

PR. 62  
10/01/2019

*Ambasciata di Italia a Canberra*

*Appointment Letter – Terms of contract acceptance*

10/01/2019

***Whip it Lawns and Gardens Pty Ltd***

Mr Adam Betts  
12/89 Britten-Jones Drive  
Holt ACT 2615

Reference: **CIG ZA826A3C6D**

Dear Mr Betts,

Thank you for the proposal you provided to this Embassy on 9<sup>th</sup> January 2019 for the provision of the gardening works to be carried out on the compound of the Embassy of Italy.

The proposal submitted and its contractual terms and conditions are accepted by this Embassy, provided you will agree to the following terms and conditions requested by the relevant Italian administrative regulations:

1. The indicated price is fixed and is not subject to revision and is the total fee due and payable for the agreed work to be carried out;
2. The contractor cannot request to the Embassy extra payment for the services covered in the quote;
3. The contractor must indicate in writing here below the details of the current Bank account to which the Embassy will make the required payments and the person/persons authorised to manage the Bank account:


**Bank account details**

Account holder's name WHIP IT LAWNS & GARDENS

BSB 062907

Account Number 10 339 745

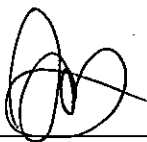
4. The Embassy will not make payments in a manner other than by transfer to the aforementioned Bank account;

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5. In the invoices the following reference number must be indicated: **CIG ZA826A3C6D**;
6. Payment of the monthly invoices will take place after the Embassy of Italy has verified the regular execution and completion of the contracted services and within 14 days from the date of receipt of the invoice;
7. The gardening works to be carried out include:
- Cleaning leaf debris and sediment deposits from pathways and all other hard surfaces;
  - Checking the health of plants and applying fertilisers, pesticides, and herbicides if necessary to control pests;
  - Pruning shrubs and trees (less than 3 meters);
  - Mowing lawns and trimming edges;
  - Cleaning ground drains of garden debris (including building gutters);
  - Removing and controlling weeds in garden beds and pavement;
  - Trimming hedges and maintaining them to a high standard, including topiary;
  - Removing any debris from the gate rails to avoid damages to the gates;
  - Any gardening works that will be required and agreed between the parties.

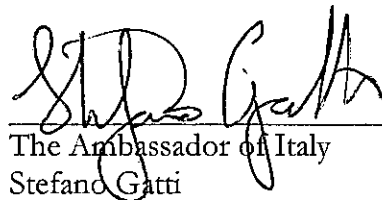
It is agreed that the gardening work will be carried out starting from Thursday, 10<sup>th</sup> January to Monday, 30<sup>th</sup> December 2019. The gardening maintenance will take place on Mondays and Thursdays at a mutually convenient time. However, the gardening maintenance should not start later than 10am. If the Contractor is unavailable to start performing his duties before that time, a written notice must be sent to [canberra.procurement@esteri.it](mailto:canberra.procurement@esteri.it)

Please return this letter signed by the authorised representative of your Company with the Bank information and the declaration requested.

The contract for the provision of the gardening works to be carried out on the premises of the Embassy of Italy and the specific clauses set above, will become binding for both Parties from the date the Embassy receives this letter signed and the requested declaration.



\_\_\_\_\_  
The Contractor



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The Ambassador of Italy  
Stefano Gatti