

June 15, 2023
Prot.: 0070192/23
CIG: ZDB3B92A70

**RE: A Tasting of Wines from Italy™ /Une dégustation de vins d'Italie^{MC}
Calgary, Thursday, October 26, 2023
Request for quotation (RFQ) – award to lowest price (abiding to all our
requests) for venue rental, rentals, catering services, setup and teardown**

The Italian Trade Commission in Canada is searching for a provider for the captioned event. If you are interested and possess the required qualifications, you are invited to submit an offer compliant with the requirements listed below and not exceeding the ceiling indicated on page 5 under “Budget and Terms of Execution”.

THE PROJECT

A TASTING OF WINES FROM ITALY™

The Italian Trade Commission is pleased to inform that it is organizing the 17th edition of A Tasting of Wines from Italy™ to be held in Calgary on Thursday, **October 26, 2023** with the participation of **34 Italian wine producers.**

The wines will be imported under diplomatic pouch and the event will be co-hosted by the Consulate General of Italy in Vancouver and the ITC.

THE RFQ PROCESS AND TIMETABLE

Companies possessing the necessary requirements will be able to bid by the submission deadline. The ITC will select the lowest bidder among the respondents. The selected respondent will be requested to enter a contract for the provision of the deliverables on the terms and conditions specified herein. It is ITC's intention to enter into a contract with only one legal entity, for a specific duration of time.

SUBMISSION DEADLINE	by June 30, 2023
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Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015



RFQ SPECIFICATIONS

The ITC is looking for a turnkey service in a venue situated in the downtown core of Calgary, with room rental services including all rentals and catering. Deliverables and other information and requirements are listed below.

1. SCHEDULE

The walk around wine tasting presided by 34 Italian wine producers will take place on **Thursday, October 26, 2023**, from 1:00 p.m. – 5:00 p.m.

2. ROOM DESCRIPTION AND SERVICES

- The size of the room needs to appropriately accommodate the following items, all provided by the awarded venue and to be set up 1 day prior to the event
- 34 6' tables to be distributed evenly around the room. Each table will be assigned to a producer. Boxed and skirted in white linen (*or other suggestions*) and to be kept clean for the duration of the event. *Please note: Table linens to be the same for all wine producers, to cover the tables completely and to be well ironed.*
- 1 chair per table
- Each producer's table to be furnished with the following
 - 6 tasting glasses (12 oz.) to be replenished throughout the event; a sufficient amount of wine glasses therefore needs to be provided by the awarded venue
 - 2 water glasses
 - Cocktail napkins
 - Basket of sliced bread (French baguette) cut in small pieces to be replenished as needed throughout the day
 - 1 large spittoon (in metal) to be constantly cleaned throughout the day
 - 1 wine bucket (in metal) for white wine
 - 1 bus tray for the ice for white wines - bus tray to be covered with linen or other suggestions
 - ice to be replenished as needed throughout the day
 - 1 water pitcher to be replenished as needed throughout the day
 - 1 chair
 - 1 small garbage can to be cleaned throughout the day



ITALIAN TRADE AGENCY

- Support for table numbers (18" tall or more) + numbered card (1 to 34). Each table needs to be numbered clearly as per the floor plan that will be created together with the Italian Trade Commission
- All and any catering equipment items such as those mentioned above and others needed for a wine tasting event e.g. dishes, trays, utensils, napkins, water glasses, wine tasting glasses, for producers and visitors

3. FOOD STATION(S)

- A light buffet(s) to be served during the duration of the event.
- The food station(s) covered with linen (top in white linen, circumference open to suggestions). The food station(s) tables should be higher than the producers' tables.
- High top tables to be set around the food station(s)
- The food station(s) should include platters of "**Made In Italy**" Italian imported cheeses and charcuterie such as Parmigiano Reggiano, Taleggio, Pecorino Toscano, Piave, Provolone, Prosciutto di Parma (The Original), Mortadella, various specialty breads (e.g. focaccia, olive flatbread, cheese flatbread, Italian bread), other suggestions, with the exclusion of dips. Warm dish to be served from 1:00 p.m. to 2:00 p.m. (local specialty without any strong odors).

Budget: maximum \$50.00 per person

N.B. Please ensure that there is sufficient food until the end of the event . For the cheese platters please provide staff in attendance to cut and serve the cheese for the duration of the event.

4. WATER STATION(S)

- In-house water station(s). Please provide pitchers (or other suggestions). Please foresee glasses for the water station (no plastic cups). Replenish water station(s) as needed.

5. FLOWER ARRANGEMENT

- Flower arrangement on the buffet(s) and registration tables. Please make sure that flowers have no odor.

6. REGISTRATION AREA

- Two 6' registration tables boxed in white linen (or other suggestions) for distribution of badges situated at the entry point of the venue

7. WINE TASTING GLASS STATION (s)

- Two 6' tables boxed in white linen (or other suggestions) for display of wine tasting glasses for the visitors to be replenished throughout the day.

8. WINE DELIVERY, WINE STORAGE, DISTRIBUTION AND RETURN

- The wines will be delivered on Wednesday, October 25, 2023. Each producer will be sending a maximum of 18 bottles.
- A representative of the Italian Trade Commission will be present upon delivery of the wines to ensure proper delivery and to label each case to the assigned table. One staff member of the awarded venue will be needed to assist in this process.
- Once labeled the wine cases will need to be stored in a secure area
- On the day of the event (8:00AM) the awarded venue will ensure there are sufficient staff members ready to dispatch the wine cases to the assigned table.
- The space for the walk around tasting needs to be **ready by 10:00 a.m. on the day of the event**
- Any leftover unopened wine bottles shall be collected from producers' tables by the awarded venue's staff, divided into white, red, rosé and sparkling, counted and placed in leftover cases containing only wines of the same color. The cases shall be sealed and labeled for shipment (address labels to be supplied by the ITC, then stored in a secure area for collection on October 27 by a dispatcher appointed by the ITC. A list of wines divided by color as mentioned above shall be provided to the ITC.

9. SECURITY

- Security guard (s) from 1:00 p.m. to 6:00 p.m. also to ensure that no bottles of wine leave the premises, since all wines are the property of the Consulate General of Italy in Vancouver

10. COAT CHECK

- Ensure monitored coat check area for the guests at no cost for them

11. TEARDOWN

- The awarded venue will tear down all equipment and supplies. Please see item 8 above about leftover wine return.

12. INSURANCE FOR THE EVENT

- Bidders are requested to provide specifications regarding any insurance coverage required of the ITC, in connection with the event.

BUDGET AND TERMS OF EXECUTION

Total maximum budget allocated for all the services requested in this RFQ is **CAD \$43,000.00 (CAD forty three thousand dollars), excluding applicable taxes.**

It is understood that your offer (including all fees, expenses, services, goods, products, shipping etc. cannot exceed CAD \$ 43,000.00 (CAD forty three thousand dollars), excluding applicable taxes.

Although your quotation needs to include a price for all products and services indicated in this RFQ, the ITC reserves the right to change items, quantities or entire parts of this quotation when stipulating the service contract with the awarded venue and/or during the life of the contract.

ITC may cancel this RFQ and reserves the right to reject in whole or in part any and all bids.

ITC will not consider claims for an increase or decrease of the total contract value.

PAYMENT TERMS

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

- 20% of the fee payable after signing the contract, upon receipt of an invoice
- The final 80% payment shall be made at completion of the event, upon 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).

MAIN CONTRACTUAL CLAUSES

The contract that will be signed between the Consulate General of Italy-Italian Trade Commission and the awarded venue will include several clauses. A few mandatory ones follow.



ITALIAN TRADE AGENCY

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.

The contract with the selected respondent will not be an exclusive contract for the provision of the described Deliverables.

ITC may cancel or amend the RFQ process without liability at any time.

There will be no tacit renewal of the contract.

REQUIREMENTS FOR THE SUBMISSION OF OFFERS AND DEADLINE

Please send your itemized quotation by June 30, 2023 to montreal@ice.it including all the following price points.

- Rental of function space
- Rental of wine storage (*if applicable*)
- Coat check service
- Corkage fees if applicable
- Other service charges (please specify clearly)
- Equipment rental (tables, chairs, wine tasting glasses for producers and visitors, etc.)
- Staff including security guard(s), please specify number and cost
- Food stations – provide menu and cost per guest according to the items and the maximum price listed above, including cold items listed above and a warm local dish
- Requirements for insurance coverage and if necessary its amount (if applicable)
- All additional items we might have not included in this RFP and which you deem necessary for the successful outcome of our event

Please provide a floor plan, menu suggestions, picture of the wine tasting glass (including size) as well.

Please address your itemized quotation and other required documents as per our specifications and needs including your Italian Trade Commission supplier registration number (if applicable) to

Mr. Marco Saladini
Consulate General of Italy – Italian Trade Commission
1000, rue Sherbrooke ouest, bureau 1720



Montréal (Québec) H3A 3G4

RFQ CONTACT

For the purpose of this process, the contact person will be Fausta Mallozzi montreal@ice.it. The contracting manager will be Marco Saladini. We look forward to receiving your quotation. Should you need additional information, please write to montreal@ice.it. Clarifications will only be provided in writing, with a separate notice posted on ITC's website, where this notice has been originally published. Please do not call.

We are looking forward to receiving your quotation.

Sincerely yours.

Marco Saladini
Italian Trade Commissioner to Canada

encl. / aide-mémoire



REQUEST FOR QUOTATION (RFQ) – AWARD TO LOWEST PRICE (abiding to all our requests) Venue rental, catering services, setup/teardown for the event “A Tasting of Wines from Italy TM /Une dégustation de vins d'italie mc” 2023	# items		cost
AIDE-MEMOIRE			
Please read attentively			
SUBMISSION DATE not later than JUNE 30 2023			
ROOM DESCRIPTION AND SERVICES			
Room Rental			
Equipment			
· Tables 6' X 34			
- Wine Tasting glasses (12 oz) for producers tables (34 X 6) (supply photo)			
- Water glasses for producers' tables (34 X 2)			
- Cocktail napkins			
- Bread basket for each producers tables (to be replenished as needed throughout the day)			
- 1 large spittoon per producers' tables (ensure constant cleanup of spittoons throughout the day)			
- 1 wine bucket per producers' tables (for white wine)			

-1 bus tray for the ice (for white wines) (bus tray to be covered with linen/or other suggestions)			
- 1 bus tray for the ice (for white wines) (bus tray to be covered with linen/or other suggestions)			
- 1 water pitcher (to be replenished as needed throughout the day)			
- 1 small garbage can (be cleaned throughout the day)			
- Support for table numbers (18" and more) + numbered card (1 to 34)			
- Linens for producers tables, glass and water stations			
Food Station (s)			
Tables for food station (s) set-up			
High Top Tables			
Linens (for food stations + high top tables)			
Menu (supply menu suggestion)			
Price per person			
Water Station (s)			
In-house water station (Pitchers + Glasses)			
Flower Arrangement			
Wine Glass Station			
2 - 6' tables + linens			
Wine tasting glasses for guests (800 glasses) (supply photo)			



ITALIAN TRADE AGENCY

Wine Delivery, wine storage, distribution of wine cases			
Storage fees (if applicable)			
STAFF*	Hourly rate	Hours	Total cost
Setup and Teardown			
Setup (October 25, 2023)			
Event and Teardown (October 26, 2023)			
Coat Check			
Security			
* please specify number of staff for all the different tasks + hours			
Corkage fees			
Service fees			