



ITALIAN TRADE AGENCY

January 9, 2023
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REQUEST FOR QUOTATION FOR FURNITURE RENTAL AND CONSTRUCTION SERVICES AT THE ITALIAN TRADE COMMISSION'S (ITA) PAVILIONS AT CHFA NOW! VANCOUVER, APRIL 1-2, 2023 - OPEN BIDDING PROCEDURE - AWARD ACCORDING TO THE LOWEST VALID PRICE

NOTICE: PLEASE READ THIS REQUEST FOR QUOTATION (RFQ) CAREFULLY AND VERIFY THE REQUIREMENTS IN ADVANCE. INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED. ONCE A COMPLETE SUBMISSION IS RECEIVED, YOU ARE DEEMED TO HAVE UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS.

SHOULD YOU HAVE ANY QUESTIONS BEFORE SUBMISSION, FEEL FREE TO CONTACT THE ITALIAN TRADE COMMISSION AT TORONTO@ICE.IT.

PROCURING ENTITY

Mr. Marco Saladini
Trade Commissioner
Official Representative of the Contracting Authority (Responsabile Unico del Procedimento)

Italian Trade Commission - ITA Toronto
Tel.: 416-598-1566 Fax: 416-598-1610
E-mail: toronto@ice.it

SCOPE OF THE SERVICES REQUESTED

The Italian Trade Commission in Canada is sponsoring the exhibition of 16 Italian companies at CHFA NOW in Vancouver on April 1-2, 2023 at the [booths #801 and #1114](#) and searching for a provider for the following services. If you are interested, you are invited to submit an offer taking the following into account.

The **Booth Builder Contractor** (hereinafter "Contractor") will design, fabricate, install, dismantle, handle, broker and provide all show services **for the Italian official pavilions at**

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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

MONTREAL office
1000 Rue Sherbrooke Ouest, 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



the CHFA NOW VANCOUVER 2023 that will be held at the Convention Center, West Building, Vancouver (BC) April 1-2, 2023.

DETAILS OF RENTAL ITEMS REQUESTED

The concept adopted for the two pavilions is that of an open space, with an area assigned to each company, carrying a showcase tower, a front desk, stools, a power supply outlet and other smaller items, a small lounge area at the center of each pavilion and a reception desk for ITA's staff placed along the perimeter of the exhibition space, similar to those assigned to each company.

The following list details the required furnishings.

Item of furnishings	Quality description	Q.ty
stools	Black diamond	36 items
Coffee table	Steel frame - white laminate	2 items
Sofa	Three-seater white, natural leather	2 items
Showcase tower	40"wx16"dx70"h transparent glass on 4 sides	16 items
Inner cabinet front desk	1 m x .5m x 1 m extended top inner cabinet front desk	16 items
Plant	5' benjamina	2 items
Plant	5' plant areca	2 items
Flooring	barnwood flex vinyl - white	1,000 sf
Reception desk	72" l x 28" d x 42" h white plexi led light no-shaves inside bar	2 items

The awarded contractor will also

* design and provide a floor map of the two spaces within 10 business days from contract execution

* provide all required drayage and handling services for its construction material and supplies.

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- * pay for all costs associated with cleaning the booths before, during and after the show
- * make a representative available on site during construction, show hours of operation and dismantling, whose contact information will be provided to the ITA
- * All utility bills for provision of services to the booths.

MINIMUM REQUIREMENTS FOR PARTICIPATION

In order to participate in this request for quotations, a bidding company shall meet the following requirements.

- a) Be eligible and possess the necessary qualifications, in full compliance with local laws
- b) Be an authorized Contractor, in compliance with rules and regulations laid out by the trade show venue Convention Center, West Building and the event's organizers

The Contractor will provide all the services set forth herein using its own technical equipment and without charging the ITA for any additional costs.

The ITA reserves the right to further specify terms and conditions for providing such services in the contract to be stipulated with the awarded bidder.

ORGANIZATIONAL SUPPORT BY THE ITA

The ITA agrees to provide the Contractor with the coordinates of its employee/s who will act as project manager to supervise and assist with the execution of this project as described in the winning bid and award contract.

The ITA commits to dealing with any issues related to the provision of services in a timely and efficient manner, with a preference given to communication via e-mail.

SERVICE TIME FRAME

Start Date: **Contract execution date**
End Date: **April 3, 2023**

ESTIMATED BUDGET

The overall estimated budget is **CAD 46,000.00** (forty-six thousand canadian dollars), plus applicable taxes. **Any bid carrying a price above this amount will be automatically excluded from the evaluation process.**

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SUBMISSION DEADLINES & REQUIREMENTS

The envelope containing a bid, in English or French, must include all the documentation indicated in this RFQ and must be received by ITA, under penalty of exclusion from the tender, **no later than January 25th, 2023** at the address:

**ITALIAN TRADE COMMISSION -
480 UNIVERSITY AVENUE #800
TORONTO, ON M5G 1V2**

The submission of bids implies unconditional acceptance of the provisions contained herein.

Bids received after the deadline will not be considered. Incomplete offers, even if mailed within the stated deadline, shall be excluded. It is recommended that the envelope be sent via courier rather than regular mail to avoid delays in the delivery and to allow for tracking of the parcel. An offer is deemed to be incomplete if a bidder does not accept all the terms of this RFQ. 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 and/or fax number**) and the following caption:

CONFIDENTIAL - DO NOT OPEN - BIDS DEPARTMENT OF THE ITA OFFICE IN TORONTO

"BID FOR THE AWARD OF A CONTRACT FOR BOOTH FURNITURE RENTAL SERVICE AT CHFA NOW VANCOUVER 2023".

Receipt of these bidding documents does not imply that the requirements herein have been met. All efforts will be made to correct errors and omissions by the bidders which may happen to be discovered during the evaluation process. The ITA takes no responsibility for the success of such efforts and may reject malformed bids at its own discretion.

The envelope, under penalty of exclusion, must contain two sealed envelopes that must be signed on the flap closures, bearing the sender's address and, respectively, the following captions:

"A – Administrative Documentation", "B – Economic/Financial Offer".

ENVELOPE "A" + ADMINISTRATIVE DOCUMENTATION + (NAME of the COMPANY)

This envelope **must** contain each and every one of the following documents..

1. This RFQ initialed on each page, duly signed as acceptance of the tender requirements
2. Annex 1 - Acknowledgement of the RFQ which states that the bidder is eligible and possesses the necessary qualifications, completed and duly signed

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3. Annex 3 - Supplier registration package duly completed, dated and signed in all mandatory fields; by filling out this form the bidder will be entered in ITA's suppliers database and may be considered for certain restricted procurement procedures
4. Annex 4 - Declaration Statement duly completed, dated and signed by the legal representative or its delegate with power of attorney accompanied by a **photocopy of a valid ID**, stating that the bidder is in compliance with
 - General requirements.
 - Requirements for professional competence in the sector of reference for the service to be rendered
 - Technical and professional skills (pursuant to Article 83, paragraph 1, letter c) of Legislative Decree 50/2016).

Failure to include all of the above items will disqualify a bid.

ENVELOPE “B” + ECONOMIC/FINANCIAL OFFER (Contractor Proposal) + (name of the COMPANY)

This envelope will include the Economic and Financial Offer which shall be made in accordance with the terms indicated in this RFQ and using the form included in Annex 2. It shall be expressed clearly in numbers and letters and signed by a legal or authorized representative of the bidding Contractor. Multiple offers will not be considered.

The failure to include in your submission all the items requested by this RFQ will render your bid void. Please fill the Economic Offer as per Annex 2

<p>Please indicate price information ONLY in your ECONOMIC/FINANCIAL OFFER and not in your administrative documents as that will invalidate your proposal.</p>

The documentation must be received by ITA, under penalty of exclusion from the RFQ **no later than [January 25th, 2023 at 5:00 p.m.](#)**

Offers received after the deadline or carrying a price higher than the above mentioned amount will not be considered.

EVALUATION PROCESS

The contract will be awarded to the Contractor that will bid in full compliance with this request for quotations and will ask for the lowest price.

This is an open bidding process. Any company possessing the appropriate requirements can bid, abiding by the rules laid out in this document.

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If you have any questions regarding this RFQ, please send an email to: toronto@ice.it – Ref. CHFA NOW! VANCOUVER, APRIL 1-2, 2023 **no later than January 20, 2022**. Replies will be posted to the ITA's website at [this page](#), without mentioning who asked each question.

No information can be provided to bidders over the phone or via a direct email.

The ITA has the authority to award the contract even if only one bid has been submitted, provided it is deemed valid and worth accepting. Moreover, the ITA has the authority not to award the contract, if it deems it appropriate to exercise the right to self-protection and finds out that the bids received do not comply with the contents set forth herein.

Should the awarded entity fail to execute the contract or provide the stipulated services within a reasonable amount of time, the award will be revoked and the contract awarded to the next operator in the ranking list, if any.

PAYMENT TERMS

Italian law does not allow full advance payments for public contracts. An advance deposit can be negotiated with the awarded bidder if requested.

Payments **shall be made only upon delivery of all services requested and after submission of an original invoice** issued by the awarded service provider, in Canadian currency, made out to:

Consulate General of Italy - Italian Trade Commission
480 University, Suite 800
Toronto, ON - M5G 1V2
Tel. 416/598-1566
invoice.itacanada@ice.it

The invoice must indicate the contract number (PO).

Payment will be issued by EFT-Direct Deposit in CAD within 15-30 days of receipt of an original invoice.

PENALTIES

For each one-day's delay with respect to delivery terms contained in the contract, a penalty equivalent to 5% (five percent) of the contract value may apply, calculated on the value of the delayed services, without prejudice to claims for larger damages, if any. Please note that the ceiling for such a penalty is set at 10% of the value of purchased services.

For any breach of obligations under the contract, if considered serious, ITA will have the option to terminate it with no penalties and with full payment of services already rendered, minus any penalty to be applied per the contract and without any prejudice of its rights.

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NO SUBCONTRACTS OR TRANSFER OF SERVICES

It is expressly forbidden to resort to subcontracts, in consideration of the particular nature of the services, which need a trustworthy interlocutor capable of ensuring a fast execution of services.

OBLIGATION OF CONFIDENTIALITY AND PROTECTION OF PRIVACY

The winning Contractor 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 Contractor, together with its employees and consultants, agrees to adopt the necessary caution to protect the confidentiality of said information and/or documentation.

The winning Contractor 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 winning Contractor will not disclose, communicate or disseminate the data acquired on account of its contractual work nor will it use said data to promote or market its own services. The only permissible use is the one provided and governed by the Invitation to Bid and the contractual documents.

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

ADDITIONAL CLAUSES

As required by the applicable Italian Law, by submitting its offer the Contractor agrees to the following provisions, to be included in the contract with the awarded bidder. .

- Anti-pantouflage
- Code of Conduct
- Transparency and anti-corruption clause
- Whistleblowing
- Suppliers' registration <https://www.ice.it/en/markets/canada/supplier-register>

These are standard clauses required by Italian laws and ITA's internal regulations and cannot be waived or modified. Please feel free to ask for the text of such clauses by writing to the ITA.

BACKGROUND

The Italian Trade Commission - ITA is the government entity which promotes the internationalization of Italian companies, in line with the Italian Government's policies. ITA provides support to Italian and foreign companies. ITA is headquartered in Rome and operates

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with a network of offices worldwide linked to Italian Embassies and Consulates and works closely with local authorities and businesses.

ITA 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, ITA is present in Toronto and in Montreal.

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

NO EXCLUSIVITY

The ITA recognizes the awarded Supplier as the regular but not exclusive service provider; therefore, it reserves the right to contract other suppliers for services similar to those described herein, during the life of the awarded contract.

Sincerely,

Marco Saladini
Italian Trade Commissioner - ITA Canada

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