



ITALIAN TRADE AGENCY

Montréal, September 20, 2022
Prot. # 0106257/22

SMARTCIG: ZC937CB2D9
COAN: U216C085C1

MARKET SURVEY NOTICE

RE : INVITATION FOR BID (IFB) FOR WEBSITE PROGRAMMING AND MAINTENANCE FOR THE ITALIAN TRADE COMMISSION (ITC) OFFICES IN TORONTO AND MONTREAL FOR A DURATION OF 12 MONTHS, STARTING OCTOBER 15, 2022 – OCTOBER 14, 2023 – AWARD TO LOWEST PRICE

PLEASE READ THIS MARKET SURVEY NOTICE CAREFULLY AND VERIFY THE REQUIREMENTS IN ADVANCE. INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.

The Italian Trade Commission Canada is searching for a provider for the above service. If you are interested, you are invited to submit an offer taking the following into account:

1. AWARDING ENTITY

Consulate General of Italy – Italian Trade Commission (ITC) - Montréal Office
1000 rue Sherbrooke ouest, bureau 1720
Montréal, Québec H3A 3G4
Canada

Mr. Marco Saladini
Trade Commissioner - ITC Canada
Official Representative of the Contracting Authority (Responsabile Unico del Procedimento)
Tel. +1 514 -284-0265
montreal@ice.it

2. BUDGET AND TERMS OF EXECUTION

Total maximum budget allocated for the service is **CAD 3.500.00** (CAD three thousand five hundred dollars and zero cents), excluding applicable taxes.

It is understood that your offer (including all fees, expenses, services, goods, products etc.) cannot exceed **CAD 3.500.00** (CAD three thousand five hundred dollars and zero cents), excluding applicable taxes.

The contract will last 12 months from the execution date.

3. DESCRIPTION OF SERVICES REQUESTED

The ITC is looking for a website programming company (hereinafter "Company") to support the website <https://gareappalti.ca>. The required services are divided into two folders:

- A) the periodic and regular maintenance, based on a forfait price, including but not limited to the following activities.
 - o Analyze the current website gareappalti.ca (WordPress based), and report to the ITC about weaknesses to improve, and software security updates to upload
 - o Following up on the report, fix and repair the site frames who requires to be serviced
 - o Check for broken links

Toronto office
480 University Avenue, suite 800
Toronto, Ontario, Canada M5G 1V2
T +1 416 598-1566
F +1 416 598-1610
E-mail: toronto@ice.it
www.ice.it

Montréal office
1000 rue Sherbrooke, bureau 1720
Montréal, Québec, Canada H3A 3G4
T +1 514 284-0265
F +1 514 284-0362
E-mail: montreal@ice.it
www.ice.it

Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015



- Check for page speed
 - Check website on multiple devices
 - Test functionality of all forms, newsletter and other databases and routines
 - Update the Wordfence plugins (firewall, malware scanners)
 - Update the MailPoet newsletter plugins
 - Make regular backups of the site
 - Create and analyze the access statistics
 - Handle the Web hosting services and DNS management subscription, which ITA will pay for separately from this contract
 - Provide training sessions (at least 3 hours) on content management and backend interface use
- B) Extraordinary maintenance and site modifications, based on a prepaid package of 20 hours, specifying the hourly rate, taking care of activities like the following ones, which are just a few examples.
- Plan and apply modifications to multiple pages, both in the content and the page design
 - Provide training sessions on new implementations

4. REQUIREMENTS FOR THE SUBMISSION OF OFFERS AND DEADLINE

Quotes and application must be sent to the e-mail address **montreal@ice.it** no later than **Wednesday, October 5, 2022**, clearly indicating in the subject of email the following statement: **"GAREAPPALTI.CA" WEBSITE MAINTENANCE**.

Receipt of the quotes does not imply satisfaction of the above requirements. Quotes received after the above mentioned deadline will not be considered. Clarifications will be provided in writing to those who request them by October 3, 2022, by publishing them on the ITC's website, Canada page, English version, without mentioning who asked each question. No information can be provided to bidders over the phone or via email.

Additionally, we require that you register as a vendor with the ITC, at no charge for you, by following the instructions at the following link:

<https://www.ice.it/en/markets/canada/supplier-register>

To register, you need to provide the following documents.

- Application form
- Annex 1
- Declaration statement
- Terms and conditions
- Residence declaration (if applicable)

If you have already done so, please include your registration number in your quotation, providing also the following documents.

- An updated signed Declaration statement
- A duly filled out and signed Terms and Conditions form.

5. SELECTION

The contract will be awarded to the company who offers the lowest overall price, obtained by adding the offered price for the items A) and B) in section 3 above.

6. PAYMENT TERMS

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Italian law does not allow advance payments for public contracts. Therefore, the payment schedule must comply with the following criteria:

- 50% of the fee payable after signing the contract, upon receipt of an invoice.
- The final 50% payment shall be made only upon deliveries of services and receipt of an invoice.

Payment will be issued by EFT-Direct Deposit in CAD within 30 days of receipt of original invoice addressed to the ITC office indicated in the Purchase Order (PO):

Consulate General of Italy – Italian Trade Commission
1000 rue Sherbrooke ouest, bureau 1720
Montréal, Québec H3A 3G4
Canada Partita IVA: IT12020391004

7. PENALTIES AND TERMINATION CLAUSE

The contract that will be signed between the Consulate General of Italy-Italian Trade Commission and the selected winner will include a clause specifying penalties to be applied in case of delays and non-compliance in delivering the goods and services. If the agreed-upon project timeline and deadlines are not met, ITC shall apply a penalty fee equal to the amount of 5% of the total price set forth in the contract, in addition to any other right or remedy that ITC may have at law or otherwise.

8. OBLIGATION OF CONFIDENTIALITY AND PROTECTION OF PRIVACY –ARTICLES ET SEG. OF THE EU REGULATION 679/2016 - COPYRIGHT

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 ITA-Agency (ITC), as required by art. 14, paragraph 20, D.L.98/11 converted into L.11/11 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 ITA.

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.

The winning Supplier agrees to consider all information, concepts, ideas, procedures, methods and/or technical data that the employees will learn during the execution of the services herein as confidential and covered by the obligation of professional secrecy. In this regard, the winning Supplier, together with its employees and consultants, agrees to adopt the necessary caution to protect the confidentiality of said information and/or documentation.

The winning Supplier must adopt all measures that ensure the safe processing of personal data, as well as the protection of the rights of natural and legal persons.

The only permissible use is the one provided and governed by the request for quotes and the contractual documents.

At the same time, ITC, too, guarantees the confidentiality and secrecy of the data, information and commercial know-how contained in the documentation furnished by all quoting agencies.

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It is understood that the copyright on all software and graphic assets shall be transferred to the ITC during the life of the contract and that ITC will be free to use it at its discretion.

9. BACKGROUND

The Italian Trade Commission is the government entity which promotes the internationalization of Italian companies along with the policies of the Italian Department for Economic Development. ITC provides support to Italian and foreign companies. ITC is headquartered in Rome and operates with a network of offices worldwide linked to Italian embassies and consulates and works closely with local authorities and businesses.

ITC provides a wide range of services among which:

- The selection of business partners;
- Bilateral trade meetings with Italian companies;
- Trade visits to Italy;
- Participation to local fairs;
- Seminars conducted by Italian advisers.

In Canada, ITC is present in Toronto and in Montréal.

For more information on the ITC and its presence in Italy and the world, please visit our website www.ice.it (Italian/English).

If you have any questions, please contact our office by writing to montreal@ice.it. Please no phone calls or in person visits.

We look forward to receiving your offer.

Cordially,

Marco Saladini

A handwritten signature in black ink, appearing to read 'Marco Saladini', written over a horizontal line.

Trade Commissioner
ITC Canada