



LETTER OF AWARDING / CONTRACT

Subject: Direct awarding of security guard service - CIG **Z372B0DB3A**

The Italian Agency for Development Cooperation office of Beirut - AICS, hereinafter referred to as "The Contracting Authority", with the present document which has the value of a contract between the parties, awards to Protectron, hereinafter referred to as the "Contractor", the performance of the activities indicated below.

Art. 1 – Subject

1.1 The Contractor will perform the activities indicated in Annex 1.

Art. 2 - Price

2.1 The total contract price is 10.989,00\$ including the applicable taxes, and will be paid according to the terms and the conditions indicated in the present letter of awarding.

2.2 The price indicated in this article is fixed, not subject to any adjustment and it is the total amount due for all the activities required for a correct and a regular execution of the services.

2.3 The Contractor cannot claim from the Contracting Authority any additional payments to the amount indicated in the present article, in respect of the activities to be performed under this contract. Through the payment of the aforementioned amount, the Contractor shall be satisfied for any of his claim.

Art. 3 – Period

3.1 This contract will become effective when is signed by both parties.

3.2 The services must be provided starting from 2nd January 2020 until 31st December 2020 without prejudice to the specific provisions contained in Annex 1.

3.3 The duty expires at the aforementioned term, without any prior notice by the Contracting Authority. Automatic or implicit renewal or extension are not allowed. The parties may agree in writing to renew or extend the contract.

Art. 4 - Modalities of execution

4.1 The contract cannot be assigned to a third party and subcontracting is not allowed.

4.2 The Contractor undertakes to perform the contractual activities directly in compliance with all the clauses and conditions mentioned herein, without exception or exclusion, as well as by following instructions given by the Contracting Authority.

4.3 If during the execution of the activities there is the need of an increase or decrease of the same up to one fifth of the contract amount, the Contracting Authority may impose to the Contractor the execution under the same conditions provided in this contract. In this case, the Contractor shall not have any right to terminate the contract.

4.4 The breach of the provisions of this article by the Contractor shall be considered a serious breach and a good reason for the contract termination.

Art. 5 - Terms and methods of payment

5.1 The Contractor indicates a bank account on which the Contracting Authority shall make the payments. The Contracting Authority will not make payments in different modalities other than a bank transfer to the above current account.

5.2 The invoices shall indicate the following code: " CIG **Z372B0DB3A** "

5.3 The payments will occur, within 10 days from the date of receipt of the invoices that should be headed to "Development Cooperation Section of the Embassy of Italy – AICS", on a monthly basis in n. 12 postponed payments, after having verified the regular execution.

Art. 6 - Contacts and references

- 6.1 The Responsible of the Procurement Procedure is Dr. Donatella Procesi.
6.2 The supervisor of the services is Mr. Assem Abou Harb.

Art. 7 - Requirements

- 7.1 The Contractor must present to the Contracting Authority the Annex 2 filled in each part and should attest the possession of the selection criteria indicated in the Annex and confirm the absence of reasons for exclusion
7.2 The Contractor authorizes the Contracting Authority to investigate with the competent local authorities about the truthfulness of the declarations regarding the possession of the requirements.
7.3 The loss of the declared requirements for the selection or the subsequent verification of their non-possession shall constitute a proceed for the termination of the contract and the application of a penalty equal to five percent of the contract amount, without prejudice to the additional request for damage compensation.

Art. 8 - Penalties

- 8.1 Any delay of the Contractor in the execution of the activities beyond the terms established by the present contract involves, except in cases of force majeure not attributable to him, the application of liquidated damages equal to 0.5 per thousand of the contract price for each day of delay.
8.2 If the Contractor fails to execute the assignment according to the terms and conditions of this contract, the Contracting Authority will object in writing the non-fulfillment of the assignment, indicating the necessary instructions to be adopted for the disregarded provisions, giving a convenient lapse of time, in order to present any counter arguments. In the absence of a suitable explanation, the Contractor must execute the given instructions and, if he does not comply within the indicated terms, the liquidated damages provided in paragraph 8.1 shall be applied.
8.3 The request or payment of the liquidated damages does not exonerate the Contractor from the fulfillment of the contract provisions.
8.4 If the amount of the liquidated damages determined according to the present article reaches 10% of the contract price or in any other case in which, during the execution, there are unexpected breaches by the Contractor that cause significant damages, the Contracting Authority can terminate the contract due to serious breaches by the Contractor and has the right to claim for damage compensation. The Contractor should also reimburse to the Contracting Authority any additional expenses incurred in order to execute the service by other parties.

Art. 9 - Resolution [and Withdrawal *Eventual Clause*]

- 9.1 The Contracting Authority can terminate the contract during the period of validity if:
a) the contract undergoes a substantial change that would require a new procurement procedure pursuant to Article 72 of Directive 2014/24 / EU;
b) the Contractor is in a situation for exclusion according to Article 57 of the Directive 2014/24 / EU;
(c) the contract should not have been awarded to the Contractor due to a significant breach of the obligations arising according to the European Treaties and to Directive 2014/24 / EU;
d) one of the event of termination due to serious breaches by the Contractor expressly provided under the present letter of awarding or another case of serious breach by the Contractor provided by the law applicable to the present contract occurs.
9.2 The Contracting Authority can withdraw from the contract even though the execution of services has begun, by giving a written notice to the Contractor at least 15 days in advance. In this case, the Contracting Authority will compensate to the Contractor the amount of the services correctly executed and acquired by the Contracting Authority, as well as the reasonable expenses incurred for the services not yet performed.

Art. 10 - Protection of personal data and responsibility

- 10.1 The Contractor assumes all responsibility for cases of accidents and damage caused to the Contracting Authority due to shortcomings or negligence in the execution of the services. The Contractor undertakes to guarantee the confidentiality of any information obtained under this contract.
10.2 The Contracting Authority guarantees the protection of personal data provided by the Contractor according to the Italian legislation on the protection of individuals personal data, provided by the informative note in Annex 3.
10.3 By signing the informative note, the contractor provides its consent to the treatment of the aforementioned personal data by the Contracting Authority, including the relevant verifications in paragraph 7.2.
10.4 The Contractor and the Contracting Authority are responsible for the breaches of the obligations imposed by the Italian legislation regarding the protection of individuals in respect of the processing of personal data.
10.5 The obligations undertaken by the Contractor with the acceptance of the present contract do not create any employment or work relationship between the Contracting Authority and the employees of the Contractor, neither do they allow any claim against the Contracting Authority other than what expressly provided herein. Such employees may carry out only activities according to this document, since no other activity is authorized. The Contractor must inform all its employees about the content of this clause.



Art. 11 - Final provisions

11.1 No clause herein provided can be interpreted as an explicit or implicit waive to the immunities recognized by the Contracting Authority according to international law.

11.2 The present contract is regulated by the *local private international law*.


Any dispute shall be submitted to the jurisdiction of the court of the *local legislation*

11.3 This contract includes the integral expression of the obligations of the Contracting Authority and of the Contractor and may be amended by another contract in the same form, being excluded any other form of contract amendment.

Beirut,

02 JAN. 2020

The Contracting Authority

The Contractor



30/12/2019

SERVICES TO BE EXECUTED
(Technical specifications)

Security guard from Monday till Friday:
n. 1 labor person full time from 08:00 a.m. to 16:30 p.m.

Guard Qualifications:

- Minimum of a secondary school
- Vetted by the Lebanese Police
- Clear criminal records
- Security awareness oriented.
- Have security experience background
- Completed Basic training course
- English speaking

Basic Regularities:

- Keep neat and elegant appearance (daily shaving)
- Respect and abide by Working hours
- Not to be absent
- Not to be late
- Not to leave the working place for any reason
- Not to smoke or eat at in any work location

Equipments:

- Complete uniform
- Hand Held Metal Detector
- Radio Communication in order to communicate with Protectron Patroller.

Main Duty:

- Main Entrance: Screen and control access to staff, visitors, and contractual employees to the premises in accordance with regulations, procedures and policies issued by the Management.
- Register and check Vehicles upon entry and exit.
- Monitor movement of all property being brought in and / or removed from the premises.



- Report all security concerns, violations, and hazards etc. to the management.
- Round the clock professional patrol services keep on watching the security guards performance one time during the shift.

Reporting:

- Guard shall complete daily activity log such as (shift reports, registration log and incident reports). In addition guards shall report to the mobile patrol upon shift ending.

Benefits:

- Registration to NSSF; 22,5% company portion
- Family allowance as per social security
- 15 days annual leave (paid)
- 15 days medical leave (paid), covered by a replacement person.
- Workmen compensation insurance



UNIQUE DOCUMENT OF REQUIREMENTS

PART I

INFORMATION REGARDING THE PROCUREMENT PROCEDURE AND THE CONTRACTING AUTHORITY

Identity of the Contracting Authority	Answer:
Name:	Development Cooperation Section of the Embassy of Italy – AICS Director Donatella Procesi
Title and brief description of the procurement:	Affidamento diretto / Single quote – contracts under 40.000 Euro
CIG	CIG Z372B0DB3A

PART II: INFORMATION ABOUT THE ECONOMIC OPERATOR

A. Identification data of the economic operator	Answer:
Name:	Protection
National identification number, if required (tax code, VAT number, registration)	VAT: 311610-601 Trade registration #: 69672
Mailing address:	Furn Hill Chapel, Mega Mall Center, 4 th floor
Contact Persons:	Saline Sallam
Phone:	70-222526
PEC or e-mail:(website) (IF existing):	ProjectCoordinator@protectionme.com

B. Eventual representatives of the economic operator:	Answer:
Full Name	Mahmoud Hammad
Date e Place of birth	3/11/1980 Beirut
Position/Title of work:	Co Owner (Finance)
Postal Address:	Furn Hill Chapel, Mega Mall Center, 4 th floor
Telephone:	+961 1 296161
E-mail:	info@protectionme.com
If necessary, provide us details about the representation (form, scope, purpose):	

PART III: REASONS FOR EXCLUSION

A: Reasons related to criminal judgements

The entities that have been subject of a conviction by final judgement which has the force of res judicata in Italy or in the Country where the contract is performed for one or more of the following are excluded from participation in public procurement (1) participation in a criminal organization; (2) corruption; (3) fraud; (4) terrorist offences or offences linked to terrorist activities; (5) money laundering or terrorist financing; (6) child labor or other form of trafficking in human beings; (7) any other illegal activity from which arise incapability of contracting with public Authorities. The relevant criteria are the one provided under Italian law and:

- in the member States of the European Union, the criteria indicated by the internal laws that ratified article 57 of the directive 2014/24/UE;
- in non-member States of the European Union, the equivalent criteria provided by local criminal laws.

The economic operator or a member of its management or supervisory bodies or any person with an authority of representation, decision or control whom has not been convicted for one of the reasons mentioned above with a final judgement since no more than five years or following which judgement an exclusion period has been established and it is still applicable.

B: Reasons related to the payment of taxes or social security contributions

The economic operator has satisfied all the obligations related to the payment of taxes or social security contributions, in the country where it is established, in Italy and in the country where the contract has to be performed.

C: Reasons linked to insolvency, conflict of interests or professional misconduct

- 1) The economic operator is not in breach, according to his knowledge, of any obligations regarding health and safety at work, environmental, social and labor laws.
- 2) The economic operator is not in any of the following situations and it is not subject to a proceedings for the verification of one of the following situations:
 - a) bankruptcy, insolvency procedure, winding up, arrangement with creditors, receivership or other similar situation;
 - b) The economic operator has ceased its activities;
 - 3) The economic operator has not been guilty of serious professional misconduct;
 - 4) The economic operator has not entered into agreements with other economic operators in order to distort competition;
 - 5) The economic operator is not aware of any conflict of interest related to its participation in the procurement procedure;
 - 6) The economic operator or a related company did not provide advice to the Contracting Authority or has otherwise been involved in the preparation of the award procedure;
 - 7) The economic operator has not already experienced the early termination of a previous public tender or has already been ordered to pay damages or other penalties in relation to a previous public contract;
 - 8) The economic operator confirms:
 - a) not having been seriously guilty of false declaration in providing the requested information for verifying the absence of exclusion criteria or the fulfillment of the selection criteria,
 - b) not having concealed this information,
 - c) to be able to transmit without delay the additional documents requested by the Contracting Authority,
 - d) not having attempted to influence the decision-making process of the Contracting Authority, not having attempted to obtain confidential information that may give advantages in the procurement procedure, not having provided misleading information that may have a significant influence on the decisions concerning the procurement procedure.

D: Reasons for exclusion provided for by Italian legislation and equivalent situations provided for by the law of the country where the contract is performed

The economic operator is not in any of the following situations:

- 1) having reasons for decadency, suspension or prohibition provided for by anti-mafia legislation
 - 2) is subject to infiltration by criminal organizations
 - 3) has been subject to a ban of exercise any activity or to any other another sanction that involves the prohibition of contracting with the public administration
 - 4) is registered in the electronic database of the National Anti-Corruption Authority for having submitted false declarations or false documentation for the purpose of obtaining the qualification certificate, for the period during which the registration persists;
 - 5) has breached the prohibition of fiduciary registration
 - 6) has breached the rules regarding the right of work of the disabled
 - 7) if he has been the victim of bribery or extortion crimes committed by criminal organizations or by subject facilitating the activity of criminal organizations and does not occur any case of self-defense, then he has reported the facts to the judicial authority
 - 8) is in control of any another participant in the same procurement procedure, or in any relationship, even de facto, if the controlling situation or the relationship implies that the offers are imputable to a single decision-making center.
- Has entered into employment or self-employment contracts and, even has assigned tasks to former employees of the Contracting Authority who have terminated their working relationship since less than three years and moreover, for the last three years of service has exercised an authority or negotiating powers on behalf of the Contracting Authority on the same economic operator (pantouflage or revolving door).

PART IV: SELECTION CRITERIA

The economic operator fulfills all the selection criteria required in the documentation for the procurement procedure



Part V: FINAL DECLARATIONS

The undersigned declares / declare formally that the information contained in parts from II to IV are true and correct and that the undersigned is / are aware / of the consequences, including of criminal nature, of a serious false declaration, provided for by Italian law and local law.

The undersigned hereby certifies/certify the absence of reasons for exclusion provided in Part III and the possession of the requirements provided in Part IV.

The undersigned authorizes/authorize formally the Contracting Authority, as per part I, to perform the verifications with the competent local authorities on the truthfulness of the declarations made according to the requirements.

The undersigned accepts without reservations or exceptions the provisions and conditions contained in the letter of awarding and in its Annex 1 which is an integrated part thereof.

Beirut,

[name, surname and quality of the undersigned]

Mahmoud Hammond - Managing Director


Protectron
PROUD TO BE PRO

ATTACH COPY OF THE IDENTITY DOCUMENT OF EACH SIGNATORY.

30/12/2019

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INFORMATIVE ON PHYSICAL PERSONS DATA PROTECTION
Regulation (EU) 2016/679, art. 13

The processing of personal data is based on the principles of law, correctness and transparency to protect the fundamental rights and freedoms of individuals. To this purpose, the following information are provided:

To this purpose, we provide the following information:

1. The ownership for the treatment is with the Italian Agency for Development Cooperation (AICS), that, in the specific case, is operating through the Italian Agency for Development Cooperation – Beirut Office (AICS), Address: Baabda – Presidential Palace Road, Kettaneh Construction Building, 2nd floor, Beirut, Lebanon E-mail: beirut.aicsadmin@esteri.it, Phone: +961 (0)5 951 376/377/378.
2. AICS has a responsible for the personal data protection who, in case of questions or claims, can be reached at (Italian Agency for Development Cooperation, Via Salvatore Contarini 25, 00135 ROMA, tel. 0039 06 324921, e-mail: leone.gianturco@aics.gov.it)
3. The personal data requested are necessary for the selection of the tenderer to which the contract will be awarded.
4. The delivery of data is an obligation provided under Italian law and the eventual denial to provide the requested data shall procure the exclusion from the selection procedure or the awarding of the contract.
5. The treatment shall be made manually or electronically by personnel duly appointed.
6. The data shall be communicated to the internal and external supervision bodies of AICS. By countersigning this information, the interested person provides his consent to the data communication also to the competent local authorities for their verification and to the publication of the main elements of the contract signed on the web site of the Contracting Authority according to Italian laws on transparency of public procurement.
7. The data shall be kept for a maximum period of 5 years from the termination of the contract, including termination for default. Such term is suspended in case of judiciary proceeding.
8. The interested person can ask the access to his personal data and their rectification. In such a case, the interested person shall submit a specific request to the address provided in paragraph 1 above, copying for information the responsible for data protection of AICS to the address provided in paragraph 2 above.
9. The interested person may present a claim to the responsible of data protection of AICS, if he believes that a violation of its rights was made. Alternatively, he may submit a claim to the Guarantor for the data protection “Garante per la protezione dei dati personali” (Piazza di Monte Citorio 121, 00186 Roma, tel. 0039 06 696771, e-mail: garante@gpdp.it, pec: protocollo@pec.gpdp.it) or to the judicial authority.

Beirut,

Signature for acknowledgement and acceptance




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CONTRACTOR OBLIGATION

The undersigned Mahmoud Hammoud, on behalf of the firm Protectron

after reading the attached synthesis of the Italian Law 136 of August 13, 2010, article 3, with regard:

1. To assume all the obligations of the tracking of financial flows pursuant to art. 3 Law 136/2010 with the relevant changes and integrations;
 2. To provide details of bank account set-up and dedicated, even not exclusively, to Italian Agency for Development Cooperation in Beirut, covering all financial operations related to the present Order as well as full name/address/fiscal code (or equivalent position) of any individual holding power to operate the mentioned bank account;
 3. To inform the Italian Agency for Development Cooperation in Beirut about any variation of the said data;
 4. To assure that the above mentioned obligations of the tracking of financial flows will be enforced in any contract and sub-contract related to the present Order under my own responsibility.
- ☒ **to abide**, with no exception or reservation, by all the obligations pertaining to financial flow traceability according to Law no. 136/2010.

Beirut

(Signature)



Italian Law no. 136 of August 13, 2010, article 3

SYNTHESIS

The Italian Law no. 136 of August 13, 2010, article 3, contains important provisions on the traceability of financial flows and introduces new obligations for public authorities and enterprises involved in public procurements. A decree approved on November 5th clarifies the scope of the provision.

The purpose of this Law is to increase the control on the financial flows in public contracts, as these kinds of contracts often represent the mean by which criminal organizations launder the money obtained through illegal transactions.

Under the new regulation, all operators in any way interested in public contracts have the obligation to use « dedicated » bank account through which must pass every financial transaction relating to the government procurement.

All transactions should be arranged by bank transfer or other means of payment ensuring the tracking of the transaction and should indicate the underlying public investment through a specific identification code—the so-called tender identification code (CIG) and the so-called unique code for project (CUP); both codes will be provided by the Italian Agency for Development Cooperation in Beirut.

All types of actors involved in the public procurement process are concerned by the new regulation: public authorities, purchasers, suppliers, contractors and sub-contractors.

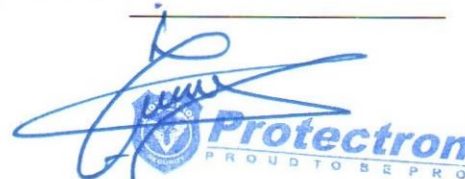
The regulatory framework includes also two other provisions requiring:

- On the one hand, reciprocal control duties for contractors and sub-contractors (« The contractor or sub-contractor who has news of the failure of its counterparty obligations of financial tracking must immediately inform the public authority »)

- On the other hand, public authorities' supervision responsibilities with regard to all public procurement contracts (« The public authority shall verify that in the contracts between contractors and sub-contractors is inserted, on pain of absolute nullity, a clause by which each party assumes the obligations of the tracking of financial flows under this Act).

Signature of acknowledgement

30/12/2019



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DECLARATION**Subject: consent to the processing and publishing of contractual data**

The undersigned Mahmoud Hamoud, legal representative of Protection address Bun El Chelak, Mega Mall Center, 4th Floor
 telephone number 03-699479 informed about the obligations set forth articles 26 and 27 of Italian Legislative Decree n.33/2013


DECLARES

- ☒ to give his consent to the publishing of the data related to the contractual relationships established with the Italian Agency for Development Cooperation in Beirut.

OR

- ☐ not to give his consent to the processing and publishing of the data related to the contractual relationships established with Italian Agency for Development Cooperation in Beirut.

Beirut,

 **Protection**
 PROJECT PRO
 (Signature of the Legal Representative)

ARTICLES 26 AND 27 OF ITALIAN LEGISLATIVE DECREE N.33/2013**Art. 26****Obligations of publication of the proceedings for awarding grants, contributions, subsidies and financial aid to persons and private and public entities**

2. Public Administrations publish the proceedings for awarding grants, contributions, subsidies and financial aids to firms, and in any case economic benefits of any kind, whose amount exceeds one thousand Euros, to persons and public and private entities as per article 12 of Law no. 241 of 1990.

3. The publication under this article constitutes a legal condition of effectiveness of the measures that provide grants and allocations of a total amount exceeding one thousand Euros during the calendar year to the same beneficiary. Its possible omission or incompleteness is detected automatically by the management bodies, on the public administrations own administrative, financial and accounting responsibility for the non-concession or assignment of the economic benefit. The failed, incomplete or delayed publication automatically detected by control bodies is also detectable by the recipient of the grant or award or anyone else interested, even for damage compensation due to the delay by the administration as per article 30 of Legislative Decree n.104 of 2 July 2010.

Art.27**Obligations of publication of the list of beneficiaries**

The publication referred to in Article 26, paragraph 2, necessarily includes, as per paragraph 3 of the same article:

- a) the name of the company or institution and their respective tax information or the name of another beneficiary;
- b) the amount of the paid economic benefit;
- c) the norm or title on which the award is based;
- d) the office and the officer or manager in charge of the administrative proceedings;
- e) the modality adopted for the identification of the beneficiary;
- f) the link to the selected project and the CV of the person in charge.

NP



Protectron
P R O U D T O B E P R O



Friday, December 27, 2019

AICS

Mrs. Dahlia El Hayek

Baabda - Lebanon

Dear Mrs. El Hayek ,

Greetings,

We Protectron certify and confirm that the guard working in AICS premise will be registered in NSSF from the beginning of January 2020.

Best Regards
Management



Protectron

PROUD TO BE PRO

المساعد القضائي

رئيس القلم

ISO 9001

BJREAU VERITAS
Certification

إذاعة تجارية

حضرات السادة،

لنا الشرف بأن نتقدم من حضرتكم بالعلم والخبر بأننا أسسنا بتاريخ 2001/7/24 شركة تضامن، وقد تسجلت لدى قلم محكمة الدرجة الأولى في جبل لبنان تحت الرقم /69672/، وهي تحمل العنوان والإسم التجاري التالي:

بروتيكترون PROTECTRON

ان الشركة تتعاطى الأعمال التالية: التجارة العامة والإستيراد والتصدير والتمثيل التجاري والخدمات على أنواعها وخاصة نقل الأموال وحماية وحراسة المؤسسات والمصارف والمجمعات السياحية والملاهي وكافة المباني الأخرى وخدمة ركن السيارات وإدارة المواقف ومواكبة الشخصيات وحمايتها وكل ما لا يمنعه القانون.

وان حق التوقيع عن الشركة منوط بمديرها السيد محمود خالد حمود والسيد عبده ميشال ابي خليل، ويوقعان عنها بالإتحاد بموجب نظام الشركة بالإضافة الى ختم الشركة.

وتفضلوا بقبول الإحترام

صورة طبق الأصل



نموذج عن توقيع المدير السيد محمود خالد حمود:

نموذج عن توقيع المدير السيد عبده ميشال ابي خليل:



رئيس القلم

Mega Mall Center, 4th Floor, Furn El Chebbak, Beirut, Lebanon

T 00961 1 294141 - F 00961 1 282815, www.protectronme.com

المساعد القضائي
أحمد يحفوفي

عدلية - نموذج ٣ تجارة

الجمهورية اللبنانية

عدد ٦٩٦٧٢ - بعد ١

شهادة تسجيل شركة تجارية

ان رئيس قلم محكمة الدرجة الاولى المدنية في جبل لبنان (السجل التجاري)
يثبت ان الشركة التجارية المعروفة باسم بروتكترون تكنولوجي

PROTECTOR

قد تقيدت بتاريخ ٢٤ / ٧ / ٢٠١١ في سجل التجارة المخصوص تحت
رقم ٦٩٦٧٢ س. ت. وفقاً للمادتين ٢٦ و ٤٩ من قانون التجارة .

وعليه قد اعطيت هذه الشهادة بناء لطلب السادة عبدالله مسال الجي حليل
ليعمل بها حسب المقتضى القانوني .

محمود خالد محمود

يكون في ٢٠
بعد

نظراً بعد
بيروت في

القاضي المشرف

صورة طبق الأصل

رئيس القلم
ليليان عتي



الجمهورية اللبنانية
وزارة المالية

شهادة تسجيل شركة

إسم الشركة: بروتكترون

الشهرة التجارية:

الشكل القانوني: تضامن

عنوان المركز الرئيسي

قضاء: بعدا

منطقة: فرن الشباك

حي: السوق التجاري

شارع: العام

مبنى: ميغا مول

طابق: 4

هاتف: 01/294141

فاكس: 01/282815

ص.ب. رقم: 167091

منطقة: أشرفية

مدير الواردات

طبق الأصل

المراقب الرئيسي

أبراهيم الحساوي

رقم التسجيل: 311610

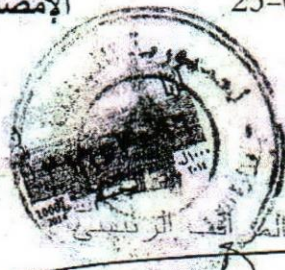
الإمضاء:

أعطيت في: 23-02-2016



لؤي الحاج شحادة

٢٤ كانون الثاني ٢٠١٦



المراقب الرئيسي

جانيت حنا



٢٠١٦

طبق الأصل



بطاقة تسجيل شركة

الجمهورية اللبنانية
وزارة المالية

إسم الشركة: بروتكترون

الشهرة التجارية:

مدير الواردات

لؤي الحاج شحادة

رقم التسجيل: 311610

أعطيت في: 23-02-2016



الجمهورية اللبنانية
وزارة المالية

إسم الشركة: بروتكترون

الشهرة التجارية:

مدير الواردات

لؤي الحاج شحادة

رقم التسجيل: 311610

أعطيت في: 23-02-2016

الجمهورية اللبنانية
وزارة الداخلية


بطاقة هوية

الاسم: محمود
الشهرة: حمود
اسم الاب: خالد
اسم الام وشهرتها: حنان السردوك

محل الولادة: بيروت
تاريخ الولادة: ١٩٨٠/٠٤/٠٣

٠٠٠٠١٢٥٩٦٢٥٣

توقيع صاحب الملاحظة:




الجنس: ذكر
الوضع العائلي: متاهل

رقم السجل: ٤٨٧١
محل: أر القرية: المزرعة
المحافظة: بيروت
القضاء: بيروت

تاريخ الإصدار: ٢٠١٨/٠٣/٢١
فئة الدم: B+

مختبر الطباعة: [Signature]

اسم وتوقيع: [Signature]



الجمهورية اللبنانية
وزارة الداخلية

بطاقة هوية

الاسم: عبده
الشهرة: ابي خليل
اسم الاب: ميشال
اسم الام وشهرتها: ناديا ابو خليل

محل الولادة: بيروت
تاريخ الولادة: ١٩٦٩/١٠/٠٩

٠٠٠٠٠١٠٨٢٧٥١

توقيع صاحب البطاقة






الجنس: ذكر
الوضع العائلي: متزوج

تاريخ الإصدار: ٢٠١١/٠٤/٢٠

رقم السجل: ٣٥
الخلقة أو القرية: الحفد - جبيل
المحافظة: جبل لبنان
القضاء: جبيل

ملصق تقويم جبيل

اسم و توقيع و ختم مدير السجل



شهادة تسجيل

في الضريبة على القيمة المضافة

رقم التسجيل : ٦٠١ - ٣١١٦١٠

إسم الخاضع : بروتكتور

الشهرة التجارية:

عنوان المركز الرئيسي

منطقة: فرن الشباك

قضاء: بعيدا

محافظة: جبل لبنان

مبنى: سنتر ابراج

شارع: العام

حي:

منطقة:

ص.ب. رقم :

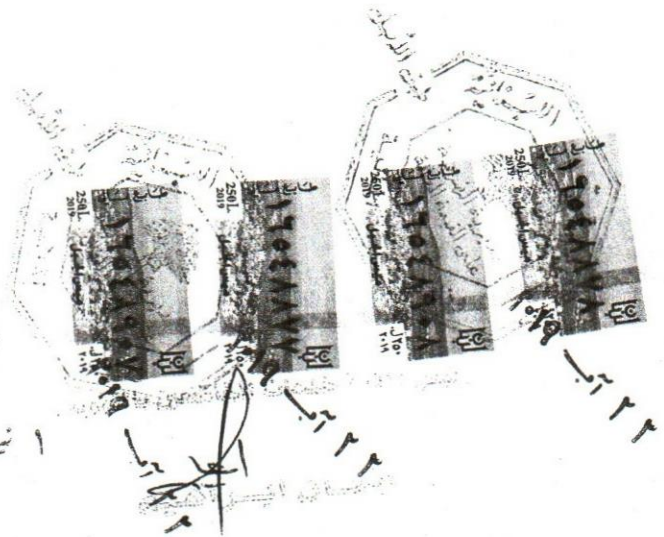
الرمز البريدي:

فاكس:

هاتف: ٠١/٢٩٤١٤٢

هاتف : ٠١/٢٩٤١٤١

٢٢ آب ٢٠١٩



١ نيسان ٢٠١٩

١ نيسان ٢٠١٩

Request for quotation

The Development Cooperation section of the Embassy of Italy is requesting the service of n. 1 **Security Guard** to provide security service for all the office. Their main duty should be:

- Main Entrance: Screen and control access to staff, visitors, and contractual employees to the premises in accordance with regulations, procedures and policies issued by the Management.
- Register and check Vehicles upon entry and exit
- Monitor movement of all property being brought in and / or removed from the Premises. Report all security concerns, violations, and hazards etc. to the management.
- Guard shall complete daily activity log such as (shift reports, registration log and incident reports). In addition guards shall report to the mobile patrol upon shift ending.
- Round the clock professional patrol services keep on watching the security guards

Period requested from the 2nd of January till 31st of December 2020

Working days: Monday to Friday (changes on working days can be requested after agreement with the recruitment agency – extra hours could be recovered within the month and are not paid)

Schedule availability: from 08:00 a.m. to 04:30 p.m. per day (changes on schedule can be requested after agreement with the Security agency – extra hours could be recovered within the month and are not paid)

Sick leave: covered by a replacement person

Holidays: as per calendar of the AICS

Holidays leave: as per the Lebanese labor law

Upset cost for the service for the period: USD 12.000,00

Net salary per month: USD 600,00

Requisite:

- Minimum of a secondary school
- Vetted by the Lebanese Police
- Clear criminal records
- Security awareness oriented.
- Have security experience background
- Completed Basic training course
- Bilingual
- Complete and clean uniform
- Rubber stick
- Hand held metal detector
- Radio Communication or mobile phone in order to communicate with security Patroller.

Provide a table of the overall cost and the net salary. The total cost should include insurance, NSSF according to the current Lebanese Law on taxes, school contribution and all compensations due to the Security worker in details.

Baabda – Presidential palace road – Kettaneh construction Building – 2nd fl. - Beirut – Lebanon

Phone +961 (0)5 951 376/377/378 - - Fax +961 (0) 5 451 483

The quotation shall be addressed to: **Development Cooperation Section of the Embassy of Italy (AICS Beirut) M.O.F: 260148** and shall include the following information:

CIG: n. Z372B0DB3A

Company's name and address

Legal Representative's name

MOF number

Detailed table of overall costs and net salary, including insurance, NSSF according to the current Lebanese Law on taxes and all compensations due for the service required.

The quotation should be submitted for the requested service.

The quotation should be sent within **the 20th of December 2019 at 12 pm Beirut time by email.**

The Offers and all correspondence and documents related to the Request for quotation exchanged by the Company and the Contracting Authority must be written in English. All correspondence relating to payments, including invoices, interim and final payment certificates, must also be sent to the Contracting Authority in English.

The present invitation does not commit in any respect the Italian Agency for Development Cooperation – Beirut Office.

Dettagli della comunicazione

CIG	Z372B0DB3A
Stato	CIG COMUNICATO
Fattispecie contrattuale	CONTRATTI DI IMPORTO INFERIORE A € 40.000
Importo	€ 11.000,00
Oggetto	Anno 2020 - Spese di Funzionamento - Servizio guardiania ufficio
Procedura di scelta contraente	AFFIDAMENTO DIRETTO
Oggetto principale del contratto	SERVIZI
CIG accordo quadro	-
CUP	-
Disposizioni in materia di centralizzazione della spesa pubblica (art. 9 comma 3 D.L. 66/2014)	Guardiania
Motivo richiesta CIG	Stazione appaltante non soggetta agli obblighi di cui al dPCM 24 dicembre 2015

[Annulla Comunicazione](#) [Modifica](#)

COM01OE/10.119.142.122

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via M. Minghetti, 10 - 00187 Roma - c.f. 97584460584

Contact Center: 800896936

Dahlia Hayek

From: Nesreen Ghattas <sales@protectronme.com>
Sent: martedì 10 dicembre 2019 15:56
To: Beirut
Cc: info@protectronme.com; saba@protectronme.com; projectcoordinator@protectronme.com
Subject: RE: CIG Z372B0DB3A - Request for quotation 2020
Attachments: Development Cooperation Section of the Embassy of Italy - AICS.pdf

Dear Sir ,

Kindly find attached our Security services offer upon your request.

Should you need any further clarification regarding the enclosed offer, please feel free to contact us at any time.

We will be glad to answer any query you may have.

Please acknowledge well receipt of the above by a return email.

Best Regards

Nesreen Ghattas
Administrative Assistant

Add: Mega Mall Center | 4 Floor | Furn Al Choubbak | Beirut | Lebanon
O: +961 1294141 | E: sales@protectronme.com
Thuraya : 008821650263833 | W: www.protectronme.com



From: Beirut [mailto:beirut@aics.gov.it]
Sent: Monday, December 9, 2019 3:04 PM
To: info@protectronme.com; saba@protectronme.com; Sabine Salloum (sales@protectronme.com) <sales@protectronme.com>
Subject: CIG Z372B0DB3A - Request for quotation 2020

Dear all,

You are kindly requested to submit the quotation for the guard service requested for year 2020 as per attachment within the 20th of December 2019 at 12 pm Beirut time by email.

Best regards,

AICS Beirut

Baabda – Presidential palace Road
Kettaneh Construction Bldg – 2nd fl.
Beirut – Lebanon
Tel. +961.(0)5.951376 – Fax +961.(0)5.451483
beirut@pec.aics.gov.it - <http://www.aicsbeirut.org>



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BUREAU VERITAS
Certification



AICS
Security Guarding Service Proposal
Monday, December 9, 2019

Security Guarding Services Proposal

For

Development Cooperation Section of the Embassy of Italy – AICS – Beirut

Contacts

Abdo Abi Khalil
Co-Managing Director
Tel: +961 3 406066
Abdo@protectronme.com

Dahlia El Hayek
Senior Administrative & Accounting
Tel: +961 5 951 376/377/378 - ext. 111
dahlia.hayek@esteri.it

Mahmoud Hammoud
Co-Managing Director
Tel: +961 3 699479
mahmoud@protectronme.com

Charles Youssef
Co-Managing Director
Tel : +961 3 240795
Charles@protectronme.com

Sabine Salloum
Projects Coordination Manager
Tel: +961 70 222524
projectcoordinator@protectronme.com

Saba Andary
Operations Manager
Tel: 00961 3 195800
saba@protectronme.com

Furn El Chubbak, Mega Mall Center, 4th Floor – Tel: +961 1 294141 – Fax: +961 1 282815
www.protectronme.com



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AICS
Security Guarding Service Proposal
Monday, December 9, 2019

**AICS (MOF: 260148 – CIG: n. Z372B0DB3A)
Beirut - Lebanon**

Dear Sir,

We would like to thank you for your trust in our Company by allowing Protectron (VAT#: 311610) to provide you with our professional security services. In fact, Protectron is one of the few security firms that provide quality security services to international companies and organizations in Lebanon and the Middle East Region with international standards.

We would be looking forward to collaborating with your esteemed person by providing you with our quality support and services.

Thank you for choosing PROTECTRON.

Best Regards,

Sabine Salloum

Projects Coordination Manager





Protectron
PROUD TO BE PRO



AICS
Security Guarding Service Proposal
Monday, December 9, 2019

Security Guarding Proposal:

Following the request regarding security guarding services proposal for AICS in Baabda, kindly find the below:

* **Schedule:**

From Monday till Friday

- From 08:00 till 16:30 1 guard

* **Guard Qualifications:**

- Minimum of a secondary school
- Vetted by the Lebanese Police
- Clear criminal records
- Security awareness oriented.
- Have security experience background
- Completed Basic training course
- English speaking

* **Basic Regularities:**

- Keep neat and elegant appearance (daily shaving)
- Respect and abide by Working hours
- Not to be absent
- Not to be late
- Not to leave the working place for any reason
- Not to smoke or eat at in any work location

* **Equipments:**

- Complete uniform
- Hand Held Metal Detector
- Radio Communication in order to communicate with Protectron Patroller.



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AICS
Security Guarding Service Proposal
Monday, December 9, 2019

* **Main Duty:**

- Main Entrance: Screen and control access to staff, visitors, and contractual employees to the premises in accordance with regulations, procedures and policies issued by the Management.
- Register and check Vehicles upon entry and exit.
- Monitor movement of all property being brought in and / or removed from the premises.
- Report all security concerns, violations, and hazards etc. to the management.
- Round the clock professional patrol services keep on watching the security guards performance one time during the shift.

* **Reporting:**

- Guard shall complete daily activity log such as (shift reports, registration log and incident reports). In addition guards shall report to the mobile patrol upon shift ending.

* **Benefits:**

- Registration to NSSF; 22.5% company portion
- Family allowance as per social security
- 15 days annual leave (paid)
- 15 days medical leave (paid), covered by a replacement person.
- Workmen compensation insurance



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AICS
Security Guarding Service Proposal
Monday, December 9, 2019

Management Methodology:

PROTECTRON's goal is to provide the best people for the job. The reason why we devote extensive time and resources to hiring the right people, developing them, and striving to ensure they are the right fit for the client's needs.

Guard	Well trained to meet client expectation.
Area Controller	Supervise day to day activities, contact the guards directly, and follow up with client for any daily on ground concerns.
Patrol inspector	Visit sites at irregular times, report to our operation manager and Coordinate with the area controller for immediate measures.
Operation Manager	In charge of all operations; visits the site according to pre-scheduled meeting with the client on monthly basis.
Projects Coordination Manager	Establish procedures and policies for the project according to the client instruction and post orders.
Call center	24/7 operation center is available on this number 01/294141.



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AICS
Security Guarding Service Proposal
Monday, December 9, 2019

Cost:

The monthly fee for the services starting from the 2nd of January till 31st of December 2020 is mentioned in the table below:

# Guards	Shift	Working days	Monthly Cost / guard
1 guard	08:00 - 16:30 (8.5 hrs)	Monday till Friday (5 Days)	USD 825
11% VAT			USD 90.75
Total including VAT			USD 915.75

- **NB: Extra costs to be invoiced as required excluding VAT.**
- **School contributions: (as per the Lebanese law)**
- **NB: The company does not include school contributions in the cost as the guard may be replaced at any time therefore the conditions will be changed.**
- **If the client wishes to pay school allowances to the guard, this could be requested during the contract and will advise how many children based on the case.**

- 1- Public School: \$ 200 per student per year.
- 2- Private School: \$ 500 per student per year.
- 3- Public University: \$ 300 per student per year.



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AICS
Security Guarding Service Proposal
Monday, December 9, 2019

Cost Breakdown:

#	Description	Cost
1	Salary + transportation allowances	\$ 600
2	NSSF	\$ 102
3	Vacation / year (15 days)	\$ 25
4	Workmen compensation + Public Liability Insurance	\$ 35
5	Management Fee	\$ 63
	Total	\$ 825

Conclusion:

Thank you for your trust in our quality of service and hope this work plan meets your requirements. Kindly advise if the proposal is of your interest in order to prepare a detailed contract.

Remaining at your disposal for any inquiries,

Best Regards,

Sabine Salloum

Projects Coordination Manager

