



ITALIAN TRADE AGENCY

Chicago Office

Machines Italia Magazine Vol XIII (Summer 2020)
3 - INSTRUCTIONS FOR BID

The publishing house’s bid must arrive in one **sealed envelope** containing the following **3 sealed envelopes** within:

1. **Proposal Details** (one sealed envelope) containing the graphic & design and the description of work for the Machines Italia Magazine Vol XIII (Summer 2020) any other related items to be reviewed by the ITA.
2. **One sealed envelope** containing the following documentation:
 - a) Economic and Financial Solvency – Proof of financial solvency;
 - b) The turnover for each of the past 3 years (2017-2018-2019) for the provided services realized in the USA;
 - c) Major projects implemented in the past 3 years (2017-2018-2019), including amounts and name of the customers.
3. **One sealed envelope** containing the following signed form:

"The undersigned publishing house engages itself to perform the works required for the creation and publishing of the official Machines Italia magazine to be distributed at the IMTS Show in Chicago, IL (September 14-19, 2020) for the total amount of _____ (in figures and in letters).

The undersigned publishing house engages itself to perform the works in compliance with the clauses, conditions and specifications provided in the Letter of Invitation, in the Technical Description and in the Special Conditions.

The publishing house will return all documents received pertaining to the aforementioned magazine duly countersigned.

_____ of _____
 (Print Name of Representative) (Publishing House)

 (Signature of Representative) (Date)

