



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

سفارت ایتالیا- بخش توسعه بازرگانی

APPLICATION FOR INCLUSION IN THE ITALIAN TRADE AGENCY – TEHRAN OFFICE SUPPLIERS’ LIST (Consultants & Professionals)

Basic Information:

Form with fields: Name, Surname, Related Certificate/ License Number, National ID Code, Website, Telephone, E-Mail, Registered Office, Address, ZIP Code, Region/Province, City.

Bank Details:

Form with fields: Bank, Region/Province, City, SHEBA Number, Bank Account Holder, Bank Account Number.

Category (Macro Sectors): *kindly check the Agenda

Form with checkboxes for Macro Sector A through E.

Sectors:

Form with three empty lines for sector information.

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

Member of CISQ Federation



CERTIFIED MANAGEMENT SYSTEM
ISO 9001



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Other information:

Have you previously worked with ITA or other Italian public administrations?
If the answer is YES, on which projects
Notes:

Supporting Documents:

<input type="checkbox"/> Valid Business License/Business Registration Certificate
<input type="checkbox"/> C.V.
<input type="checkbox"/> Relevant professional certificate
<input type="checkbox"/> specific license, permissions, authorizations, consents and permits needed to provide the goods and/or services
<input type="checkbox"/> References from two previous customers and/or clients of the applicant in the last three years or as an alternative to the references, a copy of the original of the contracts, all of them dated not earlier than three years from the date of the application for the registration
<input type="checkbox"/> Valid ID documents, such as ID card or passport
<input type="checkbox"/> Other relevant documents:

Please note that you are required to provide the documents listed above in order to be considered for the inclusion in ITA-Tehran suppliers list.

Declaration:

The undersigned, by signing this form declares:

- to have reviewed and accepted the “Regulation for registration in the ITA-Tehran suppliers list”
- to comply with the “Regulation for registration in the ITA-Tehran suppliers list”
- to provide, true and correct information to the best of her/his knowledge, including that on any attached pages and documents.
- to issue an invoice for the services rendered

Date and Place: _____

Name and Surname: _____

Signature & stamp: _____

*Sector's Agenda

A. Exhibition, fairs and related services

1. Exhibition organizers
2. Exhibition set up (rental): furniture, equipment, flooring, electrical, etc.
3. Miscellaneous material for promotional events, gadgets and etc.
4. Audiovisual and other equipment (rental)
5. Audiovisual, web content and web design production
6. Transport, removal and storage
7. Currier and shipping
8. Other

B. Supply of office equipment/consumables

1. Magazine and newspaper subscription, books, etc.
2. Office consumables, stationary products, toner, etc.
3. Printing
4. Other

C. Furniture and electronic machinery

1. Office furniture and accessories
2. Office equipment and machinery
3. PC and accessories (hardware and software)
4. Office furniture, equipment, machinery, pc, IT (hardware, software, etc.) assistance and maintenance
5. Other

D. Works and maintenance

1. Cleaning services
2. Construction and renovation works
3. Electrical, telephone, hydraulic, security system, etc., works and assistance.
4. Other

E. Services and consultancy

1. PR, communication, advertising, marketing, Website and social media
2. Travel agency
3. Insurance, financial and banking
4. Administration, legal, tax and safety and security in the workplace
5. Medical surveillance
6. Architectural and engineering, projecting
7. Training and education
8. Market research and survey, data base, etc.
9. Hostess, interpreter and translation
10. Graphic and design
11. Event organization
12. Photography and video
13. Security
14. Car rental
15. Catering and restaurant
16. recruiting and temporary employment agency
17. Other