



ICGEB

International Centre for Genetic
Engineering and Biotechnology

Ref.: Expression of Interest – BSL3 renovation

(Please quote this reference in all correspondence)

29th April 2022

EXPRESSION OF INTEREST

The International Centre for Genetic Engineering and Biotechnology (ICGEB), an international organization established in Italy, under the Law n. 103 of 15th March 1986, invites interested entities to apply for the following Expression Of Interest (EOI).

1. Description of the Expression of interest

This EOI is for the sole purpose of establishing a list of qualified and competent entities that are technically, financially and administratively capable of providing excellent services to ICGEB.

It does not entail any commitment on the part of ICGEB, either financial or otherwise.

2. Scope of the EOI

This Expression Of Interest serves to invite interested entities to put themselves forward as candidates in advance of a public procurement operation by ICGEB. It can be also seen as a way of creating a roster of experts, professionals, firms, companies for design services for the upgrade/renovate/expansion of one of its Biological Safety Levels laboratories in Trieste, the BSL3.

The services requested in future may include preliminary assessment of likely infrastructure requirements, internal works need, all basic and detail design and specifications of a BSL3 lab including provision of specifications for the preparation of the site for the BSL-3 laboratory and assessment of project costs.

3. Selection criteria

The EOIs received from all the interested entities shall be evaluated on the basis of the following selection criteria:

- Proven previous experience of successfully completed at least one similar service for Biosafety Level-3 or Higher Containment Laboratory during the last 5 years for any public or reputed Organization/Institute. The experience of project design shall be in the name of applicant entity. Experience in Subsidiary/Group Company, Joint Venture Company or as sub-contractor shall not be considered and accepted.
- Ability to coordinate design team members and detail methods that will be used to ensure that the design schedule is met, including milestone and productivity monitoring.
- Composition of the design team will be as well as their availability for this project. Attention should be given toward indicating who the sub-consultants will be, their respective rolls, and who the specific team members will be.
- Existence of skills necessary to meet the proposed schedule, evaluate the budget and the design criteria should be demonstrated by the applicant entity also through practical examples.

ICGEB may arrange site visits and interviews to examine the experience and capabilities of applicants.

4. Grounds for exclusion

Interested entities shall be excluded from participating in this EOI if:

- a) they are bankrupt, being wound up or have suspended business activities, their affairs are being administered by the court, they have entered into an arrangement with creditors or similar measures or are the subject of any proceedings of that nature or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which is not open to appeal;
- c) they have been guilty of grave professional misconduct;
- d) they have not fulfilled obligations relating to the payment of social security contributions or taxes;
- e) they are guilty of serious misrepresentation in supplying the information required by the authorizing department;
- f) other:
 - i. they or persons having powers of representation, decision-making or control over them have been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests;
 - ii. they are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information or being declared to be in serious breach of their obligation under a contract covered by the budget;
 - iii. they have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

5. Content of the EOI

Interested entities should send their Expression of Interest providing a comprehensive profile of the firm/company, of the work done; outlining qualifications and capabilities; giving examples of recently completed major similar services, particularly those pertaining to BSL3 facilities; listing the names of at least 3 referees (preferably clients for whom BSL3 or other significant science structures have been designed); and any other information that demonstrates the ability of the entity to undertake the scope of work.

At the time of sending their EOI, interested entities shall provide also a declaration on their honor stating that they are not in one of the situations of exclusion listed in the preceding paragraph, "Grounds for exclusion".

6. Request for clarifications

Any request for clarifications shall be submitted in writing by e-mail to the ICGEB Procurement Unit at the following email addresses: **tenders.ts@icgeb.org**

No phone calls will be accepted. Answers to questions/inquiries will be posted on the ICGEB web pages and other web pages, on which this EOI is posted.

Replies to the queries, together with the text of queries will be posted without referencing their source on the same website.

7. Submission of EOI

Closing date for submission: 28th May 2022

EOI along with requested declaration shall be submitted in hard copy to the following address:

International Centre for Genetic Engineering and Biotechnology - ICGEB
Padriciano 99, 34149 Trieste, Italy
Attn.: Procurement Unit

or in soft copy by email to: tenders.ts@icgeb.org

EOI submission should be clearly marked “Expression of Interest – BSL3 renovation”

The entity shall submit the EOI and any another additional document(s) in a sealed envelope, bearing the name and address of the entity. ICGEB will accept no responsibility for not processing any envelope that was not identified as required.

In case of e-mail submission, the entire EOI shall be scanned or otherwise converted into preferably one electronic PDF (Adobe Acrobat) format file attached to the email.

ICGEB may, at its discretion, extend the deadline for the submission of applications, in which case all rights and obligations of the ICGEB and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. Any EOI received by ICGEB after the deadline of submission of EOI will not be considered eligible for this prequalification exercise.

8. Protection of personal data:

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to ICGEB Guidelines on Privacy and Personal Data (July 2019) and as applicable, Regulation (EU) 2016/679. Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated above in point 2, Scope of the EOI, and will be processed solely for those purposes by the ICGEB, which is also acting as data controller.

9. Right to Accept or Reject Applications

ICGEB reserves the right to accept or reject any or ALL EOIs at any time, without incurring any liability or any obligations to inform the affected applicants of the ground.

Please note that this request is not an invitation to submit bids

Form 1: Submission Form
Expression of Interest for the supply of Services

Date: *[insert day, month, year]*

To:
International Centre for Genetic Engineering and Biotechnology - ICGEB
Padriciano 99, 34149 Trieste, Italy
Attn.: Procurement Unit

Dear Sir,

We, the undersigned, hereby apply for the **Expression of Interest – BSL3 renovation** in accordance with your Request for Expression of Interest (EOI) dated 29th April 2022. We are hereby submitting our EOI along with required documents in a sealed envelope/as a PDF file submitted by e-mail (delete as appropriate)

We hereby declare that:

- All the information and statements made in this EOI are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- There are no grounds for exclusion from tenders or for preventing the signing of contracts with any International Organization, agency and/or Public Administration as defined in point 4 of the EOI;
- We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- There are no conflict of interest in connection with the EOI and any future public procurement process launched by ICGEB.

We confirm that we have read, understood and hereby accept the scope, terms and conditions of this Expression of interest, and we fully understand and recognize that ICGEB is not bound to accept this EOI and that we shall bear all costs associated with its preparation and submission.

The ICGEB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation. We remain,

Yours sincerely,

Authorized Signature

Name and Title of Signatory: _____

Name of Applicant: _____

Contact Details: _____

[please mark this letter with your corporate headed paper, if available]

Checklist of Documents to be submitted

	Name of the document	Mandatory or not	Submitted/not submitted, if not submitted state the reason)
I.	EOI Submission Form (Form 1) – signed and dated	Mandatory	
II.	Comprehensive overview of the of applicant entity profile including information on the work done, outlining qualifications and capabilities, giving examples of recently completed major similar services, particularly those pertaining to BSL3 facilities; listing the names of at least 3 referees (preferably clients for whom BSL3 or other significant science structures have been designed); and any other information that demonstrates the ability of the entity to undertake the scope of work (max 8 pages)	Mandatory	
III.	Declaration on their honor stating that they are not in one of the situations of exclusion listed in the paragraph, “Grounds for exclusion”	Mandatory	



ICGEB International Centre for Genetic
Engineering and Biotechnology

Developing
Knowledge

Privacy and Personal Data Guidelines

July 2019

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1. Background

As an intergovernmental organisation, ICGEB recognizes the importance of setting out a basic framework for the processing of “personal data”, which are defined as all information relating to an identified or identifiable natural person (“data subject”), by, or on behalf of, the ICGEB in implementing its mandate.

ICGEB recognizes the importance of protecting personal information and is committed to processing it according to principles of lawfulness, fairness and transparency.

This document outlines ICGEB principles on privacy, explaining how personal data are collected, recorded, managed, stored, used, consulted, transferred, or otherwise made available, updated, or deleted (“processing of personal data”), thus enabling individuals to give consent to the processing of their personal data. Moreover, it also provides details about the ICGEB website requiring entry of personal data containing specific disclosure options.

This document will ensure that ICGEB processes personal data in a way that is consistent with international instruments concerning the protection of personal data and applicable international best practices. The guidelines will complement the provisions contained in the ICGEB rules and regulations already providing the main framework for ensuring the protection of the individual rights.

2. Purpose

These guidelines aim to harmonize standards for the protection of personal data across the ICGEB Components. It will contribute to increasing the accountability and transparency of the Organisation in processing personal data for the purposes of implementing its mandate and activities, and to ensure that individuals' right to privacy is equally protected.

3. Scope

ICGEB guidelines on personal data, contained in any form and processed in any manner, apply to:

- Staff Members
- Consultants
- Fellows and students
- Guests
- Participants and speakers at ICGEB meetings, courses, seminars and events
- Website users
- Outsourced staff deployed for services

Compliance with these guidelines is mandatory to all ICGEB personnel, wherever located. These guidelines apply also to personal data transferred to third parties outside ICGEB.

The principles and rules outlined in these guidelines will continue to apply, even to individuals who no longer are of concern to ICGEB, if their data is still processed by/stored with the organisation.

4. ICGEB data protection principles

ICGEB respects and applies the following principles when collecting and processing personal data:

Lawfulness and fairness: Information about persons should not be collected or processed in unfair or unlawful ways, nor should it be used for ends contrary to the purposes and principles contained in the Statutes of ICGEB.

Purpose specification: The purpose that a file is intended to serve, and its utilization in terms of that purpose, should be specified, legitimate and, when it is established, receive a certain amount of publicity or be brought to the attention of the person concerned. Data are collected for one or more identified purpose(s) and should not be used for other incompatible purposes.

Proportionality: Data requests should be adequate to fulfill the purpose(s) for which they were requested, and should not exceed that purpose(s).

Accuracy: ICGEB personnel should record personal data accurately and up-date them only if required for use. Personal data provided by any person associated with ICGEB will be subject to independent verification by the ICGEB Management to ascertain its accuracy.

Respect for the rights of the data subjects: ICGEB is committed to comply with these guidelines, and to respect the rights of data subject(s), as listed under Section 12 below.

Confidentiality: Any personal data collected are treated as confidential at all times.

Non-discrimination: ICGEB will not collect and process data likely to give rise to unlawful or arbitrary discrimination, including information on racial or ethnic origin, personal life, political opinions, religious, philosophical and other beliefs.

Data security: ICGEB will not sell any personal data to any third party. To prevent unauthorized access, to maintain data accuracy, and to ensure the correct use of information, ICGEB must have in place appropriate technical and organisational measures to keep the data safeguarded and secured.

Accountability: ICGEB will take appropriate measures to remedy unlawful data collection and data processing, as well as breach of the rights and interests of the data subject.

Law of the Land: Subject to the laws of the local authority, any data demanded by legal authorities in connection with any criminal offence/proceedings will be provided as per provisions of the Statutes of ICGEB.

5. Non-personal information and website usage

In general, ICGEB website does not retain any personal information.

The only information gathered during general browsing refers to standard server logs, such as IP (Internet Protocol) address, browser type and operating system, and records of the pages visited and the dates and times of those visits. Such information is used for internal purposes only and is treated confidentially.

6. Types of personal information

ICGEB does not collect personal information, such as the name/surname, postal address, e-mail address, and other information of individual users, unless such information is voluntarily disclosed through applying to one of ICGEB's programmes/positions.

ICGEB usually collects and/or processes the following data from applicants:

- Name(s) and surname(s)
- Place and date of birth
- Nationality
- Postal address, phone numbers, e-mail address

ICGEB will treat personal data collected as confidential at all times. Sensitive data are collected only for staff members and fellows/consultants working in or for ICGEB. These data are treated with the highest degree of confidentiality and only when permission has been already given. Personal data provided by any person associated with ICGEB will be subject to independent verification by the ICGEB Management.

ICGEB will only use personal information for the purpose for which it was disclosed, and will transmit it to third Parties - such as for example partner Universities or research centres - only if such transmission falls within the purpose for which the data were voluntary disclosed, or if it is related to the provisions of services from ICGEB.

For certain meetings and events organized by ICGEB, participants may be asked to provide their credit card details. These are transferred to a secure online payment service provider hosted outside ICGEB, and details of the credit card are not retained by ICGEB.

7. Data collection

We may collect personal information for various purposes, including but not limited to:

- Recruitment activities and creation of rosters
- Execution of contractual relations
- Registration as Fellow / PhD student / SMART Fellow
- Registration as participant in meetings, courses and events
- Registration as partner for meetings, courses and events
- Grant applications
- Insurance purposes
- Dissemination of information about ICGEB and its activities through mailing lists
- Database for statistics
- Procurement processes
- Bank services (payments and bank accounts opening and closure by designated Senior Staff)
- IT services, podcasts, social media

When collecting personal data, ICGEB should inform the data subject, either in writing or verbally, about: the purpose of the collection and processing; the transfer of data to third parties or partner institutions; the importance of providing accurate and updated information; the consequences in case the data subject should refuse to provide his/her personal data; the right to object to the data collection, and to request correction or deletion of it; the contact details to send requests and/or complaints.

8. Recipients of personal data

The vast majority of data is stored in ICGEB databases and processed directly by ICGEB staff members for the purposes explained above.

ICGEB does not sell, distribute or rent personal information collected and received by any means. Only for a few services, ICGEB relies on online service providers, such as cloud hosting services, online surveys, donations and electronic payment solutions.

When necessary, personal data may be shared with third parties such as insurance companies (for example for staff, students, participants, speakers, etc.), Universities and Affiliated Research Centres (for example for fellows), Local and National authorities (for example for visa or similar purposes) or donors and Governance members for project-related purposes.

ICGEB should request to the recipients of its personal data that appropriate measures are in place to ensure compliance with the rights and main principles set out in these guidelines in Section 4 and 12.

9. Transfer of personal data

In the case of fellowships, meetings and events, some personal data might be shared with third countries or other international organisations that may be located outside the European Union.

Given the potential data protection risks involved in these types of transfers, ICGEB shall pay special attention to the following principles before transferring the data:

- Transfer is needed and legitimate;
- The personal data to be transferred are proportionate, authorized and necessary in relation to the purpose(s) for which they are being transferred;
- The data subject was informed, unless Section 13 applies;
- The third party respects the confidentiality of personal data transferred and guarantees that measures are in place to ensure security of the transferred data.

10. Data retention

The personal data processed for the purposes referred to in Section 7, if not recorded in personnel case files, will be retained for the period deemed strictly necessary to fulfill such purposes.

Personnel files are instead considered permanent records; hence data contained therein will be permanently retained.

11. Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, ICGEB will take appropriate physical and electronic measures, and have in place managerial procedures to safeguard and secure the information processed.

The same measures are in place to protect personal data against the risk of their loss, accidental destruction, unlawful destruction, modification, illegitimate disclosure, and unauthorized access.

Access requests from third parties are generally not allowed unless satisfying these three conditions of transfer: (i) the explicit consent of the data subject(s), (ii) the specified purpose of the transfer, and (iii) adequate safeguarding measures. All such requests will in any case be carefully weighed against the confidentiality of personal data and the rights and interests of the data subjects.

Having regard to the applicable technology and its financial implications, ICGEB should take appropriate measures to implement adequate measures to ensure that the processing of personal data meets these needs. This includes the implementation of new mechanisms and procedures to allow data processors to better protect the data ("privacy by design and by default").

Staff and personnel are requested to promptly notify the ICGEB as soon as becoming aware of a personal data breach and to properly record the breach. Should ICGEB have suffered a breach of data, individuals involved should be promptly notified and mitigation measures be taken without delay.

12. The rights of the data subjects

Please find below the list of rights you have regarding the data that you have provided:

- Right to withdraw consent (you have the right to change your mind and withdraw consent to the collection of personal data);
- Right of information (you have the right to be informed about the data collected and processed);
- Right of access (you have the right to know what data has been collected about you and how such data has been processed);
- Right of rectification (you have the right to make changes to inaccurate data or to update your data);
- Right to be forgotten (you have the right to withdraw your consent and to request the deletion of your personal data);
- Right to object (you have the right to object to the processing of personal data on grounds relating to your particular situation).

At any time, you can access, delete, review, or correct your data or exercise your rights by contacting us at icgeb@icgeb.org. Residual data may remain within the ICGEB database and other records, which may or may not contain personal data you have provided. However, please note that in some cases, deletion of personal data may affect the availability or correct functioning of a particular ICGEB feature or service.

Upon receipt of a request ICGEB should, within a reasonable time, reply by confirming to the data subject whether or not data related to him or her is processed, and by providing all necessary information or feedback depending on the type of request.

ICGEB is to record requests received for access, correction, deletion or objection and the response provided.

13. Exceptions

Based on consultations with the Management and other relevant officials involved, ICGEB may refuse to provide a response or limit or restrict its response to a request or objection under Section 12 above if:

(a) It would constitute a necessary and proportionate measure to safeguard or ensure one or more of the following:

- the safety and security of ICGEB, its personnel or the personnel of Partners; or
- the overriding operational needs and priorities of ICGEB in pursuing its mandate.

There are grounds for believing that the request is manifestly abusive, fraudulent or obstructive to the purpose of processing.

(b) The purpose of the file/disclosure/refusal is the protection of human rights and fundamental freedoms of the individual concerned or humanitarian assistance or data are necessary to protect national or international security, public order or public health.

14. Changes to our guidelines

ICGEB is constantly changing and our Privacy and Personal Data Guidelines will also change. Any changes to the guidelines will be posted on the website and the date on the cover of these guidelines will be amended to reflect when it was last revised.

15. Preservation of immunities

Nothing herein shall constitute or be considered to be a limitation upon or a waiver of the privileges and immunities of the ICGEB and its staff, which are specifically reserved.