

## **GUIDELINES: RULES AND REGULATIONS FOR SELECTION OF CONTRACTORS AND SUPPLIERS BY ITALIAN TRADE COMMISSION (ICE)-HONG KONG (ICE-HK)**

For the purposes of regulating ICE-HK's procurement process, protecting rights and interests of ICE-HK and other parties involved in the procurement process, improving economic efficiency and ensuring quality and fairness in the procurement process, this Guideline is hereby formulated. This Guideline stipulates the procedures of selection and enrolment for contractor and suppliers who are listed on the "List of Contractors/Suppliers" which is created and recorded by the Office of the ICE-HK.

This Guideline supersedes and replaces any and all prior guidance and/or rules and/or regulations on the subject matter, whether oral or written, and sets forth the entire Guideline with respects to the subject matters contained herein. Any amendment to this Guideline must be in writing by ICE-HK.

### **ARTICLE 1 DEFINITIONS**

For the purposes of this Guideline, the term "Procurement" means the obtaining of goods, projects and services in the form of contracts for consideration, including by acquisition, lease, appointment, and employment etc.

For the purposes of this Guideline, the term "Goods" means all types and categories of articles including furniture, equipment, tools, machineries and other products etc.

For the purposes of this Guideline, the term "Services" means the objects of procurement other than goods, such as all kinds of professional advisory service, advertisement and commercial promotion, exhibition and trade fairs, etc.

### **ARTICLE 2 STRUCTURE OF THE LIST OF THE CONTRACTOR AND SUPPLIERS**

According to the objects of procurement, the contractors and suppliers listed on the List of the Contractor and Suppliers are classified into 5 categories:

Category A: ORGANIZATION OF EXHIBITION AND TRADE FAIRS

Category B: SUPPLY OF OFFICE EQUIPMENT

Category C: FURNITURES AND TOOLS/MACHINERIES FOR OFFICE

Category D: CONTRACTORS SERVICES AND RENOVATION

Category E: CONSULTANCY SERVICES AND ADVISORY

The business scope of each listed contractor or supplier must be matched to the category under which it is listed.

ICE-HK is entitled to accept the applications only for those goods and services needed ICE-HK.

### **ARTICLE 3 REQUIREMENT FOR CONTRACTORS AND SUPPLIERS**

To participate in the ICE-HK's procurement activities, a contractor or supplier shall satisfy the following criteria:

- Legally established according to the applicable laws and regulations of its registration country and obtain a valid Business License issued by the local competent authority; where the contractor or supplier is a natural person, he/she is required to provide his/her valid ID documents, such as ID Card or passport;
- Have the capacity to bear civil liability independently;
- Have a good commercial reputation and sound financial accounting systems;
- Have a good record of paying taxes and social insurance in accordance with the applicable laws and regulations;
- Have no record of material violations in its business activities in the past three years;
- Have the necessary equipment and professional and technical competence required for performance of the contract;
- Respect and observe all the relevant labour and employment laws, and employ workers according to the applicable laws and regulations;
- Never breach any contracts with ICE-HK in the past three years; and
- Other criteria stipulated in relevant laws and administrative regulations (if any).

### **ARTICLE 4 APPLICATION INSTRUCTION**

The applicants shall send the application forms (Supplier Form and Questionnaire form) here attached to this e-mail address: [hongkong@ice.it](mailto:hongkong@ice.it)

The Application Forms need to be signed by the Legal Representative of the applicant; the signed Application Forms shall be sent by a certified official e-mail address of the contractor and supplier to [hongkong@ice.it](mailto:hongkong@ice.it) in the following way:

- If signed manually, the documents need to be scanned together with a copy of the identity document of the person who has signed them;
- If signed in a digital way, the documents need to be scanned without any identity documents.

Further to these documents also other documents are needed for the selection as indicated here below by Article 5.

Please note that the fulfillment of the documents online doesn't mean that the applicants have been selected or included in the List of Contractor and Supplier. ICE-HK reserves sole discretion to determine which contractor and supplier is selected.

#### **ARTICLE 5 DOCUMENTS NEED TO BE PROVIDED BY APPLICANTS**

##### **For individual applicants**

- Valid ID documents, such as ID Card or passport;
- Curriculum Vitae, including information such as education backgrounds, related previous experience, professional skills and professional certificates, etc.;
- References provided by previous employers or clients who purchased Goods or engaged Service from the individual applicants over the last three years; or

##### **For company applicants**

- Valid company registration documents, such as Business License, Certificate of Incorporation, etc.;
- Valid financial statements over the last three years;
- Tax registration certificates;
- Professional Certificates;
- Specific licenses or permits required in conducting sales of specific Goods or providing specific service;

At least two references provided by previous clients who purchased Goods or engaged Service from the company applicants over the last three years; or

**ARTICLE 6 Additional Documents required from the Exhibition/Trade Fair Booth Setting Up/Preparation Contractor/Supplier**

- 1) References related with the settings up provided during the last 3 years. The technical specification of the most important settings up. Relevant pictures need to be attached if possible. Relevant information, such as information for each setting up realized in the specific geographic area, details of the measures of the area set up, place and materials used in the setting up, etc. shall be provided.
- 2) List of equipment required for Exhibition/Trade Fair Booth setting up usage owned by the contractor/supplier, included warehouse or the factories of the contractors/suppliers.

A contractor/supplier may be considered to be invited by ICE-HK as an Exhibition/Trade Fair booth setting up contractor/supplier providing all abovementioned criteria are fulfilled.

**ARTICLE 7 VOID**

**ARTICLE 8 TIMELINE**

All application documents shall be checked and examined within thirty (30) days from the date of receipt. Should there are any missing or incorrect contents in the application documents, ICE-HK is entitled to require applicants to complete or correct the application documents.

**ARTICLE 9 PERIODICAL REVIEW**

ICE-HK has the right to conduct periodical review on performance of the contractor/supplier, including but not limited to quality of Goods and Service, price, continuous performance capability, performance promptness and stability, etc.

The contractor/supplier on the List of Contractor/Supplier may be removed from the list if it fails to pass the periodical inspection and review conducted by ICE-HK from time to time.

**ARTICLE 10 INFORMATION UPDATE**

Where there are any information filed with ICE-HK by a Contractor/Supplier listed on the List of Contractor/Supplier are changed or updated, such Contractors/Suppliers are obliged to update such changed or amended information with ICE-HK within 30 days from the completion date of such amendments.

The Contractor/Supplier shall timely update its amended information to [email: hongkong@ice.it](mailto:hongkong@ice.it)

#### **ARTICLE 11 REGULAR UPDATE OF THE LIST OF CONTRACTOR/SUPPLIER**

The List of Contractor/Supplier shall be updated at least once a year.

Each Contractor/Supplier has to proactively update its information by sending an email to [hongkong@ice.it](mailto:hongkong@ice.it) once a year. By sending this e-mail each Contractor/Supplier has to demonstrate that they still own the requirements of integrity and respectability.

Fail to update its information per ICE-HK's requirement within the required time limit, the Contractor/Supplier may be removed from the List of Contractor/Supplier by ICE-HK.

#### **ARTICLE 12 EVALUATION OF THE SELECTED CONTRACTORS/SUPPLIERS**

The selected Contractors/Supplier who receives the commitment to provide Goods or Service to ICE-HK is evaluated by ICE-HK. The evaluation of the selected Contractors/Supplier is based on a scoring system ranking from 1 to 5. (1 refers to really low; 2 refers to not sufficient; 3 refers to sufficient; 4 refers to good; 5 refers to excellent).

For each Category there are different criteria for the evaluation (not only under a technical point of view but also with reference to the timelines for the supply, quality of the good/service provided, numbers of any malfunctions, problem solving).

ICE-HK elaborates an average of scores for each contract. The number of scores got in this way is relevant also for future selections.

If the Contractor/Supplier has more than one contract, each contract is subject to an evaluation and each evaluation is taken into consideration for an average general score.

#### **ARTICLE 13 TEMPORARILY REMOVED FROM THE LIST**

A Contractor/Supplier may be temporarily removed from the List due to the occurrence of any of the following situations:

- A Contractor/Supplier may be temporarily removed from the List for a time of period between 6 months and 1 year if such Contractor/Supplier got an evaluation under 3 points/scores.

- A Contractor/Supplier may be temporarily removed from the List if it involves in any litigations or arbitration procedure against ICE-HK until such legal procedures fully completed.
- A Contractor/Supplier may be temporarily removed from the List if there are any necessary information required by ICE-HK are missing.
- A Contractor/Supplier may be temporarily removed from the List if there is any delay in delivery of the Goods or Service.

The decision of temporarily removal of a Contractor/Supplier from the List shall be made by the director of ICE-HK.

The Contractor/Supplier temporarily removed from the List may be added to List again once the abovementioned situations are thoroughly corrected or eliminated. However, there is still the possibility that the Contractor/Supplier temporarily removed from the List may be permanently removed from the List if the abovementioned situations are not corrected or eliminated within the given time limit, or even deteriorated.

#### **ARTICLE 14 PERMANENTLY REMOVED FROM THE LIST**

A Contractor/Supplier may be permanently removed from the List due to the occurrence of any of the following situations:

- A Contractor/Supplier may be permanently removed from the List if such Contractor/Supplier be ranked less than 3 scores for any Goods or Service supply.
- A Contractor/Supplier has already been temporarily removed from the List for at least 3 times over the past 3 year.
- A Contractor/Supplier is responsible or liable for any breach of contracts.
- A Contractor/Supplier may be removed from the List if it fails to meet the requirement listed in Article 3 of this Guideline.
- A Contractor/Supplier may be removed from the List if it fails to provide the documents listed in Article 5 of this Guideline, or the documents and certificates contains false and/or inauthentic information.
- A Contractor/Supplier may be removed from the List if it fails to pass the periodical inspection and reviewing conducted by ICE-HK according to Article 7 of this Guideline.
- A Contractor/Supplier may be removed from the List if any of its representations and warranties listed in the Article 8 of this Guideline are proved to be false or inauthentic in any material respect.

- A Contractor/Supplier may be removed from the List once it is found involving in any of the misconducts listed in Article 9 of the Guideline.
- A Contractor/Supplier may be removed from the List if it fails to update its information according to Article 11 of this Guideline for 2 years.
- A Contractor/Supplier shows lack of interest in the commercial negotiation, such as lack of communication, lack of reply without reasonable grounds for at least 3 quotations over the past 2 years.

For the last 2 situations abovementioned, the removed of any Contractor/Supplier could apply for being added in the List after two years from last removal.

The decision of permanent removal of a Contractor/Supplier from the List shall be made by the director of the ICE-HK.

#### **ARTICLE 15 PRIVACY**

All the information and data transmitted by each Contractor/Supplier to ICE-HK according to this Guideline are collected and managed by ICE-HK solely for the purpose permitted by the applicable laws and regulations of ICE-HK.

#### **ARTICLE 16 PERSONAL DATA**

All Contractors/Suppliers expressly acknowledge the confidentiality and the intellectual property character of personal data of ICE-HK, each Contractor/Supplier undertakes to retain in confidence the personal data of ICE-HK and guarantees that its employees, representatives and agents will retain in confidence the same in accordance with this Guideline.

#### **ARTICLE 17 DISCLAIMER**

This Guideline is solely for the purpose of the Contractors/Suppliers' reference on how to apply and be enrolled on the List Contractor/Supplier of ICE-HK. ICE-HK reserves full rights to update, amend and interpret this Guideline.

The Articles in this Guideline are intended to be substituted, amended, revoked or automatically cancelled if it is not comply with the current applicable laws and regulations of HONG KONG. Should any Article of this Guideline be, for any reason whatsoever, invalid or unenforceable, the remaining Articles shall not be affected by this invalid or unenforceable provision.

# Supplier Form

## Basic Information

<b>Company Name:</b>	
<b>Legal representative</b>	
<b>Surname:</b>	<b>Type of Society:</b>
<b>Name:</b>	<b>Social Capital:</b>
<b>VAT Code:</b>	<b>E-mail:</b>
<b>Turnover of last three years</b>	
<b>Year:</b>	<b>Amount:</b>
<b>Year:</b>	<b>Amount:</b>
<b>Year:</b>	<b>Amount:</b>

## Registered office

<b>Address:</b>	<b>Zip-Code:</b>
<b>E-mail:</b>	<b>Telephone:</b>
<b>Registration Date:</b>	<b>Website:</b>

## Address for delivery of tender documents

<b>Address:</b>	<b>Zip-Code:</b>
<b>E-mail:</b>	<b>Telephone:</b>
<b>Fax:</b>	<b>Website:</b>



## Employee

<b>No. of employees:</b>	<b>out of which</b>	<b>Managers:</b>
		<b>Officers:</b>
		<b>Technicians:</b>
		<b>Others:</b>

## Category

<input type="checkbox"/> <b>A organization of exhibition and trade fairs</b> <input type="checkbox"/> <b>B supply of office equipment</b> <input type="checkbox"/> <b>C furniture and tools/machineries for office</b> <input type="checkbox"/> <b>D contractors services and renovation</b> <input type="checkbox"/> <b>E Consultancy services and advisory</b>
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## Other Information

Have you been worked with ICE-HK or other Italian Public Administrations?

\_\_\_\_\_

If yes, on which projects: \_\_\_\_\_

Notes: \_\_\_\_\_

I declare to have read and accepted the "rules and regulations for selection of contractors and suppliers by Italian Trade Commission- Hong Kong Office"

\_\_\_\_\_  
**Date**

**Hong Kong Office**  
Suite 4001, Central Plaza  
18 Harbour Road, Wanchai, Hong Kong  
T +852 28466500 F +852 28684779  
hongkong@ice.it www.ice.it/en/markets/china/hong-kong

\_\_\_\_\_  
**Signature and Company Stamp**

Via Liszt 21, 00144 Roma, Italia  
T el : +39 0659921  
www.ice.gov.it  
Part. Iva 12020391004

# Questionnaire Form/Declaration (mandatory for the stand construction)

## Structure of Company

Factory (Surface in sqm)
Office (Surface in sqm)
Storehouse (Surface in sqm)
Does it own a design studio?    Si    No

## For assembly work you use

Own staff    Si    No
Local labor    Si    No

## For the transport of materials you use

Own transport:    Si    No	No Within distance (in Km):
Trusted shippers: Si    No	Which:

## Experience of last three years

### List of geographical areas in which you have operated


### List of geographical areas in which you intend to operated




**ITALIAN TRADE AGENCY**  
ICE – Italian Trade Commission

## Maximum construction area

Realization year:
Exhibition:
Surface in sqm:
Client:

## List of foreign partners with which you collaborate

Name of partner:
Geographical area:

I declare to have read and accepted the "rules and regulations for selection of contractors and suppliers by Italian Trade Commission- Hong Kong Office"

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Date

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Signature and Company Stamp

**Hong Kong Office**  
Suite 4001, Central Plaza  
18 Harbour Road, Wanchai, Hong Kong  
T +852 28466500 F +852 28684779  
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