



Agenzia Italiana per la Cooperazione allo Sviluppo
Ufficio di Gerusalemme

Gerusalemme, 16.03.2020
CIG Z562C6F701

**LETTERA D'ORDINE
PER SERVIZIO DI PULIZIE UFFICI AICS
GERUSALEMME**

Spett. Super Security Service Company,
Gerusalemme

Il presente contratto viene stipulato tra l'Agenzia Italiana per la Cooperazione allo Sviluppo (AICS), Ufficio di Gerusalemme, rappresentato dal Direttore Cristina Natoli, in seguito denominato AICS,

e

Super Security Service Company, in seguito denominato il Fornitore,

al quale viene affidato il servizio di pulizia degli Uffici AICS di Gerusalemme per un importo totale forfettario pari a **NIS 70.800,00 IVA esclusa** (settantamila ottocento /00).

Per il buon fine del presente Contratto, i patti e le condizioni da rispettare sono i seguenti:

Art. 1 – Caratteristiche generali

Il Fornitore, si impegna a fornire il servizio sulla base delle seguenti specifiche :

- 5 giorni alla settimana dal lunedì al venerdì, dalle ore 8.00 alle ore 12.00;
- Servizio tutto incluso (materiali di pulizie e strumenti, incluso il materiale per la pulizia delle stoviglie e i materiali per i servizi igienici e la cucina, quali carta igienica, asciugamani di carta, sapone, spugne, etc.), come da preventivo allegato.
- Pulizia dei vetri due volte l'anno su richiesta dell'AICS



Italian Agency for Development Cooperation
Jerusalem Office

Jerusalem, 16.03.2020
CIG Z562C6F701

**LETTER OF ORDER FOR CLEANING
SERVICES AICS OFFICE IN JERUSALEM**

To Super Security Service Company,
Jerusalem

This contractual agreement is entered by the Italian Agency for the Development Cooperation, Jerusalem Office (AICS), represented by the Director Cristina Natoli, here in after referred to AICS;

and

Super Security Service Company, herein after referred to as the Supplier,

which is contracted to provide the cleaning service of AICS Office in Jerusalem, for the total amount of **NIS 70.800,00 VAT excluded** (seventy thousand eight hundred /00).

Terms and conditions of supply are as follows:

Art. 1 – General features

The Supplier commits itself to provide the service in accordance with the following features:

- Five days per week, from Monday to Friday, from 8 am to 12 pm;
- Service all inclusive (Cleaning material, equipment, including the material for washing dishes, tools and the supplies for toilet and kitchen, such as toilet paper, paper napkins, soap, sponges, etc.), as per the attached quotation.
- Cleaning of the glasses to be realized two times in one year upon request by AICS

- Piccole manutenzioni e riparazioni ordinarie su richiesta di AICS (cambio di lampadine ecc)
- Vista la attuale emergenza data dall'infezione da COVI-19, si richiede di applicare, per le pulizie degli uffici della sede AICS di Gerusalemme, le disposizioni contenute nell'ordine di servizio n.7 allegato.
- Small maintenance and ordinary repair upon AICS request (such as changing of bulbs and similar)
- Given the actual emergency related to COVID-19 infection, it is asked to follow, in the cleaning of the offices od AICS Jerusalem, the instructions included in the attached Service Order n. 7

Art. 2 – Condizioni e dichiarazioni

Nell'eseguire il servizio il Fornitore dichiara di accettare, senza condizione o riserva alcuna, tutte le norme contenute nel presente atto e nei documenti tecnici allegati.

Art. 3 – Durata delle attività

Dal 16 marzo 2020 al 15 marzo 2021.

Art. 4 – Importo del Contratto e pagamento

Come da offerta del Fornitore, il **compenso forfetario complessivo** per l'esecuzione del servizio di cui all'Art. 1., onnicomprensivo di qualsiasi altro beneficio di legge, nessuno escluso, e' stato fissato, di comune accordo, in NIS **70.800,00 IVA esclusa** (settantamila ottocento /00). con il quale importo il Fornitore si dichiara interamente compensato per i servizi prestati.

Il suddetto compenso forfetario verrà corrisposto in sei rate bimensili, previa presentazione di relativa fattura da parte del Fornitore.

Per comprensione reciproca si specifica quanto segue:

il prezzo stabilito con il presente contratto è a corpo e come tale è fisso e invariabile e comprende tutti gli oneri, anche se non specificamente previsti dal presente contratto, necessari a fornire il servizio in argomento completo in tutte le sue parti, sia qualitativamente che quantitativamente.

Art. 5 – Responsabilità del Fornitore.

Il Fornitore, nella realizzazione del servizio dovrà uniformarsi alle norme vigenti in loco.

Art. 6 – Diritto di recesso

Il diritto di recesso dal contratto deve essere esercitato dal fornitore in modo da non recare pregiudizio al committente, dandogli una

Art. 2 – Conditions and Declarations

The Supplier, while accepting to realize the above-mentioned service, declares to agree, without any condition or reserve, with the terms and specifications listed in this Contract.

Art. 3 – Activities timeframe

From Marc 16th, 2020 to March 15th 2021.

Art. 4 – Amount of the Contract and payment

As requested by the Supplier with its offer, the **total amount** to accomplish the supply in Art. 1 of this Contract, has been fixed by mutual agreement in NIS **70.800,00 VAT excluded** (seventy thousand eight hundred /00). With this amount the Supplier declares to be fully compensated for the service.

The above mentioned lump sum amount shall be paid in six bi-monthly instalments, upon receiving the invoice by the Supplier.

For the mutual understanding it has also been agreed the following:

This amount is a lump sum contract and as such is fixed and invariable and covers all the charges, even though not specified in this Contract, necessary to realize the service in its qualitative and quantitative terms.

Art. 5 – Duties of the Supplier

The Supplier, during the performance of the services, shall comply with the laws presently in force in loco.

Art. 6 – Right of withdrawal

The right of withdrawal from the contract should be exerted by the supplier in such a way as not to

comunicazione per iscritto con un preavviso di 15 (quindici) giorni.

Art. 7 - Clausola compromissoria

Qualora l'ufficio AICS di Gerusalemme, a suo insindacabile giudizio, ritenesse di dover recedere dal presente Contratto, esso sarà libero di procedere alla rescissione, anche immediata, senza dover giustificare il proprio operato e senza che questa azione dia luogo a rivalsa di alcun tipo o natura da parte del fornitore fatto salvo il pagamento della prestazione prestata fino alla sua cessazione

Art. 8 - Obblighi del Fornitore.

Il Fornitore assume tutti gli obblighi di tracciabilità dei flussi finanziari di cui all'art. 3 della legge 13 agosto 2010, n. 136 e successive modifiche"

A tal fine rende noto che il conto indicato di cui all'articolo 3 della L. 136/10 è il seguente:



create detriment to AICS Jerusalem, by written communication with 15 (fifteen) days notice.

Art. 7 - Compromise clause

In case AICS Jerusalem, by its own final decision, withdraws from this contract agreement, the withdrawal might even be immediate, with no obligation to give any justification of the decision taken and with no right by the supplier side to claim any compensation except the payment for the service provided till the end of the service itself.

Art. 8 - Obligation of the Supplier

The Supplier shall comply with all the obligations on finance tracking as specified by Art. 3 of the Italian law n.136 (13/08/2010) and subsequent amendments

For such a purpose is notifying the following dedicated Bank Account as per Article 3 of the above mentioned law 136/10:

Il presente contratto non e' in contrasto con le norme e gli usi locali e salvaguarda gli interessi dello Stato italiano in ordine a eventuali controversie che dovessero essere instaurate davanti alle locali Autorità giudiziarie.

Copia del presente Atto deve essere restituita all'Ufficio AICS di Gerusalemme datata e firmata per accettazione incondizionata delle clausole e dei patti in essa contenuti.

The present Contract is not contrasting the local laws and habits, and protects the interest of the Italian State against any controversy should be held in front of the local judiciary Authorities.

A signed, stamped and dated copy of this Contract shall be returned to AICS office in Jerusalem

La Rappresentante della Sede AICS di Gerusalemme
Cristina Natoli

Handwritten signature of Cristina Natoli in blue ink.



The Supplier
Super Security Service Company



Handwritten signature of the Supplier in blue ink.



SEDE DI GERUSALEMME

Service Order n.7/2020

The Director of AICS Jerusalem

Following LAW no. 125 of 11 August 2014;

Following the regulation "Statute of the Italian Agency for Development Cooperation" approved with Decree 22 July 2015, n.118;

Following the Legislative Decree 81 of 9 April 2018, implementation of Article 1 of Law 123 of 3 August 2007, on the protection of health and safety in the workplace;

Following the law-decree n.6 of 23rd February 2020

THE OFFICE OF AICS JERUSALEM WILL ADOPT THE FOLLOWING MEASURES TO PREVENT AND REDUCE THE RISK OF COVID-19 TRASMISSION

- The measures stated in the law-decree n. 9/2020, article 19 apply for any staff member in quarantine or under COVID-19 treatment.
- Telematic tools for meetings and conference calls are strongly preferred. In case a meeting must be absolutely be held in person, all measures to prevent coronavirus transmission should be strictly followed (e.g. keeping the security distance, avoid shaking hands and kisses, etc.)
- The employees must strictly follow the recommendations stated in the Israeli and Palestinian MOH decrees.
- It is strongly recommended to:
 - Avoid gatherings and crowded places, both at the office and outside
 - Maintain safe distances with other people
 - Keep spaces well ventilated
 - Wash your hands often with soap and water for at least 20 seconds, or use alcohol-based hand sanitizer, following the instructions on how to wash hands properly
 - Avoid touching eyes, nose, mouth with unwashed hands
 - Cover your mouth and nose when coughing or sneezing, using a tissue or with your elbow flexed, and throw away used tissues in a closed basket immediately after
 - Avoid greetings by shaking hands or kisses
 - Avoid unprotected close contact (<1 meter) with anyone developing cold or flu-like symptoms (such as coughing or sneezing, fever, etc.)
 - Stay home till recovering if you have acute respiratory symptoms and seek medical care if you have fever, cough and shortness of breath. All recommended measures should be applied at home as well (washing hands, cover your mouth and nose when coughing or sneezing, etc.)
 - Do not take antiviral drugs or antibiotics unless prescribed by your doctor



- Use face masks only if you suspect that you are sick or if you are assisting of someone who is sick
 - When visiting street markets, avoid direct, unprotected contact with live animals and surfaces that have been in contact with animals
 - Pay attention to the food you eat (i.e. avoid raw or undercooked meat, unwashed fruit and vegetables, and unwrapped drinks), cook your food and especially meat thoroughly.
 - Use disposable cutlery and glasses or bring your personal ones
 - Pets do not spread COVID-19
 - Products and packages imported/received from areas affected by the outbreak (specifically China) are not dangerous.
- Personnel showing symptoms, even slight, of coronavirus infection (e.g. cold, fever, cough, shortness of breath, fatigue, muscle pain)
- Should immediately return home in self-quarantine and isolate themselves from other people
 - Should inform the AICS Director
 - Should contact:
 - a. Israeli Ministry of Health Hotline * 5400 (available 08:00-21:00)
 - b. Palestinian Ministry of Health 180 000 0888
 - c. Italian Consulate General in Jerusalem + 972 50 5327166
- These recommendations and measures have been implemented as follows:
- Display of posters with hygiene-related information
 - Purchase and provision of alcohol-based hand sanitizers, paper tissues, baskets with lid will be available in every office room and common spaces
 - Purchase and provision of soap and disposable towel wipes in all toilets of the office
 - Purchase and provision of N95 masks, face masks and gloves, along with clear indications on the correct use and disposal of gloves and masks
 - The Cleaning Company shall align with the recommendations and measures to prevent the transmission of the coronavirus, including the use of suitable cleaning products
 - The cleaning staff shall follow all the instructions related to the proper cleaning of the workplace, such as regular sanitizing of handles, desks, keyboards, biometric fingerprint attendance machine, etc. with appropriate products
 - The security staff shall comply to the following procedures applying to visitors:
 - o Prohibiting entrance to any external guest unless invited by a staff member



AGENZIA ITALIANA
PER LA COOPERAZIONE
ALLO SVILUPPO



Israeli Ministry of Health Hotline *5400 (available 08:00-21:00)

Palestinian Ministry of Health free line: 180 000 0888

<http://www.viaggiare Sicuri.it/country/ISR>

<http://www.salute.gov.it/nuovocoronavirus>

<http://www.epicentro.iss.it/coronavirus/>

<http://www.cons.gerusalemme@esteri.it>

<https://ambtelaviv.esteri.it/>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://govextra.gov.il/ministry-of-health/corona/corona-virus-en/>

<http://site.moh.ps/>

Jerusalem, 11th March

The Director of AICS Jerusalem
Cristina Natoli