materials.
- Option to create new flower beds upon request (to be quoted separately).

Wooded Area Maintenance

- Periodic chipping of fallen branches.
- Winter cleaning using specialized equipment to maintain an orderly undergrowth.
- Removal of weeds along paths.
- Inspection of tree health following severe weather events.

Included Services

- Scheduled interventions every two weeks.
- Disposal of green waste on-site or at an authorized facility.
- Use of products compliant with current regulations.
- Provision of fertilizers and materials required for routine activities.
- Possibility of extraordinary interventions for events or receptions, with prior notice.

3. SERVICE COST AND AWARD CRITERIA

The total expenditure of this contract shall not exceed an estimated amount of €26,500 per year, for a total of €53,000 for the 2026–2027 biennium.



Given the unique nature of the location where the service will be performed, and considering the representative function of the Residence, the contract will be awarded based on the criterion of the economically most advantageous offer, taking into account the best quality/price ratio, in accordance with Article 108, paragraph 1 of the Code and Article 11 of Ministerial Decree No. 192 of 2 November 2017.

4. PARTICIPATION REQUIREMENTS

Operators may submit a statement of interest to participate in the subsequent procedure if they meet the following requirements:

- 1) **General Capacity:** Operators must not be subject to any of the exclusion grounds for participation in procurement procedures (Articles 94 and 95 of the Code) or to equivalent situations under local regulations.
- 2) **Professional Eligibility:** In accordance with Article 58 of Directive 2014/24/EU and Article 100 of Legislative Decree 36/2023, only companies registered in the relevant national registers and authorized to carry out the activities covered by this procedure may participate.
- 3) **Technical and Professional Capacity:** Operators must demonstrate experience in green space maintenance; have access to appropriate equipment (lawn mowing, pruning, branch removal, etc.); employ qualified personnel with verifiable training in safety, green space maintenance, and use of machinery; have procedures in place for managing and disposing of plant waste; ensure that products used (fertilizers, treatments) comply with applicable regulations; and demonstrate financial capacity.

5. SELECTION OF OPERATORS TO BE INVITED TO THE PROCEDURE

All economic operators who have expressed their interest in participating in the procedure, in accordance with the requirements and the submission methods described in Section 6 below, and who meet the aforementioned eligibility criteria, will be invited to submit an offer.

6. PARTICIPATION PROCEDURE

The statement of interest, which must comply with the specific form attached to this Notice (Annex 1 – “Statement of Interest”), must be submitted no later than the 24th of December, 2025, by e-mail to: cont.natobruelles@esteri.it. The form must be duly completed and signed by the legal representative of the economic operator or by an authorized representative, accompanied by a valid power of attorney. A copy of the signatory's identity document must also be attached.

7. PERSONAL DATA PROCESSING

Pursuant to Article 13 of EU Regulation 679/2016, it is hereby noted that the data controller is the Italian Ministry of Foreign Affairs and International Cooperation, acting in this specific case through the Permanent Representation of Italy to the Atlantic Council. The data provided by each interested operator will be used exclusively for participation in this procedure and for the potential conclusion of the contract. Providing the requested data is mandatory under current legislation. Failure to provide the data, in whole or in part, may prevent participation in this procedure. Data processing will be carried out manually and electronically, using methods strictly related to the purposes described above and with security measures designed to ensure the confidentiality of candidates' personal data.



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The data provided will not be disclosed to third parties. Data will be retained for the time necessary to complete this procedure and the subsequent contract conclusion and execution phase. Data subjects have the right to access their personal data. Within the limits of the law and without prejudice to any consequences on participation in this procedure, they may also request the deletion of such data, as well as the restriction or objection to processing. In such cases, the data subject must submit a formal request to the competent office (Permanent Representation of Italy to the Atlantic Council), with a copy sent to the Data Protection Officer (DPO) of the Italian Ministry of Foreign Affairs and International Cooperation.

8. PUBLICATION

This notice, as provided for in Annex II.1 of the Code, will be published for at least fifteen consecutive calendar days on the official website of the Permanent Representation of Italy to the Atlantic Council (rappnato.esteri.it), in the section “*Amministrazione trasparente/ Bandi di gara e contratti*”. Without affecting the provisions of this Notice, further details on the required documentation, offer submission process for eligible and invited candidates, and the award procedure will be provided in the negotiated procedure.

Unique Project Manager

Gabriele Di Palma