



## **OPEN CALL FOR BIDS**

### **“ITALIAN RESTAURANTS TODAY” - PROMOTIONAL PROJECT AIMED TO REINFORCE THE AUTHENTICITY OF ITALIAN CUISINE IN THE US THROUGH DIRECT COLLABORATION WITH CHEFS**

**July - December 2023**

CIG: 9872102C47

COAN: U211C056P1

## **BACKGROUND**

The Italian Trade Agency (ITA) is the government organization that promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Foreign Affairs and International Cooperation. The ITA provides information, support, and advice to Italian and foreign companies. In addition to its Rome headquarters, the ITA operates worldwide from a large network of Trade Promotion Offices linked to Italian embassies and consulates and works closely with local authorities and businesses.

The ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other:

- identification of possible business partners
- bilateral trade meetings with Italian companies
- trade delegation visits to Italy
- official participation in local fairs and exhibitions
- forums and seminars with Italian experts

In the US, the network operates offices in New York, Chicago, Los Angeles, Houston, and Miami.

For more information on the Italian Trade Agency and its presence in Italy and the world, please visit our website: [www.ice.it/en](http://www.ice.it/en) (English), [www.ice.it](http://www.ice.it) (Italian).

## **INTRODUCTION**

This Open Call for Bids issued by the Italian Trade Agency, New York Office (hereinafter referred to as the “ITA”) summarizes here the background, scope, objectives, process, and timeline for the requested service aimed to promote and enhance the perception of the Italian cuisine throughout the US by conducting a series of promotional activities for restaurant chefs.

#### **Italian Trade Commission - New York**

Trade Promotion Section of the Consulate General of Italy

33 East 67th Street

New York, NY 10065-5949

T 212-980-1500 F 212-758-1050

E-mail: [newyork@ice.it](mailto:newyork@ice.it)

The focus will be geared towards emphasizing the authenticity and sustainability of Italian cooking and ingredients to increase the reputation and customer appreciation of authentic Italian cuisine in the US.

## SCOPE OF WORK

The ITA is looking for a company to organize **three masterclasses** (in person and virtual, in different US geographical regions) that will be conducted by renowned Italian chef(s) and to scout a minimum of 300 participants (chefs, culinary school students, and industry professionals) across the US. *Exact dates and times will be determined and agreed upon later.*

The goal of this initiative is to promote the use of authentic ingredients and methods of preparation for Italian dishes offered in restaurants.

Participating chefs are invited to recreate the featured recipes from the masterclasses, which will be evaluated for monetary compensation, and offer them as signature dishes in their menu as part of the promotional “**Week of Italian Cuisine in the World**” taking place on **November 13-19, 2023**.

For the realization of the activity, the New York Office will make use of an external supplier who will have to guarantee the management of the project in all its aspects, including the organization of a **press conference** to kick-off the initiative, overall **management of the masterclasses** (selection of chefs, locations, service providers, etc.), **carry out communication efforts** (social platforms activity, ITA website maintenance) and handle all other actions related to the project.

Specifically, the winning agency must carry out the following actions:

### 1. SCOUTING

- Provision of 1-3 renowned Chefs of Italian Cuisine (preferably awarded with international or national prizes or recognized with distinction in culinary guides or newspapers) to lead the educational masterclass(es), using the methods and criteria of selection of ITA and under final approval.
- Provision of nationwide market research using the methods and criteria to be defined by the ITA to identify suitable restaurants or other venues to host the masterclass(es) in different US areas.
- Provision of assigning photographers and videographers if necessary for dedicated events.  
*The ITA will be responsible for additional contractual agreements.*
- Recruit, organize, and ensure the participation in presence or virtual of 300 total participants.
  - At least 200 participants must be active chefs from the HORECA industry, preferably from hotels and/or restaurants' chains/groups in one or more States.
  - At least 100 participants must be current culinary school students and will be invited by the bidding company in collaboration with notable American culinary schools.

*The company must provide a full list and contact information of all participants for the ITA.*

## 2. MASTERCLASSES (in-person and online)

- Ensure lessons are centered around the three most important aspects of authentic Italian cuisine: **ingredients, technique, and style/appearance**.
- Coordinate with the chef(s) to promote the masterclass(es) on their personal and/or professional social media accounts.
- Ensure that all chefs have the proper equipment/technology to be able to participate in the virtual masterclasses and track attendance of participants on the day of their scheduled class.
- Ensure the series concludes with the creation of one signature dish decided by the head chef which participants must replicate.
- Provision of overall event coordination and management, including:
  - Providing event signage
  - Ensuring all locations have the proper space and equipment to host an in-person masterclass.
  - Addressing all photo/video/AV needs throughout the masterclass, including the acquisition and availability of LCD screens, projectors, microphones, and other equipment needed for live-streamed events, as needed.
- Send email “thank you” blasts to all participants and conduct a post-event survey with direction from ITA.

## 3. MINI COMMUNICATIONS CAMPAIGN

- Organize a press conference in New York City where the ITA will announce the initiative and conduct outreach to secure the presence of at least 10 members of the hospitality industry media.
- Provide continued social media coverage throughout the duration of the project, from promoting invitations through post-event recaps.
- Update and maintain the ITA’s food and wine website to continuously promote the project.
- Take over the ITA’s food social media accounts to promote the initiatives and various events through dedicated Posts, live Stories, and reposts, along with creating a dedicated hashtag for the campaign.
- Interfacing with participants to answer questions with support from ITA.
- Handle the distribution of promotional/educational materials (to be provided by the ITA) to participating chefs and restaurants.
- Propose the selection of 30 restaurants from among the 200 active chef participants (using ITA criteria to be defined) to be further involved in the “**Week of Italian Cuisine in the World**” activity. This will include:
  - a. Monitoring of restaurant activities during the promotional Week, including:
    - a. Ensuring all restaurants display appropriate signage.
    - b. Ensuring all restaurants feature signature dishes created during the webinar.
    - c. Ensuring all restaurants adhere to the accuracy and authenticity of the signature dishes.

- d. Ensuring all restaurants insert a short profile, provided by ITA, in their newly created menu during the promotional activity.
- e. Disbursement of thirty \$1,000 payments to selected restaurants upon satisfactory completion of participation in the Week as monetary compensation for the above-mentioned activities.

## 4. REPORTING

- Submit a final report related to the masterclass activity, including recaps of each masterclass, descriptions of dedicated dishes complete with ingredients and techniques, photos and screenshots of the chef/restaurant social media promotion, full list of participants and their detailed contact information.
- A final report related to the SCIM activity, including copies of each special menu, photos of the featured dishes, photos of the participating restaurants with SCIM signage, and verification of the distribution of payments.

## BIDDER REQUIREMENTS

Bidding firms must meet the following requirements.

1. Must be a US-based company with EIN issued by the Internal Revenue Service
2. Must possess liability insurance more than \$1,000,000.
3. Must possess Cancellation Insurance.
4. Must be a full-service experienced group/association/organization with a proven track record of building out and coordinating events in the hospitality industry preferably dealing with Italian restaurants. Individuals will not be considered.
5. Must have extensive experience in organizing such events (master classes, seminars, etc.) virtual or in-person.
6. Must guarantee full control over the presence of the restaurant chefs at the masterclasses and over the introduction of the signature dish in the restaurant's menus.
7. Must be able to dedicate at least one staff member to act as account leads to liaise with ITA directly.
8. Must have experience working with large institutions such as governmental agencies with various constraints, processes, and procedures.

## PROJECT TIMEFRAME

Project Start Date: Work will commence upon receipt of countersigned contract

Project End Date: The last day of the promotional week and receipt of all post-event deliverables.

## BUDGET

ITA is a tax-exempt organization. Due to governing Italian laws, ITA must follow strict procedural requirements in terms of assembling this Open Call for Bids and awarding the contract.

**The budget for this project must be no greater than \$ 70,000.00 USD (equal to € 64,935.06 at the official exchange rate of 0.9380 for the month of June 2023 by Banca d'Italia) inclusive of all vendor fees, agency fees, usage rights, shipping, rentals, set up, etc. complete turnkey pricing.**

## SELECTION CRITERIA

ITA – Italian Trade Commission New York is seeking a full-service partner. Due to the small size of our team, we are seeking a collaborative partner to ideate and co-create for all aspects of the event production process.

We will be making our selection based on the greatest discount offered and whether all conditions are satisfactorily met. Please use the attached **Annex 2** to submit your bid. Only bids that discount the maximum price ceiling of \$70,000.00 will be considered. Please be advised that any bid that is lower than 4/5th (80%) of the max ceiling will be considered “anomalous” and will subsequently require the bidding company to explain how they are able to achieve such pricing. Multiple bids will be cause for exclusion.

## SUBMISSION DEADLINE

Bids, in English, drawn up pursuant to the rules of the Call for Bids and the specifications herein, must include all the documentation indicated below and, under penalty of exclusion, must be received no later than **Wednesday, June 28, 2023, by 12 pm (EST)**.

Bids should be delivered in a manner as to guarantee a record of the delivery date and time (FedEx, UPS, etc.) or they may be delivered by hand on weekdays at the following times: Monday through Friday 9:00 am – 1:00 pm and 2:00 pm– 5:00 pm

The envelopes containing the bids will be listed in a special register, showing the date and delivery time.

Delivery of the envelope is at the sender's sole risk in case the envelope is received after the deadline for any reason whatsoever.

No offer shall be accepted after the deadline. Incomplete offers, even if mailed within the stated deadline, shall be excluded. An offer is deemed to be incomplete if a bidder does not accept all the terms of this Call for BIDS.

Bids, under penalty of exclusion, must be received in one single, sealed envelope, which must be signed on the flap closure and bear on the outside the sender's address (**legible address and telephone number and email address**) and the following caption:

**“CONFIDENTIAL - Do Not Open. Bid Documents: “ITALIAN RESTAURANTS TODAY” - PROMOTIONAL PROJECT AIMED TO REINFORCE THE AUTHENTICITY OF ITALIAN CUISINE IN THE US THROUGH DIRECT COLLABORATION WITH CHEFS**

**Identification Code of Tender: CIG: [9872102C47]**

***Receipt of these bid documents does not imply satisfaction with the bidding requirements.***

**Please submit your proposal by 12:00 pm EST on June 28, 2023, to the following address:**

Italian Trade Commission  
33 East 67th Street  
New York, NY 10065 – 5949

## **PROPOSAL PROCEDURES**

The bid must consist of three (3) **sealed** envelopes (one outer envelope which will contain two inner envelopes labeled: A for Administrative, B for Financial)

The **Outer** envelope or package, under penalty of exclusion, **must be signed on the flap closure and bear on the outside the sender's address (legible address and telephone number and email address)** and contain the following:

Two sealed envelopes, signed on the flap closures, each bearing the sender's address and, respectively, the captions: "A - Administrative Documentation " and "B – Financial Bid".

Please write the following two items on this outer envelope/package:

1. Your company's name
2. **"CONFIDENTIAL - Do Not Open. Bid Documents: "ITALIAN RESTAURANTS TODAY" - PROMOTIONAL PROJECT AIMED TO REINFORCE THE AUTHENTICITY OF ITALIAN CUISINE IN THE US THROUGH DIRECT COLLABORATION WITH CHEFS**  
**Identification Code of Tender: CIG: [9872102C47]**

One Envelope marked **ENVELOPE "A": [indicate NAME of the COMPANY] "Administrative Documentation"**. This envelope must contain

1. **Annex 1 - Duly signed for acceptance.**
2. **Annex 3 - Affidavit under New York and Italian Law (DPR 445/2000 and D.Lgs. 550/2016)**
3. **Annex 4 - Integrity Pact** clause (refers to the Corruption of Foreign Public Officials Act, S.C. 1998, c. 34, and the United States Criminal Code)
4. **A copy of the signer's valid ID** (State issued driver's license or ID or Passport)

***Incorrect, incomplete, or irregular contents in envelope "A" (for documentation) can be remedied, pursuant to Art. 83, Par. 9 of Legislative Decree No. 57/2017.***

One marked: **ENVELOPE "B": [indicate NAME of the COMPANY] "Financial Bid"**  
This envelope must contain:

Your "all Inclusive Financial bid" only uses **ANNEX 2** located on page 11 of this document.

**Multiple offers will not be considered and will result in the exclusion**

Please indicate **price information ONLY in your FINANCIAL BID** and not in your ADMINISTRATIVE DOCUMENTATION as that will invalidate your bid.



## EVALUATION PROCESS

The opening of envelope "A - Administrative Documentation" will take place during an **open session on June 28, 2023, at 3 pm EST at the Italian Trade Agency New York office, located at 33 East 67<sup>th</sup> Street, New York, NY 10065**, which may be attended only by one authorized representative from each bidding agency.

The ITA's Authorized Officer (henceforth AO) will open only the bids received by the deadline, according to the order they were listed in the Register and will ascertain that the envelopes contain envelopes "A - Documentation", "B - Financial Bid". The AO will then review the documentation contained in envelope "A - Documentation"; only those bidders who follow the bidding rules contained herein will continue to the next phase. The AO will put the results on record and at the end of the public session, the minutes will be taken.

### **Ascertainment of failure to show compliance with the requirements will disqualify companies from bidding.**

The AO, **in an open session**, will then review and evaluate the contents of envelopes "B - Financial Bid", putting the results on record.

The bidding company with the lowest overall bid and with a discount that does not exceed 4/5<sup>th</sup> of the auction base will be declared the winning company.

Pursuant to the provisions of the ITA's bylaws and internal organizational rules, the Commissioner of the ITA office in New York will formally choose the final winner.

In case of equal financial offers among two or more bidders, during the public session, the ITA's officer in charge of the bid procedure will be requesting the representatives of the bidding companies attending the session whether they would like to submit a revised downward offer.

In that case, the bid will be awarded to the company that offers the lowest price. If none of the bidding companies are represented during the public session, ITA will follow the procedure outlined in art. 77 of R.D. 827/1924, including, if necessary, a formal drawing of lots, during a new public session, to select the awarded bidding company among those who presented the lowest but equal best offers.

ITA will email the winning Agency, asking them to provide:

- The documentation proving compliance with the requirements established to participate in the bid, if any;
- The documentation that is necessary to enter the contract.

## **PAYMENT TERMS (VERY IMPORTANT)**





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

- **20% will be paid upon receipt of the invoice and within 30 days after contract signing.**
- **50% paid by mid-September 2023.**
- **30% paid upon the successful conclusion of the program and receipt of the requisite final report by December 10, 2023.**

**Further instructions regarding the invoicing will be included in our contract letter to the winning company.**

It is understood that the terms of payments will not apply in case of default (and resulting penalties) during the execution of services by the winning company. In that case, the terms of payment will apply from the date on which the problem has been remedied and after ascertaining that no penalties apply. Payment will be issued upon receipt of an original invoice. We prefer to make payments via ACH. Please note that our office is part of the official Mission of Italy to the United States and is exempt from paying tax on purchases over \$ 325.00.

Payments will be made by ITA upon submission of original invoices, made out to ITA - Italian Trade Commission – New York Office, 33 East, 67th Street, New York, NY 10065, issued by the winning service provider. **Invoices will be settled by direct deposit based on the services rendered. All the necessary information to execute ACH transfers must be included in each invoice and/or communicated to ITA.**

## **SECURITY DEPOSIT**

The winner of the bid must submit a performance surety bond or a non-transferable cashier's check that amounts to **10% of the estimated amount of the bid** before signing the agreement. The expenses to obtain the performance surety bond shall be the responsibility of the bidder. This deposit is required to begin the contract and will be returned, without interest, upon the successful completion of the contract and following written request.

## **PRIVACY**

Based on article 13, paragraph 1, of Legislative Decree 196/2003, in relation to the proceedings started for the purpose of the tender, please be informed that:

- The Purpose for which the data is being collected and the modalities for their processing are limited expressly to the tender selection procedures being conducted by the principal (ITA)
- The submission of such data is deemed as due by the bidder, to the extent that, if the bidder intends to participate in the public tender, it is necessary to submit the required documentation pursuant to the laws currently in force; the consequence of a refusal will determine exclusion of the relevant bidder from the tender or forfeiture to obtain a possible award.
- The following are the individuals entitled to receive the submitted data: 1) personnel of the principal and all subjects involved in the tender proceeding, 2) those participating in the



Bid if such tender takes place in a public session, 3) any other subject having interest or submitting a formal request pursuant to Law 241/1990.

- The rights of the interested subject are indicated in articles from 7 to 10 of Lgs. Decree 196/2003.
- The subject of collecting the data is ITA.

The only subject in charge of the proceeding is the RUP (Responsabile Unico del Procedimento) **Mr. Antonino Laspina – Italian Trade Agency - New York, Italian Trade Commissioner.**

ITA is an instrumentality of the Government of the Republic of Italy. The interpretation of all the foregoing terms and conditions shall be made by ITA at its sole discretion. Such an interpretation shall be final and binding upon all bidders.

The bidding process is governed under Art. 36, Par. 2, Lett. b of Legislative Decree 50 of April 18, 2016 ("Codice degli Appalti") which governs public procurements in Italy.

***Notwithstanding the above, please note that ITA, as a foreign governmental entity with full diplomatic and immunity status, maintains the power to irrevocably withdraw the present invitation to bid and/or therefore annul the awarding procedure for any reason and at any point in time without incurring in any liability under any circumstances.***

***In submitting an offer to the current bid, you understand and expressly agree to waive any claim, legal action, and/or remedy based on law or equity that you may have at the time ITA decides or is forced to withdraw and therefore annul the awarding procedure.***

#### **Rules of conduct of contractors and/or staff of the contractor/concessionaire**

In the execution of the contract/assignment/agreement, the trader/professional/contractor undertakes to fully respect the Code of Conduct adopted by ITA (Italian Trade Commission) with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Directors by resolution no. 249 on 27 March 2015. The Code of Conduct and Disciplinary procedures of the ITA is available on the website [www.ice.gov.it](http://www.ice.gov.it) – in the section "Amministrazione Trasparente"- "Disposizioni generali"- Atti generali".

For any breach of obligations under the Code, if the same is considered serious, ITA will have the option to terminate the contract.

By signing you agree to the terms outlined in this document and, to the best of your knowledge, affirm that you have not retained or engaged professionally anyone who has ceased his or her employment with the Italian Trade Agency within the last three years and who had occupied a management role in the said organization or had been delegated management powers to execute contracts or other commercial transactions on behalf of the said organization.

If you have any questions regarding this tender, please contact:

Food & Wine Department

Italian Trade Agency New York Office

Email to: [foodwine@ice.it](mailto:foodwine@ice.it)

Cordially,

Antonino Laspina

Italian Trade Commissioner

Executive Director for the USA

**Annex 1**

**To be duly signed and inserted only inside the envelope ENVELOPE marked "A - ADMINISTRATIVE DOCUMENTATION"**

**AWARDING OF THE CONTRACT**

**"ITALIAN RESTAURANTS TODAY" - PROMOTIONAL PROJECT AIMED TO REINFORCE THE AUTHENTICITY OF ITALIAN CUISINE IN THE US THROUGH DIRECT COLLABORATION WITH CHEFS**

The proposed bid must include all the materials and services in accordance with the requested specifications.

The undersigned firm engages itself to perform the work in compliance with the clauses, charges, conditions, and descriptions provided in this Call for Bids

**The contract will be awarded to the lowest price offer expressed.**

I have received, read, and understood all the material pertaining to the Call for Bids for the  
**"ITALIAN RESTAURANTS TODAY" - PROMOTIONAL PROJECT AIMED TO REINFORCE THE AUTHENTICITY OF ITALIAN CUISINE IN THE US THROUGH DIRECT COLLABORATION WITH CHEFS - CIG: [9872102C47]**

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(Company name)

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(Print & Sign name)

## **Annex 2**

**To be inserted only inside the envelope ENVELOPE “B” – “Financial Bid” do not insert any other documents inside of envelope “B”.**

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**“ITALIAN RESTAURANTS TODAY” - PROMOTIONAL PROJECT AIMED TO REINFORCE THE AUTHENTICITY OF ITALIAN CUISINE IN THE US THROUGH DIRECT COLLABORATION WITH CHEFS**

**Financial/Economic Bid**

**Please note: We will be making our selection based on the greatest discount offered and whether all listed terms and conditions are satisfactorily met. Only bids that discount off the max ceiling of \$70,000.00 will be considered. Please be advised that any bid that is lower than 4/5th (80%) of the max ceiling will be considered “anomalous” and will subsequently require the bidding company to explain how they are able to achieve such pricing. Multiple bids will be cause for exclusion.**

**Signature**

**Company**

**First and last name (legible)**

**Location**

**Date**

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**Personal data processing in accordance with Regulation (EU) 679/2016.**

*Your personal data are processed by automated means for institutional, administrative and accounting purposes. The Italian Trade Agency is the data controller. For further information regarding your personal data processing, please visit the following page on ITA website: <https://www.ice.it/en/privacy>.*

**Annex 3**

**To be duly signed and inserted only inside the envelope ENVELOPE marked "A - ADMINISTRATIVE DOCUMENTATION"**

**AFFIDAVIT**

**Under New York Law and Italian Law (DPR 445/2000 and D. Lgs 50/2016)**

**"ITALIAN RESTAURANTS TODAY" - PROMOTIONAL PROJECT AIMED TO REINFORCE  
THE AUTHENTICITY OF ITALIAN CUISINE IN THE US THROUGH DIRECT  
COLLABORATION WITH CHEFS  
CIG: 9872102C47**

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

BEFORE me, the undersigned Notary \_\_\_\_\_ on this \_\_\_\_ (day of the month) day of \_\_\_\_\_ (month), 2021, personally appeared \_\_\_\_\_ (name of affiant), known to me to be a credible person and of lawful age, who being by me first duly sworn, on his/her oath, deposes and says:

My name is \_\_\_\_\_, born on \_\_\_\_\_, in \_\_\_\_\_, residing at \_\_\_\_\_, agent of \_\_\_\_\_ (name of the company),

- Tax ID: \_\_\_\_\_

With the company title of \_\_\_\_\_ and for the purpose of the bid this Affidavit I authorize to use of the following address at \_\_\_\_\_,

**I DECLARE THAT**

I have read and understood all the documents related to the bid this affidavit refers to, its policy and regulations (the **PROPOSAL PROCEDURES**) and accept without any reservation each provision of the Proposal Procedures.

1. I am aware that because of bidding with the Italian Government, we must abide by domestic, federal, and foreign regulations, and I confirm that I am not aware of the existence of any

- legal or economic reasons that can exclude me and the company I represent from becoming a general contractor and/or Subcontractor.
2. During the year preceding the publication of the bid, no corporate executive officers have resigned or been laid off/ or the following corporate executive officers have been laid off (list names, DOB, residences, citizenship, role ...) and for those individuals:
    - a. To the best of my knowledge, they have not been criminally condemned to fraud; money laundering; corruption; or conspiracy as stated under Section 45 of CE Directive 2004/18; or
    - b. There have been criminal judgments, but they are now rehabilitated.
  3. I, the affiant, am an authorized corporate officer of the bidding company or the sole owner of the bidding company/or the owners of the company (provide a list) and each one of them shall submit a similar affidavit.
  4. I have subscribed to a liability insurance policy that is currently in effect.
  5. I am not aware of any other economic or legal impediment to dealing with the Italian Government.
  6. I am aware that my information and data shall be stored and used by the Italian Government and waive any privacy rights.
  7. I affirm that my company \_\_\_\_\_ is a full-service experienced event production agency with a proven track record of building out and coordinating corporate events in the **Food & Wine industry**.
  8. I affirm that we will dedicate at least one staff member as an account lead to liaise with directly.
  9. I affirm that we have experience working with large institutions such as governmental agencies.

Lastly, I authorize the use of the following facsimile number \_\_\_\_\_ for official communications.

COMPANY \_\_\_\_\_  
 Name/Print \_\_\_\_\_  
 Date \_\_\_\_\_  
 Title \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 2023 by the affiant.

**Signature of Notary Public**

## **Annex 4**

**To be duly signed and inserted only inside the envelope ENVELOPE marked “A - ADMINISTRATIVE DOCUMENTATION”**

### **INTEGRITY ADDENDUM**

**SUBJECT: “ITALIAN RESTAURANTS TODAY” - PROMOTIONAL PROJECT AIMED TO REINFORCE THE AUTHENTICITY OF ITALIAN CUISINE IN THE US THROUGH DIRECT COLLABORATION WITH CHEFS**

**CIG : 9872102C47**

By the COMPANY \_\_\_\_\_, an entity duly registered under the laws of the state of \_\_\_\_\_ with registered office at (address) \_\_\_\_\_, (contact person), (hereinafter referred to as the “Company”).

to:

The ITALIAN TRADE AGENCY for the promotion and internationalization of Italian businesses abroad with registered office located 33 East 67<sup>th</sup> Street, New York, NY (hereinafter referred to as the “ITA”);

ITA and Company are hereinafter intended as “Parties”.

### **W I T N E S S E T H:**

**WHEREAS**, The Italian Government and each and every of its ramifications operating within or outside of the territory of the Italian Republic adhere to the principles of transparency, accountability, efficiency and preventing corruption in public contracting.

**WHEREAS**, the ITA, a branch of the Italian Government established and operating on the US soil, is committed to guarantee integrity and transparency and establish efficient relationships with suppliers of goods and services so that neither side will pay, offer, demand or accept bribes, collude with any competitors to obtain a preferred or fast track to contract adjudication; and commit abuses during performance of bidding procedures and public contracting;

**WHEREAS**, the Italian Republic introduced the Decree of the President of the Republic No. 62 of 16 April 2013 (the “DPR”) which establishes the “The Code of Conduct of Civil Servants”; and ITA’s Resolution No. 619 of March 27.01.2023 that adopted the “Code of Conduct of ITA Agency” (the “Codes”);

**WHEREAS**, Parties agree to adhere and comply with Title 18 of the United States Code Section 201, “Bribery of Public Official and Witnesses” prohibiting bribery of a governmental official (the “Title 18”); the Foreign Corrupt Practices Act of 1977 (the “FCPA”) (15 U.S.C. § 78dd-1) prohibiting foreign trade practices by issuers; and the

Securities Exchange Act of 1934 requiring transparency in accounting practices (the “SEA”);

**WHEREAS**, ITA complies with the DPR, and Codes and committed to insure assistance in the compliance and application of Title 18, FCPA and SEA to its suppliers and/or bidders of goods and services (the “Statutes”);

**WHEREAS**, Both Parties are committed to preventing corruption in public contracting through the present Integrity Pact (IP) while avoiding practices aimed to influence the bidding and/or awarding procedure in public contracting;

**WHEREAS**, This Pact, duly signed, is produced, under penalty of exclusion, as an integral part of the award procedures and becomes binding during and after an award procedure for the Company, its employees, agents, directors and/or representatives.

**WHEREAS**, ITA, in the process of globalizing Italian businesses, and the Company agreed on methods of respective obligations, duties and applicable sanctions for violations of the present IP and intend to memorialize these terms in this written document.

**NOW, THEREFORE**, in consideration of the covenants, terms, and conditions hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

#### Preamble

1The preambles and Exhibits are integral part of this IP, are not separable, and have full legal significance.

#### Integrity, loyalty, transparency and fairness duties

2.1Parties shall insure a transparent and fair environment for the Bid procedure of this IP.

2.2 Parties shall avoid offering, accepting, and/or requesting any sum of money either large or small, or any other reward, favor, benefit, whether directly or indirectly or through intermediaries, for the purpose of securing a bid or an award and/or for the purpose of distorting the proper performance of the awarding procedure of this Bid .

#### ITA's duties

3.1 ITA agrees to put in place all measures aimed to prevent corruption and insure that none of its employees, agents, directors, and/or representatives will promise or accept any present or future benefit for which he/she is not entitled to in connection with the present Bid .

3.2 During the Bid process, ITA shall insure a fair and transparent environment.

#### Company's duties

4.1 The Company agrees to take all measures aimed to prevent corruption and insure that none of its employees, agents, directors, contractors, and/or representatives will promise or accept any present or future benefit for which he/she is not entitled to, in connection with the present Bid and aimed at influencing the awarding procedure.

4.2 The Company shall not enter into any undisclosed agreement aimed to restrict competitiveness or influence the bidding process or this Bid .

4.3 The Company, its employees, agents, directors, contractors, and/or representatives, agree to comply and to ensure compliance with the statutory duties, whichever applicable, in DPR, the Codes, Title 18, FCPA and SEA (the “Statutes”).



4.4 The Company shall report to the ITA any act or attempt to disrupt an award procedure, and each and every unfair and/or irregular activity occurring during the Bid or related award procedure by anyone capable of influencing the decision making process of the awarding procedure.

Breach of the IP, Disqualification from Bid , Termination of Contract. Damages

5.1 If the Company breaches the IP before, during and after the Bid , the awarding, and execution of the public contract, ITA shall disqualify the Company from the Bid or exclude the company from the performance of the awarded contract.

5.2 If the Company breaches the present IP, the Bid and/or the public contract shall be terminated and ITA is entitled to obtain liquidated damages in the amount up to 200% of the amount of the bid, or the amount of the contract awarded, or any amount paid to the Company for the Bid .

5.3 Similarly, a violation of any statutory duty set out in the DPR, the Codes, Title 18, FCPA and SEA shall be constructed as a simultaneous breach of this IP.

5.4 Upon request, Company shall disclose all payment transactions and related information involving an award procedure in a timely manner.

5.5 In case of breach, ITA shall exclude the Company for three (3) years for the participation in any Bid or public contract awarding procedure.

5.6 If ITA breaches its IP duties, ITA shall insure that all applicable civil and criminal consequences stated in the Statutes will be applied to its employees.

Notices

6.1 All notices (including service of notice to arbitrate), consents and reports provided for in this IP shall be in writing and shall be given by the parties at the addresses set forth below or at such other address as any of the parties hereto may hereafter specify by notice given in the manner provided herein, namely:

If to ITA: [newyork@ice.it](mailto:newyork@ice.it) (e-mail)

If to Company: \_\_\_\_\_ (e-mail)

6.2 A copy of any notice, demand, consent and report to the Parties by any party shall be delivered to the other party in like manner as provided herein for the giving of notices to such party (including delivery of appropriate copies). Such notice or other communication, together with appropriate copies, shall be in writing and shall be deemed to have been duly given if properly addressed (i) on the date of service if served personally on the party to whom notice is to be given, or (ii) on the day indicated on the delivery receipt if (a) sent via a U.S. nationally recognized overnight courier providing a receipt for delivery or (b) mailed to the party to whom notice is to be given, by first class, registered and certified mail, postage prepaid, return receipt request.

Miscellaneous

7.1 This IP represents the entire understanding of all the parties hereto, supersedes any and all other and prior agreements between the parties and declares all such prior agreements between them null and void. The terms of this IP may not be modified or amended, except in a writing signed by the party to be charged.

7.2 This IP and all matters relating to it shall be governed by the laws of the State of New York.

7.3 This IP shall terminate when the awarded contract following the Bid procedure has been fully performed.

7.4 Neither party, nor any assignee or successor in interest of such party, shall sell, assign, give, pledge, hypothecate, encumber or otherwise transfer all or any portion of its interest in this IP without the prior consent of the other party, which may be granted or denied in its sole and absolute discretion.

7.5 In connection with this IP, as well as with all the transactions contemplated by this IP, each Party agrees to execute and deliver such additional documents and instruments, and to perform such additional acts as may be necessary or appropriate to effectuate, carry out and perform all of the terms, provisions and conditions of this IP, and all such transactions.

7.6 Any provision of this IP which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction only, be ineffective only to the extent of such prohibition or unenforceability, without invalidating the remaining provisions of this IP or affecting the validity or enforceability of such provision in any other jurisdiction. In the event that any law invalidating such a provision may be waived, it is hereby waived by the Parties to the fullest extent permitted by law and this IP shall be deemed to be a valid and binding obligation enforceable against the Parties in accordance with its terms.

7.7 Nothing contained in this IP shall be construed to constitute any Party the general partner or the agent of the other Party, other than in connection with the activities included within the limited scope of the objective of this IP.

#### Exclusive Mediation and Arbitration

8.1 In the event of any dispute arising out of or in connection with this IP, the Parties shall first refer the dispute to proceedings under the International Chamber of Commerce Mediation Rules. If the dispute has not been settled pursuant to the said Rules within forty-five (45) days following the filing of a request for mediation or within such other period as the parties may agree in writing, such dispute shall thereafter be finally settled under the Rules of Arbitration of the International Chamber of Commerce. At that point, all or remaining disputes between the Parties related to the interpretation or the performance of this IP shall be exclusively and finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules. Venue of the Mediation and/or Arbitration shall be New York City. Language of Mediation and/or Arbitration shall be English.

8.2 In the event that any party hereto institutes any legal suit, action or proceeding, including arbitration, against another party in respect of a matter arising out of or relating to this IP, the prevailing party in the suit, action or proceeding shall be entitled to receive, in addition to all other damages to which it may be entitled, the costs incurred by such party in conducting the suit, action or proceeding, including actual attorney's fees' and expenses and court costs. This provision is a material term to this IP. As used herein, "actual attorneys' fees" or "attorneys' fees actually incurred" means the full and actual costs of any legal services actually performed in connection with the matter for which such fees are sought calculated on the basis of the usual fees charged by the attorneys



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performing such services, and shall not be limited to "reasonable attorneys' fees" as that term may be defined in statutory or decisional authority.

Privacy

9.1 The Company agrees that its corporate data and information will be stored and published on the ITA website.

9.2 This IP may be executed in a number of counterparts, each of which shall be deemed an original and all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this IP the day and year first above written.

DATE \_\_\_\_\_

\_\_\_\_\_  
**COMPANY** \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Printed name: \_\_\_\_\_

\_\_\_\_\_  
**ITALIAN TRADE AGENCY**

By: \_\_\_\_\_

Title: Trade Commissioner

Printed Name: **Antonino Laspina**

## **Annex 4 – ECONOMIC OFFER FORM**

**To be inserted only inside the envelope ENVELOPE “B” – “ECONOMIC OFFER” do not insert any other documents inside of envelope “B”.**

**“ITALIAN RESTAURANTS TODAY” - PROMOTIONAL PROJECT AIMED TO REINFORCE THE AUTHENTICITY OF ITALIAN CUISINE IN THE US THROUGH DIRECT COLLABORATION WITH CHEFS**  
**CIG: 9872102C47**

**Please note:** We will be making our selection based on the greatest discount offered. Only bids that discount off the max. a ceiling of \$70,000.00 will be considered. Please be advised that any bid that is lower than 4/5th (80%) of the max ceiling will be considered “*anomalous*” and will subsequently require the bidding company to explain how they are able to achieve such pricing. Multiple bids will be cause for exclusion.

### **Economic Offer**

**Enter your bid in the box below:**

<b>The offered bid price cost all inclusive</b>	Number:
	Printed:

(In number and printed)

**Signature**

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**Company**

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**First and last name (legible)**

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**Location**

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**Personal data processing in accordance with Regulation (EU) 679/2016.**

*Your personal data are processed by automated means for institutional, administrative and accounting purposes. The Italian Trade Agency is the data controller. For further information regarding your personal data processing, please visit the following page on ITA website: <https://www.ice.it/en/privacy>.*