



MARKET SURVEY NOTICE FOR SHOW COOKING AND COFFEE STATION FOR WINTER FANCY FOOD 2019 – January 13-15, 2019 – SAN FRANCISCO (CA)

Selection of economic operators to be invited to a Request For Proposal (RFP) for amounts below the European Union community threshold (Euro 221,000.00), to be carried out pursuant to:

- **art. 36, paragraph 2, lett. a) of Legislative Decree 50/2016 and subsequent amendments and additions;**
- **art. 10 of Ministerial decree no. 192 of 21 November 2017;**

for Catering Services and/or Chefs for show cooking and coffee station for the Winter Fancy Food 2019 Show – January 13-15, 2019 in San Francisco (CA).

Pursuant to art. 36, paragraph 2, lett. a) of Legislative Decree 50/2016 and subsequent amendments, in conjunction with Guidelines n. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, n. 50, containing "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators" (Resolution No. 1097 of 26 October 2016), and as regards D.Lgs. 19 April 2017, n. 56, it is announced that the ITA-New York Agency intends to initiate a negotiated procedure for the acquisition of the services in question, proceeding with the preliminary identification of **Catering Services and/or Chefs in possession of the relevant professional qualifications in the United States** interested in participating to the procedure that are in possession of the general requirements and professional competence, as per articles 80 and 83 of Legislative Decree 50/2016.

CONTENT OF THE REQUESTED SERVICES:

The service will consist in the following:

1) **SHOW COOKING:** Plan and organize a show cooking service with Italian chefs with proven experience and professionalism for the realization of recipes able to put in evidence the gastronomic culture and the products of Italian cuisine.

All products and ingredients must be authentic Italian. All personnel must wear professional, white chef's attire.

The chefs (the contractor shall provide at least 2 members full-time) shall present and explain, in English language, the recipes while cooking.

The service, aimed at the show visitors, must have a formative and educational character aimed at promoting and spreading the culture of quality in the choice and use of ingredients and products of the Italian gastronomic tradition, with emphasis on products of protected denomination of origin (DOP/IGP).

Three daily cooking show sessions must be carried out in the first 2 show days and 2 sessions on the last day: 11am, 1pm and 3pm on January 13 and January 14 and 11am and 12.30pm on January 15.

Each session must include at least 4 dishes or preparations typical of the Italian culinary tradition. The idea is to provide a representative overview that describes the differences and the different ways of interpreting the cuisine throughout the Italian territory. The dishes should therefore represent the best of Italian culinary tradition, but be revisited in a modern-day gourmet style.

At least 150 tastings for each day (about 50 guests per session) must be guaranteed.

The selected operator (Contractor) will be responsible for providing all the pots, pans and utensils necessary for cooking. The kitchen area will be equipped with a stove and overhead mirror, induction oven, induction hot plates. The back area will be equipped with 2 tall refrigerators, an oven, shelves, prep tables, sink and water connection.

2) **COFFEE BAR:** The service also requires the manning and servicing of the Coffee Bar adjacent to the Show Cooking area, with expert staff for the preparation of coffee, cappuccino, etc. with food supply (water, Italian coffee, milk, sugar, Italian small pastries, etc.) and the necessary goods (unbranded paper cups for coffee and water, stirrers, teaspoons, napkins, etc.) for the three days of the event, during opening hours of the fair: 9am-5pm January 13 and 14, and 9am-4pm on January 15.

All food products and goods must be anonymous except for the Exhibitors' products.

The Contractor will be responsible for the rental of a professional coffee machine and a professional coffee grinder.

The area dedicated to the show cooking activity and the one reserved for the Coffee Bar service are located within the Lounge Italia organized by ITA-Agency within the Italian pavilion.

The Contractor will be responsible for all aspects of the transportation of food products and equipment to and from the WFF exhibit center.

The ITA-Agency will be responsible for the renting of the electrical system, the water supply, rental and installation of the stove, hot plates and suction hoods as well as the application of the graphic images.

All the personnel that will be working in any capacity at the food show must be legally employed according to the US regulations and have his/her own insurance coverage for the type of work he/she will be performing for the duration of the work period, January 12 (set-up day) and January 13-15 (full show days).

SERVICE DURATION

The Contractor must guarantee the continuity of the service for the period from 9am on January 13 to 4pm on January 15. He/she will also have to ensure the presence of his/her own personnel both on the day before the fair inauguration (Saturday January 12) for setting up the area, procurement activities (delivery, storage, etc.) proof and functionality of the rented material, and on the last day (January 15) after the closing time to the public of the fair (4pm) for the necessary disassembly and return of rental material.

BUDGET

The expected level of spending for the three-day contract will not exceed \$ 16,000 (net of statutory taxes) and will correspond to the total amount to be paid to the awarded Contractor.

ITA-Agency reserves the right to increase or decrease the contractual amount by 20% as needed, without any further obligation toward the awarded Contractor.

PRESENTATION OF APPLICATIONS FOR PARTICIPATION

This notice will remain published on the website of this office (contracting authority) for a period of 15 days starting from the day following the date of publication.

Requests for participation by economic operators interested in the selection procedure in question must be signed by the legal representative of the company, or his delegate, and sent to the e-mail address newyork@ice.it no later than 12:00 noon (EST) on December 5, 2018 clearly indicating in the subject of the e-mail the following statement:

SHOW COOKING AND COFFEE STATION FOR WINTER FANCY FOOD 2019 – January 13-15, 2019 – SAN FRANCISCO (CA)

The following attachments must be included:

- **Enclosed application form “A”;**
- **IRS Form W-9 provided by the company;**
- **Enclosed declaration Form “B” duly completed, dated and signed by the legal representative or its delegate with power of representation accompanied by a valid photocopy of the ID, in compliance with:**
 - **General requirements (pursuant to Article 80 of Legislative Decree 50/2016);**
 - **Requirements for professional competence in the sector of reference for the service requested (pursuant to Article 83, paragraph 1, letter a) of Legislative Decree No. 50/2016);**
 - **Technical and professional skills (pursuant to Article 83, paragraph 1, letter c) of Legislative Decree 50/2016).**

Applications for participation received after the above deadline will not be considered.

The request for participation does not lead to the Administration having any specific obligation regarding the continuation of the negotiation.

REQUIREMENTS FOR PARTICIPATION IN THE RFP PROCEDURE

In implementation of the principles of transparency, publicity, impartiality pursuant to art. 4 of Legislative Decree 50/2016, amended by Legislative Decree 56/2017, the ITA will proceed to invite to the RFP procedure a number not less than three operators that have properly applied for participation. If the minimum number of candidates that meet the selection criteria is not reached, ITA will proceed, pursuant to art. 91, c. 2 of Legislative Decree 50/2016 and subsequent amendments and additions, also in the presence of a number of candidates lower than the above-mentioned minimum.

Companies, which will be invited to participate in the negotiated procedure to be carried out, will be required to meet the requirements of the enclosed declaration (form B).

The procedure for the realization of the service in question will be awarded with the criterion of the lowest price offer pursuant to art. 11, of the Ministerial Decree no. 192 of the 21 November 2017.

The detailed procedures for evaluating offers will be indicated in the letter of invitation to the RFP.

The letter of invitation and the documents necessary for the participation in the RFP in question will be sent - to the selected operators - to the email address indicated in the application form A.

DISCLOSURE UNDER THE ART. 13 AND UNDER THE EU REGULATION 679/2016

In compliance with the provisions of art. 13 and under the EU Regulation 679/2016 on the protection of personal data of physical persons, as referred in art. 4 of the aforementioned Regulation, we inform you that your personal data is collected, processed, used and disseminated solely for the institutional purposes of ICE-Agency, as required by art. 14, paragraph 20, D.L.98 / 11 converted into L.111 / 11 as replaced by art. 22 c. 6 D.L. 201/11 converted into L. 214/11 and for this purpose will be included in the Central Data Bank of ICE.

Your personal data, merged into the Central Data Bank of ICE, can be used to send proposals of participation in initiatives organized by ICE, such as fairs, workshops, seminars, training courses, etc., and used to carry out customer satisfaction and other surveys concerning the activity of ICE.

This process will take place by means of paper and / or computerized methods. The data will be communicated and disseminated to other public entities to fulfill specific legal obligations.

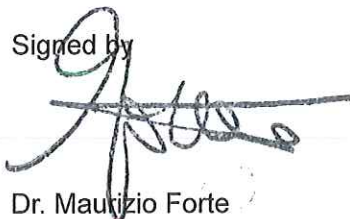
We also remind you that you may exercise, at any point of time, the rights referred to in articles 17 and the ones EU Regulation 679/2016. For any information it is possible to contact the handling in charge of ICE-Agency, [Via Liszt 21 00144 Rome](#) or the data control in charge at the office.

This notice constitutes exclusively a call for expressions of interest to be invited to the RFP that will be carried out and therefore does not imply any obligation for the ITA towards the interested parties.

The Office of reference for the selection procedure is the ITA-New York Office (email: newyork@ice.it).

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/Responsabile Unico del Procedimento (RUP)] is **Mr. Maurizio Forte – The Italian Trade Agency - New York, Italian Trade Commissioner.**

Signed by



Dr. Maurizio Forte
Italian Trade Commissioner
Executive Director for the USA