



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

REGULATION ON ENROLLMENT AND MANAGEMENT PROCEDURES OF THE SUPPLIERS' REGISTER FOR ECONOMIC OPERATORS IN QATAR FOR THE PARTICIPATION IN TENDERS SET UP BY THE ICE DOHA

This Regulation establishes the procedures of enrollment and ordinary management of the Suppliers' Register for Economic Operators set up by the ICE – Agency.

It takes into account the content of the 4 Guidelines approved by the ANAC (Italian National Anti-Corruption Authority) with Resolution no. 1097 of the 26th of October 2016 and Resolution no. 206 of the 1st of March 2018 that implement the Italian Legislative Decrees 50/2016 and 56/2017 (implementing Directive 2014/24/EU on public tender procedures).

Any Qatari or foreign economic operator who wants to participate in tenders flagged by the ICE-Agency – Doha Office must comply with the requirements mentioned in this Regulation, in order to be included in the Suppliers' Register. As provided for by Article 3, only operators who meet the requirements of professional competence as well as financial and technical capacity shall be included, upon request, in the Suppliers' Register. Nevertheless, the mere registration does not imply any automatic rights to receive invitations.

1. Authorized economic operators/entities

In accordance with the European Directive 2014/24/EU on public tender procedures, implemented by the Italian government through the Legislative Decree no. 50/2016, the economic operators eligible to participate in the ITA (Italian Trade Agency) tendering procedures may be:

- a. individual entrepreneurs;
- b. companies;
- c. groups of companies;
- d. multinational companies (corporations).

2. Structure of the Suppliers' Register

The Suppliers' Register is divided into two amount categories: one for amounts below 40,000 Euros and the other one for amounts from 40,000 up to 220,999 Euros. The Register is also divided into the following 5 product macro-sectors:

- Purchase and printing of promotional material
- Events and fairs organization with related services
- Office supplies
- Office maintenance and routine works
- suppliers of accounting / legal / technical advice services.

All economic operators can request to be included in a maximum of 2 product macro-sectors and it is compulsory to indicate up to 5 specific categories of interest (Annex 1).

Every product category the economic operators request to be included in must be relevant to the social purpose of the company – as registered by the official bodies or the competent professional associations – and related to the relevant activity.

The ICE-Agency in Doha reserves the right to accept registration requests only for goods and services required for their activities.

3. Requirements to apply for the Suppliers' Register

In order to have their registration request accepted, economic operators must:

- a. be registered as a legal entity under the categories mentioned in article 1
- b. have a tax status
- c. declare that they meet the requirements of professional and moral eligibility as well as financial and technical capacity
- d. comply with the national collective work and social agreements
- e. declare that in the 3 years before submitting the registration request they had not committed any ascertained and grave breaches and had any shortcomings with regards to the execution of contracts with the Agency that resulted in the termination of the contract or withdrawal of the award
- f. declare that they are not subject to any of the following exclusion criteria:
 - participation in criminal organizations
 - corruption or fraud

- money laundering and criminal activities
- exploitation of minors and other forms of human trafficking
- violations of the obligations related to the payment of taxes or social security contributions
- penalties that, according to the Italian or Qatari legislation, imply the ban on signing agreements and stipulating contracts with the Public Administration.

4. Procedure to be enrolled in the Suppliers' Register

Every economic operator must submit an application attaching the required documents mentioned in art. 5 in order to receive an invitation to tender, and – following the verification process - the ICE-Agency in Doha shall confirm the registration of the operator.

5. Required documentation

1. Applications for the Suppliers' Register to be sent to the ICE-Agency in Doha specifying the product macro-sector and the related products/service categories the registration is requested for.

2. Company registration documents (company's data); in specific cases (i.e. freelancers, teachers, etc.) supplementary documentation may be requested (i.e. curriculum vitae or references provided, in the last 3 years, by public or private entities the company or the professional provided with the same work, services or supplies that the registration is requested for.

3. Tax status

4. If the operators have not provided any services to the ICE-Agency in Doha and/or to any other offices/sections of the Italian Embassy in Qatar in the last 3 years, they must present at least 2 clients' reference letters for the previous 3 years or – as an alternative to the reference letters and for new suppliers only – a certified copy of the contracts and their respective invoices issued not earlier than 3 years from the registration request date.

The registration form can be downloaded from the following link:

<https://www.ice.it/en/markets/qatar/doha/how-bid-ice-dohas-tenders>

6. Timing of the documentation preliminary investigation

The submitted documentation shall be examined by the ICE-Agency in Doha within 30 working days from the reception of the documentation mentioned in art. 5 and, if that is incomplete or irregular, the company will receive a request for clarification/integration by e-mail.

The Office of the ICE-Agency is entitled to carry out spot checks on the truthfulness of the statements made by the company.

If the company made any statements which do not match the inspection results this shall be suspended or canceled from the Suppliers' Register.

7. All entities' obligation to update their information

Any change of data or information on the conditions/requirements mentioned in art. 3 must be updated in writing within 30 days from the date the above-mentioned changes occurred.

8. Yearly update of the Suppliers' Register

The ICE-Agency in Doha shall update the Suppliers' Register on a yearly basis requesting the registered entities to update their information by e-mail.

9. Assessment of suppliers' activities

Any services or goods provided – in accordance with this regulation – shall be evaluated and given a score from 1 to 5 (1 – very poor, 2 – insufficient, 3 – sufficient, 4 – good, 5 – excellent) with regards to goods quality, overall service quality, goods/services delivery times, flexibility and ability to adapt to the ICE-Agency staff's requests, etc. The ICE-Agency in Doha shall calculate the average evaluation score. Upon request, the operators can receive a copy of the evaluation form.

10. Registration suspension

The enrollment validity in the Suppliers' Register may be suspended for at least six months if the supplier is given an average evaluation score below 3 by the ICE-Agency in Doha for services provided during the last year.

The suspension may also occur in the following cases:

- a) failure to communicate changes related to the company's data
- b) ongoing legal proceedings
- c) delays in delivery process
- d) negative trials
- e) non-fulfillment of one of the obligations established by the awarded contract.

11. Registration cancellation

The cancellation from the Suppliers' Register of the ICE-Agency in Doha shall occur if:

- the supplier is not in compliance with any of the criteria listed in art. 3 of this Regulation
- the result of the assessment of more than one service/supply is below the medium level of 3
- the supplier is subject to exclusion from tender procedures as ruled by other Public Administration Authorities in either Qatar or Italy
- the operator is guilty of any breaches of contracts
- failure to meet the registration requirements is verified after the registration process.

Cancellation measures are taken by the Director of the ICE-Agency in Doha who is responsible for the procedure.

12. Participation in the tender procedures and registered operators' rotation criteria

With regards to the selection of suppliers, the ICE-Agency in Doha complies with the Italian Legislative Decree no. 50/2016 and particularly with the art. 36 and the 4 relevant guidelines provided by the Italian National Anti-corruption Authority (ANAC) and mentioned in the introduction.

The economic operators can participate in tender procedures either upon explicit



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

invitation or by responding to a public notice posted on the Agency's website (<https://www.ice.it/en/markets/qatar/doha/how-bid-ice-dohas-tenders>).

The ICE-Agency in Doha reserves the right to convene the registered entities based on both a rotation system of invitations to suppliers included in the Register under the same product category, and the assessment outlined in art. 9.

With regards to the rotation system, in addition to comparing the suppliers, the ICE-Agency in Doha shall also take into account the number of suppliers registered in the category, as well as – under certain circumstances - the fulfillment of specific requirements (technical and professional as well as economic and financial ones).

13. Processing of personal data

In compliance with the Legislative Decree no. 196/2003 and the European Regulation no. 679/2016, the data of all companies shall exclusively be processed for purposes permitted by law, in accordance with the current regulations on personal data protection.

14. Final provision

All registered suppliers shall be duly and promptly notified by the ICE-Agency Office in Doha on any amendments made to this Regulation.