

Office of Beirut for Cyprus, Lebanon and Syria

**APPLICATION FORM TO BE REGISTER IN THE SUPPLIERS  
REGISTER OF THE ITALIAN TRADE AGENCY – BEIRUT OFFICE**

**ECONOMIC OPERATOR INFORMATION**

<b>A. Basic information</b>	<b>Answer:</b>
Company official name:	
Ministry of Finance registration number	
VAT number	
Full address:	
Contact person:	
Telephone number:	
e-mail:	
Website:	
<b>Bank account details (EUR)</b>	
Beneficiary name	
IBAN:	
Bank's Name:	
Address:	
SWIFT Code:	
<b>Bank account details (LBP)</b>	
Beneficiary name	
IBAN:	
Bank's Name:	
Address:	
SWIFT Code:	

<b>Bank account details (USD)</b>	
Beneficiary name	
IBAN:	
Bank's Name:	
Address:	
SWIFT Code:	

<b>B. Official representative</b>	<b>Answer:</b>
Full name:	
Date and place of birth:	
Position / Title:	
Full address:	
Telephone number:	
E-mail:	
If necessary, provide details on representation (form, scope, purpose):	

### C. Macro Sectors and Sectors

**(PLEASE CHECK MAXIMUM 2 MACRO SECTORS AND MAXIMUM 5 SECTORS)**

#### A- MACRO SECTOR: ORGANIZATION OF EXHIBITIONS AND TRADE FAIRS

##### Sectors

A01 EXHIBITIONS AND FAIR (STANDS CONSTRUCTUIONS AND RENTAL)	
A02 TRANSPORTS AND MOVING	
A03 PROMOTIONAL OBJECTS	
A04 MATERIAL VARIOUS FOR PROMOTIONAL EVENTS	
A05 REALIZATION OF AUDIOVISUAL PRODUCTS	
A06 MULTIMEDIA AND CONGRESS EQUIPMENT	
A07 MULTIMEDIA AND WEB APPLICATIONS	

## B- MACRO SECTOR: OFFICE SUPPLIES AND STATIONARY

### Sectors

B01 STATIONERY AND CONSUMABLES	
B05 TYPOGRAPHIES	
B06 EDITORS	
B07 ELECTRICAL AND HARDWARE MATERIAL	
B08 SANITARY AND ACCIDENTAL PRODUCTS	
B09 UNIFORMS AND WORKING CLOTHING	
B10 SUBSCRIPTIONS PUBLICATIONS, PURCHASE BOOKS	

## C- MACRO SECTOR: OFFICE EQUIPMENT AND OFFICE FURNITURE SUPPLIERS

### Sectors

C01 SOFTWARE DESIGN	
C02 MAGNETIC PC ACCESSORIES	
C03 HARDWARE AND SOFTWARE	
C04 OTHER OFFICE MACHINES	
C05 ASSISTANCE AND MAINTENANCE OF MACHINES	
C06 OFFICE FURNITURE, EQUIPPED WALLS, ILLUMINATION AND CURTAINS	

## D- MACRO SECTOR: WORKS AND MAINTENANCE SERVICES

### Sectors

D01 BUILDING ENTERPRISE	
D02 AIR CONDITIONING AND TREATMENT PLANTS	
D03 VARIOUS MAINTENANCE TO THE STRUCTURE	
D04 ELECTRICAL SYSTEM, TELEPHONE, NETWORKS	
D05 UNINTERRUPTIBLE POWER SUPPLY (UPS)	
D06 FIRE SAFETY	
D07 SAFETY SYSTEMS	
D08 FUELS	
D09 CLEANING	
D10 PORTERAGE	
D11 LIFTING EQUIPMENT	
D12 VIVARIUM AND GREEN AREA MAINTENANCE	

## E- MACRO SECTOR: SERVICES AND CONSULTANCIES

### Sectors

E01 ADVERTISING AGENCIES AND P.R.	
E03 ADVERSITING INSERTIONS	
E04 PHOTOGRAPHIC SERVICES	
E05 TRAVEL AGENCIES	
E06 TRANSLATIONS	
E07 INTERPRETING	
E08 LANGUAGE COURSES	
E09 OTHER TRAINING COURSE	
E10 MARKET RESEARCH	
E11 ADVISORY SERVICES	
E12 DESIGN - SERVICES OF ARCHITECTS AND ENGINEERS	
E13 SUPERVISORY SERVICES	
E14 FOOD SERVICES COMPANY	
E15 CONGRESS SERVICES - EVENTS ORGANIZATION	
E16 OTHER SERVICES	
E17 DOCUMENT MANAGEMENT	
E18 INSURANCE AND BANKS	

**Please carefully read the General Terms and Conditions of the Italian Trade Agency –Beirut Office and confirm your acceptance of these terms and conditions as final by signing them.**

### GENERAL TERMS AND CONDITIONS OF CONTRACT

#### § 1- General rules

- (1) ITA, the Italian Agency for export promotion and internationalization of Italian companies (hereinafter refer to as ITA), is a Governmental Agency and, as such, is required to follow and enforce the Italian laws and regulations.
- (2) Every entity within the Italian Public Administration shall conform to the principles of loyalty, fairness and transparency. These principles apply to any business relationship with partners, customers and suppliers (hereinafter refer to as "business counterparts").
- (3) Any business counterparts will acknowledge the present General Terms and Conditions of Contract, as these will be an integral part of any contracts or agreements signed with ITA.
- (4) The General Terms and Conditions of Contract refer to: the Code of Conduct of ITA Employees; the Integrity Pact; the rules for the recruitment of ITA former employees (Anti-pantouflage clause).

## § 2- Code of Conduct

(1) ITA and the business counterparts will act in accordance with the principles stated in the Code of Conduct set by ITA for its employees. Respect of these principles is required throughout the tender procedures, the awarding and the performance of the contracts.

(2) According to the Code of Conduct, both ITA employees and the business counterparts will abide by the following principles: accuracy, loyalty, impartiality, good faith. They will also act in accordance with the principles of integrity, fairness, honesty, proportionality, objectivity, impartiality, transparency, equity, plausibility and confidentiality.

(3) No donations, gifts or endowments can be offered or accepted. The business counterparts should not, under any circumstances, offer to ITA employees donations in cash and /or gifts, nor any other benefits. In parallel, it is strictly forbidden to ITA employees to accept such donations, gift and benefits.

(4) Should the above-mentioned obligations be violated, ITA will be entitled to automatically terminate the contract and to impose disciplinary measures upon the employee/s involved. (5) The Code of Conduct is available on ITA website, [www.ice.it](http://www.ice.it), under: *Amministrazione*

*Trasparente/Disposizioni generali/ Atti generali*. The Code is available in English, for the perusal and understanding of foreign business counterparts.

## § 3- Rules for the recruitment of former ITA employees (anti – pantouflage clause)

ITA will not conclude any contracts with a business counterpart that has recruited or has assigned any tasks to a former ITA employee, if:

- the employment contract between ITA and the former employee was terminated for less than 3 years;
- the former employee had bargaining powers or decision-making powers during the last three years of his/her employment.

These circumstances have to be communicated to ITA before the conclusion of the contract or at the moment they occur if this happens at a later stage.

Should the circumstances apply, ITA will be entitled to terminate the contract or the ongoing negotiation with the business counterpart.

## GROUNDS FOR EXCLUSION

### A: Reasons related to criminal convictions

Economic operators that have been convicted, with final criminal sentence, in Italy or Lebanon, for one or more of the following reasons: (1) participation in a criminal organization; (2) corruption; (3) fraud; (4) terrorist offenses or crimes related to terrorist activities; (5) money laundering or terrorist financing; (6) child labor and other forms of trafficking in human beings; (7) any other crime that results in the inability to negotiate with the public administration.

### 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, taxes or

social security contributions, in the country where it is established, in Italy and in the country where the contract takes place.

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

- 1) The economic operator has not violated, to the best of his knowledge, obligations in the field of health and safety at work, environmental, social and labor law
- 2) The economic operator is not subject to a procedure to ascertain one of the following situations of bankruptcy, insolvency proceedings, liquidation, arrangements with creditors, controlled administration or another similar situation or has ceased his activities
- 3) The economic operator has not been found guilty of serious professional malpractice
- 4) The economic operator has not signed agreements with other economic operators to distort competition
- 5) The economic operator is not aware of any conflict of interest related to his participation in the procurement procedure
- 6) The economic operator or a company connected to it did not provide advice to the Italian Trade Agency or have otherwise participated in the preparation of the award procedure.
- 7) The economic operator has not already experienced the early termination of a previous contract or tender, or has already been ordered to pay damages or other penalties in relation to a previous contracts or tenders
- 8) The economic operator confirms that it has not been seriously guilty of misrepresentation in providing the information required to verify the absence of reasons for exclusion or compliance with the selection criteria and / or not to have concealed this information
- 9) He also declares that he has not attempted to unduly influence the decision-making process of a Client, has not attempted to obtain confidential information that could give him undue advantages in the procurement procedure, has not provided misleading information that may have a significant influence on the decisions concerning the procedure tender

**D: Reasons for exclusion provided for by Italian legislation and equivalent situations provided for by the law of the country where the contract takes place**

- 1) The economic operator is not in any of the following situations:
- 2) there are grounds for revocation, suspension or prohibition provided for by anti-mafia

legislation

- 3) is subject to infiltration of organized crime
- 4) has been subject to the interdiction of the exercise of the activity or to another sanction that involves the prohibition of contracting with the public administration
- 5) violated the prohibition of fiduciary registration
- 6) respects the rules on the right to work of disabled people
- 7) if he has been the victim of extortion and extortion crimes committed by organized crime or by those wishing to facilitate the activity of organized crime and does not make use of a case of necessity or self-defense, he denounced the facts to the judicial authority
- 8) is in relation to another participant in the same procedure of assignment, in a control situation or in any relationship, even in fact, if the control situation or the relationship implies that the offers are attributable to a single decision-making center
- 9) has concluded employment or self-employment contracts and, in any case, has assigned tasks to former employees of the Client who have ceased their working relationship for less than three years and who have exercised authoritative or negotiating powers for the last three years of service; the Client's account towards the same economic operator (*pantouflage* o *revolving door*)

## FINAL DECLARATIONS

The undersigned declares formally that the information contained in this application form is true and correct and that the undersigned is aware of the consequences of a serious false declaration, provided for by Italian law and local law.

The undersigned hereby certifies the absence of the grounds for exclusion provided.

The undersigned authorizes formally the Italian Trade Agency – Beirut Office to perform the verifications with the competent local authorities on the veracity of the declarations made on the requirements.

The undersigned declares to have read and accepted the Guidelines for the registration and management of the Suppliers Register of The Italian Trade Agency – Beirut Office

[Place and Date]

[Name and position and company stamp]

The present application form is only valid if accompanied with a copy of the identification document, a copy of the fiscal number, and a copy of the registration to the Chamber of Commerce, if applicable.