



ITALIAN TRADE AGENCY

Sydney Office

Date Published: 23/01/2020

Closing Date: 07/02/2020

EXPRESSION OF INTEREST/MARKET SURVEY NOTICE FOR TRAVEL SERVICES

Selection of economic operators to tender for an amount equal or greater than 40,000.00 euro and less than 214,000.00 euro (below the EU threshold relevance), for the supply of Travel Services to the Italian Trade Agency in Sydney, between March 2020 and March 2021.

ITA, Italian Trade Agency - Sydney Office, intends to initiate a negotiated procedure for the acquisition of Travel Services – planning, booking and ticketing, air and land, and ancillary services - proceeding with the preliminary identification of economic operators based in Australia and interested to bid, who are in possession of technical and professional competence in the travel sector and for the requested services, and in compliance with the principles of non-discrimination, equal treatment, fair competition, rotation and transparency.

This procedure is carried out pursuant to art. 36, paragraph 2, let. b), art. 80 and 83 of Italian Legislative Decree 50/2016 as emended by art. 7, paragraph 2, let. b) and art. 10, paragraph 1 of Legislative Decree 192/2017, in conjunction with the Guidelines issued by the Italian Authority ANAC, specifically Guideline n. 4 - “Procedures for the awarding of public contracts for the amount below the EU threshold relevance, market survey and training and management of lists of economic operators” (Resolution n. 1097/2016), and as regards D.Lgs 56/2017.

This notice is published on the website of the Contracting Authority for a period of 15 days starting from the day following the date of publication.

CONTRACTING AUTHORITY

Italian Trade Agency, located on Level 19, 44 Market Street, Sydney NSW 2000. The person responsible for this procedure is Ms Paola De Faveri, Italian Trade Commissioner.

DESCRIPTION OF REQUESTED SERVICES

The following services will be object of the tender:

- Planning, reservation, ticketing on domestic and *international* air/train/other means of transport
- Hotel arrangements, domestic and international
- Organization and supply of travel packages for individuals or groups

The Companies invited to bid will have to commit to:



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- Deliver the most convenient fares in the market or those from special agreements with carriers
- Deliver the most favourable travel itineraries with respect to destinations, minimizing transit/connection times and number of stopovers
- Provide quotation of at least 3 travel options and/or 3 hotels at the requested star rating
- Respect the agreed delivery time of service
- Accept ITA payment policy (by direct deposit) at 30 days when requested, with no advance payment until the service is rendered
- Hold the bookings for three working days when requested
- Guarantee the possibility of modifying and re-issuing tickets, and refund in case of cancellations
- Detect any issues that might arise during the execution of services, and solution of unforeseen problems (strike, delay, flight cancellations, unregistered hotel reservation etc)
- Provide general information relating passports and visas
- Assign a dedicated agent to ITA, who meets the technical and professional requirements set by The Australian law and has worked at least three years in the travel business
- Provide regular service during working hours from Monday to Friday from 9:00am to 5:00pm
- Provide assistance for emergency situation 24/7.

VALUE AND DURATION OF CONTRACT

The expected level of spending and estimated amount of the contract will be approximately Aud\$270,000.00 (166.831,44 Euro at Official Bank of Italy exchange rate).

The duration of the contract will be 12 months, from March 2020 to March 2021 (exact dates to be defined in the contract), and it will end on an earlier date if the amount of Aud\$270,000.00 is reached. Such amount includes airline (and other means of transport) tickets, hotel vouchers and ancillary services, commissions and agency fees.

It is a purely indicative amount, as ITA-Sydney Office is not bound to guarantee the above level of expenditure, which may decrease with respect to the actual needs for travel. There will be no compensation if the expenditure for services object of the contract is below the amount set forth herein.

EXPRESSION OF INTEREST TO BID

The expression of interest must be sent by email to: sydney@ice.it no later than 14:00 of the closing date, 7TH of February 2020, along with the Company profile dated and signed by a legal representative. Expressions of interest received after the deadline will not be considered and will be excluded. Companies invited to bid will have to meet the following requirements to participate:

- 1 – enroll in ITA's Register of Suppliers (see <https://www.ice.it/en/markets/australia/register-suppliers> for related documents and instructions).
- 2 – possess the necessary qualifications, in full compliance with local laws
- 3 - be authorized and licensed to do business in the Agency's State of residence.



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ITA Sydney is willing to invite to tender not less than five candidates, after verifying the participation requirements. If this minimum number is not reached, ITA reserves the right to proceed with a number lower than the above-mentioned minimum.

The expression of interest will be examined by the person in charge of the procedure. It will not imply the right to an automatic invitation to tender: this notice is a market survey and it does not constitute a contractual proposal.

The letter of invitation, with the tender information and all instructions to participate will be sent to the selected Travel Agencies at the address indicated in their correspondence, not later than the 14th of February, 2020.

For any information please contact the Italian Trade Agency at email sydney@ice.it

Paola De Faveri
Italian Trade Commissioner
(signed in original)

