



ITALIAN TRADE AGENCY

A TASTING OF
WINES FROM ITALY™
UNE DÉGUSTATION
DE VINS D'ITALIE^{MC}

September 14, 2022
Prot. 0098992/22
CIG: 9383979073

EXTENSION TO SEPTEMBER 16, 2022 AT 12:00PM

INVITATION FOR BID (IFB) – AWARD TO LOWEST PRICE

RE: ADAPTATION, PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL FOR THE EVENT “A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE^{MC}” 2022

NOTICE TO BIDDERS: Please read this IFB 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 of this ifb.

All the artwork (source files) will be provided by the Italian Trade Commission to the awarded bidder (one time use).

The Italian Trade Commission in Canada is searching for a provider for the above services. If you are interested and possess the required qualifications, you are invited to submit an offer taking the following into account:

1. AWARDING ENTITY

The Italian Trade Commission (ITC) - Toronto Office
480 University Avenue, Suite 800
Toronto, Ontario M5G 1V2

Mr. Marco Saladini
Trade Commissioner - ITC Canada
Official Representative of the Contracting Authority (Responsabile Unico del Procedimento)
Tel. 416 598 1566
toronto@ice.it

2. BACKGROUND

The Italian Trade Commission is the governmental entity which promotes the internationalization of Italian companies along with the policies of the Italian Ministry of Foreign Affairs and International Co-operation. ITC provides support to Italian and foreign companies. ITC is

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





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headquartered in Rome and operates with a network of offices worldwide linked to Italian embassies and consulates and works closely with local authorities and businesses.

ITC 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, ITC is present in Toronto and in Montreal.

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

3. BUDGET AND TERMS OF EXECUTION

Total maximum budget allocated for all the services requested in this IFB is **CAD \$97,000.00 (CAD ninety seven thousand dollars)**, excluding applicable taxes.

It is understood that your offer (including all fees, expenses, services, goods, products, shipping etc. cannot exceed **CAD \$ 97,000.00 (CAD ninety seven thousand dollars)**, excluding applicable taxes.

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

ITC may cancel this IFB 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.

4. LIFE OF THE CONTRACT

The contract will start after contract execution and will end on November 30, 2022.

The contract will automatically end on its expiration date – November 30, 2022 - without any notification between the parties.

There will be no tacit renewal of this contract.

5. THE BID: DESCRIPTION OF SERVICES REQUESTED

The Italian Trade Commission (hereinafter "ITC") is organizing the 27th edition of "A Tasting of Wines from Italy"TM - "Une dégustation de vins d'Italie"^{MC} that will take place on the following dates and in cities:



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- Toronto, Monday, October 31, 2022
- Montreal, Wednesday, November 2, 2022

The ITC is looking for a supplier (hereinafter the “Supplier”) able to provide adaptation, production and printing services related to the promotional material for the above-mentioned event, according to the details specified in Sections below. All the artwork (source files) will be supplied by the ITC.

All creative assets will need to be updated with details relevant for 2022. Some changes will be minor. Other changes will be for the entire document such as the wine booklet.

SCOPE OF SERVICES: ADAPTATION, DIGITAL PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL (FRENCH AND ENGLISH VERSION)

A list of services to be provided and included in your offer follows.

- Adaptation, digital production and printing of all promotional material
- Page setting verification and preparation for digital wine booklet
- Revision and correction of texts by a proofreader
- Delivery of printed promotional material to our offices and locations of events as provided by ITC. The locations of the events are in the downtown core of each city.
- Coordination with Italian Trade Commission project manager;
- The 2022 content for the promotional material will be supplied by the ITC in word format/ excel;
- Please indicate dates that you would require content from ITC for all elements outlined in this bid;
- All creative is to follow graphic norms provided by ITC;
- All creative source files will be provided by ITC;
- Copyright of all updated materials. ITC reserves the right to utilize the material for other purposes than those not-listed in this request for proposal.
- With the final payment, all final versions of working files of the promotional material to be supplied to ITC Montréal in high resolution format (updated source file);

DIGITAL COMPONENT

The digital material will comprise of the following main categories:

- Website
- Digital Wine booklet / bilingual QR code
- Electronic Invitation
- Data collection
- RSVP
- QR code



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- Registration
- Testing onsite support

Digital details and specifications are as follows:

6. WEBSITE

WWW.EXTRAORDINARYITALIANWINE.CA (ENGLISH AND FRENCH)

- Update of homepage to reflect 2022 edition
- Enter information into the website
- Formatting and uploading onto the website of photos and event video, if applicable
- Uploading onto the website of the 2022 wine booklet that features all the participating producers, statistics, press releases and other documents.
- Adding new content within one or more existing tabs
- Archive 2019 edition and upload current edition
- Optimization of website for search purposes
- Copywriting and translation from English to French
- Producing the schedule of the events
- Producing a location map
- Accommodations
- Production of a picture gallery
- Digital Wine booklet (see item 2., below)
- Updating the Contacts Page
- The website must have a responsive layout, i.e. be accessible from a variety of different devices. .

7. DIGITAL WINE BOOKLET (BILINGUAL)/ QR CODE

- 262 pages + 4 for covers, recto/verso
- Indexing digital wine catalog to be hosted online including a self-contained application with interactive menu. The search functionality includes: by event (city), by name of producer, by region, by grape variety, by type of wine (red, rosé, white, sparkling, grappa), by denomination, hyperlink to producers' website and email, etc.
- Uploading file onto website www.extraordinaryitalianwine.ca
- The Agency will need to create a QR code to link our digital wine booklet

Software programming cost, as listed above

Delivery dates

Catalog: first draft within 5 days of the content delivery

Two rounds of revisions need be included

Website :

Update of main web page to reflect 2022 edition to be finalized by October 7, 2022

New pages or corrections to existing ones Information on website to be entered subsequently, when ready

8. ELECTRONIC INVITATIONS (HTML)

8.1 ELECTRONIC INVITATION (HTML) – Technical tasting

- Adaptation of image of 2019 (provided by ITC)
- 2 versions: Toronto (1), Montréal (1)
- Email distribution to be done by ITC

Delivery date: no later than October 3, 2022 or as otherwise specified.

Please specify how much in advance of the delivery date the ITC needs to supply the copy

8.2 ELECTRONIC INVITATION (HTML) - walk around tasting

- Adaptation of image of 2019 (provided by ITC)
- 5 versions: Toronto (2), Montréal (3)
- Email distribution to be done by ITC

Delivery date: no later than October 3, 2022 or as otherwise specified.

Please specify how much in advance of the delivery date the ITC needs to supply the copy

8.3 ELECTRONIC INVITATION (HTML) – cocktail dinatoire

- Adaptation of image of 2019 (provided by ITC)
- 1 version: Montréal (1)
- Email distribution to be done by ITC

Delivery date: no later than October 3, 2022 or as otherwise specified.

Please specify how much in advance of the delivery date the ITC needs to supply the copy

The third party platform must keep track of the data collection pertaining to the RSVP's and be able to send reminders and notifications.

8.4 DATA COLLECTION AND RSVP MANAGEMENT

The platform must be able to import and export guest lists.

This year A Tasting of Wines From Italy 2022 will be completely paperless. In order to achieve this goal we request the Supplier to make use of an easy end-to-end event RSVP and attendance management software.



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The offered software needs to:

- collect all the info from attendees, upon registration
- allow replies to invitations (RSVP) only from listed invitees
- manage primary and secondary events

8.5 QR CODE

The platform must be able to produce and handle QR codes allowing guests to reply to invitations, access flyers or advertisements, easily carry out a registration or a RSVP and check in at the event they've been invited to. .

8.6 REGISTRATION

Staff must be able to check in guests as they arrive, scanning their QR code by using a standard mobile phone or entering the guest's name.

The online system must be in real time and allow syncing across devices

8.7 TESTING AND ONSITE SUPPORT

The agency needs to check with the venues for internet connection and testing of the software in all the most relevant areas at least 2 weeks prior to the event.

The agency needs to support ICE's staff with training on the use of the platform.

The agency needs to provide two operators familiar with the use of the platform during the time of the event in order to provide assistance in case of need.

PRINTED MATERIAL

9. PLACEMAT - TECHNICAL TASTING

- 17" wide x 11" high
- Color printing, one side only

Adaptation cost, 2 versions (French and English)

Printing cost: 2 versions, 70 copies each

Delivery dates:

- Toronto – October 28, 2022 by 1 pm
- Montréal – November 1, 2022, by 1 pm

Please specify how much in advance of the delivery date the ITC needs to supply the copy

9.1 TASTING SHEET – TEMPLATE

- 8 1/2" x 11"
- Logos of the event
- Ability to type information on tasting sheets.

Adaptation cost, 2 versions (French and English)

Delivery dates:

- Toronto – October 17, 2022 by 1 pm
- Montréal – October 17, 2022 by 1 pm

Please specify how much in advance of the delivery date the ITC needs to supply the copy

Option: Adaptation cost, each extra lot

10. BANNERS + STANDS FOR TORONTO AND MONTREAL

Adaptation and printing of 9 units

Measurements:

- 33" x 80"
- 4/0
- Retractable banner stand
- Single side printing and installation
- Interlocking pole design
- Swiveling foot for stability
- Matte silver finish stand
- Carry bag

Adaptation cost, as listed above, per version

Printing and Structure, cost per unit

Delivery dates:

- Toronto– October 28, 2022 by 1 pm
- Montreal – November 1, 2022, by 1 pm

Please specify how much in advance of the delivery date the ITC needs to supply the copy

11. ROOM FLOOR PLAN – TORONTO & MONTREAL

- 30" x 40"
- 4/0
- Printed and mounted on white foam board
- Details: the room plans must include floor plan, list of producers and their location

Adaptation cost, as listed above, 2 versions (Toronto and Montréal)

Printing cost: 4 units Toronto; 4 units Montréal



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Delivery dates:

- Toronto – October 28, 2022 by 1 pm
- Montréal – November 1, 2022 by 1 pm

Please specify how much in advance of the delivery date the ITC needs to supply the copy

12. VINYL STICKER FOR MIRROR – TORONTO

- Adaptation design 2019 wine look to a set of vinyl panels for the mirror in Toronto's venue
- Three (3) panels for a total combined size of 160.5" wide by 45" high
- English tag line only
- 4/0
- Ez-off vinyl, 5 mm

Adaptation cost, as listed above

Printing cost, as listed above

Installation cost of vinyl for mirror

Installation time: to be coordinated with Toronto venue

Delivery date: Toronto – October 28, 2022 by 1 pm

13. FLOOR DECALS WITH "A TASTING OF WINES FROM ITALY/UNE DÉGUSTATION DE VINS D'ITALIE"

- 24" diameter
- 3M non-marking

Adaptation cost, as listed above, 1 lot, up to 2 sizes

Printing - 24" diameter

- 20 units: Montréal event

Printing and installation costs:

Installation for floor decals: time to be coordinated with the catering company.

Must be installed after completion of rooms set-up

Delivery date

- Montréal – November 1, 2022 by 1 pm

14. EXHIBITOR SIGNAGE – TORONTO, MONTREAL



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- Adaptation and production of 2 lots, 101 units, one per company, printed for Toronto and 101 units, one per company, printed for Montreal
- 11" x 17"
- 4/0
- Printed and mounted on white foam core
- Installation of easel on back

Adaptation cost, 101 units

Printing: 202 units

Option: Adaptation cost, for each extra unit

Option: Printing: cost for each extra unit

Delivery dates:

- Toronto – October 28, 2022 by 1 pm
- Montreal – November 1, 2022, by 1 pm

15. REGISTRATION BANNER – HORIZONTAL – MONTRÉAL

- Adaptation of 1 lot
- 5' x 2' (w x h)*
- Grommets in each 4 corners
- Exterior vinyl or other suitable material
- 4/0
- Sewing on all four sides
- 2 rolls of clear plastic-coated wire, 25' each,

Adaptation cost, as listed above, 1 unit

Printing cost, 1 unit

Delivery date:

- Montréal – October 29, 2019 by 1pm

16. LARGE INTERIOR BANNER – (MONTRÉAL)

- Eco display 96" X 185"
- 2 X Valances (96" X 185")
- Window block out stickers
- Support bar for banner and 2 X valances
- Final sizing to be confirmed by Marché Bonsecours
- Installation to be confirmed by Marché Bonsecours

Adaptation cost, as listed above, 1 version



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Printing: 1 unit

Installation and removal cost

Installation and removal for signage: time to be coordinated with the catering company. Must be installed after completion of set-up

Delivery and installation date:

- Montréal – November 1, 2022, by 1 pm

17. SIGNAGE ON CURTAIN BACKDROP (MONTRÉAL) WITH “A TASTING OF WINES FROM ITALY/UNE DÉGUSTATION DE VINS D’ITALIE”

- Adaptation of 1 lot
- 10’ wide x 3’ high
- Canvas: 10 oz. opaque polycotton or other suitable material
- 4/0

Adaptation cost, 1 unit

Printing: 1 unit

Installation cost

Installation and removal for signage: time to be coordinated with the catering company. Must be installed after completion of set-up

Delivery date:

- Montréal – November 1, 2022, by 1 pm

18. STYRENE LAMINATED NAME TAGS

- 4.5” X 6”
- 4/0
- Six colours /categories
- 40 pt styrene with laminated psa gloss

Adaptation cost

Printing cost, 4,000 units

Option: printing cost, each extra 100

Delivery date:

- Toronto – October 28, 2022 by 1 pm
- Montréal – November 1, 2022, by 1 pm



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19. **BRANDED LANYARD**

LOGO: A Tasting of wines from Italy/Une dégustation de vins d'Italie
COMPANY LOGO

- 7/8" screen printed lanyard full color 2-sided print
- Two clips

Adaptation cost, 1 lot

Printing cost, 4,000 units

Option: printing cost, each extra 100

Delivery date:

- Toronto – October 28, 2022, by 1 pm
- Montréal – November 1, 2022, by 1 pm

20. **STAIRWELL SIGNAGE, MONTRÉAL ONLY – MARCHÉ BONSECOURS**

A series of signs under the stairwell leading from the main floor to the upstairs rooms, where the event is taking place

- Tad stick
- 4/0
- Four (4) visuals, 58.5"x 43.5"
- Four (4) visuals, 73.5" X 47.5"

Adaptation cost, as listed above, 8 visuals

Printing, cost as listed above

Installation and removal costs

Installation and removal for stairwell signage: time to be coordinated with the catering company.
Must be installed after completion of set-up

Delivery date:

- Montréal – November 1, 2022, by 1 pm

21. **ONLINE ADVERTISING**

Adaptation cost of online ad template, built to 1st ad specification

Delivery dates will be provided in due course

22. THE EVALUATION PROCESS

In consideration of the repetitive nature (27th edition of the same event) and of the standard kind of services required (adaptation, digital production and printing of promotional material, based on source files provided by ICE), each bid will be evaluated based on its offered price.

23. FINANCIAL/ECONOMIC OFFER AND CONDITIONS

The total price before taxes should be indicated in the Financial/Economic Offer (Annex 2).

Detailed prices before taxes should be indicated on the enclosed spreadsheet (Annex 3)

The ITC reserves the right to order additional quantities of products and services quoted here at the same price quoted in the awarded bid, within a maximum additional cost equal to 20% of the contract's value.

All bids must remain firm throughout the contract term, November 30, 2022.

24. REQUIREMENTS FOR THE SUBMISSION OF OFFERS

According to Italian law and under penalty of exclusion, all parts of an offer shall be submitted in one single closed and sealed envelope indicating on the outer surface "**CONFIDENTIAL - Do Not Open. Bid Documents: ADAPTATION, PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL FOR THE EVENT "A TASTING OF WINES FROM ITALY TM/UNE DÉGUSTATION DE VINS D'ITALIE ^{MC} "2022.**

The envelope shall clearly indicate the complete name of the sender and the complete address (telephone and email) where all subsequent notices shall be sent.

Furthermore, the envelope shall contain:

Two (2) envelopes, closed and sealed, indicating on the outer surface the following:

ENVELOPE "A": [indicate NAME of the COMPANY] "Administrative Documentation"

This envelope **must** contain:

1. This IFB initialed on each page (from page 1 to page 8), duly signed;
2. Annex 1 page 17 (Awarding of the Contract) which states that you are eligible and possess the necessary qualifications, completed and duly signed;
3. A list of select clients for which you have done similar work.
4. A copy of a government issued identification document of the bid's signee

The failure to include all the above items may disqualify your bid.



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ENVELOPE “B” [indicate NAME of the COMPANY] “Financial/Economic Offer”.

The Financial/Economic Offer shall be made in accordance with the terms indicated in this IFB. It shall be expressed clearly in numbers and letters and signed by a legal or authorized representative of the bidding Agency. Multiple offers will not be considered.

Please complete the Financial /Economic Offer as per Annex 2 (Page 18).

Please complete the spreadsheet included with this IFB (Annex 3).

Please indicate **price information ONLY in your FINANCIAL/ECONOMIC OFFER** and not in your ADMINISTRATIVE DOCUMENTS, so as not to invalidate your proposal.

25. TENDER PROCEDURES

The opening of Envelopes A and B will take place during an open public session. Only one (1) legal representative, or his/her delegate, for each participating bidder, can participate in the public session.

26. DEADLINE EXTENSION

The envelope containing the offers must be received by ITC, under penalty of exclusion from the tender to the extended date of **September 16, 2022 no later than 12:00pm** .

The address where the offers must be mailed is: **ITALIAN TRADE COMMISSION Toronto, 480 University Avenue Suite 800, Toronto, ON M5G IV2.**

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 IFB.

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

27. 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
- 50% should be divided in installments and paid as per a schedule included in the signed contract



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- The final 30% payment shall be made only upon delivery of all materials and services as stipulated in the contract including all uploads on the website requested by November 30, 2022.
- 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):
Consulate General of Italy – Italian Trade Commission
480 University Avenue Suite 800
Toronto ON M5S 1V2

28. PENALTIES AND TERMINATION CLAUSE

For each one-day delay with respect to the agreed-upon timeline, a 2% (two percent) penalty may apply, calculated on the value of the delayed service rendered.

In the event that the Supplier's self-declaration / certified requirements, including the documents submitted for enrollment in the ITC Suppliers' Registry, are found to be in defect following a subsequent verification, the ITC will proceed with the termination of the contract. In this case, in addition to termination, the ITC will pay the agreed outstanding payment exclusively for services already rendered and will apply a penalty of not less than 10% of the contract value.

29. SECURITY DEPOSIT

The winner of the bid **must** submit a performance surety bond or a letter of credit or a non-transferable cashier's cheque that amounts to **10% of the total contract value before signing the agreement**. The expenses to obtain the performance surety bond or a letter of credit shall be the responsibility of the bidder.

30. NO EXCLUSIVITY

The ITC recognizes the awarded Supplier as the regular but not exclusive service provider: therefore, it does not grant exclusive rights to receive the services described herein.

31. OBLIGATION OF CONFIDENTIALITY AND PROTECTION OF PRIVACY – ARTICLES ET SEQ. OF THE EU REGULATION 679/2016

In compliance with the provisions of art. 13 and under the EU Regulation 679/2016 on the protection of personal data of physical persons, as referred in art. 4 of the aforementioned Regulation we inform you that your personal data is collected, processed, used and disseminated solely for the institutional purposes of ITA-Agency (ITC), as required by art. 14, paragraph 20, D.L.98/11 converted into L.11/11 as replaced by art. 22 c. 6 D.L. 201/11 converted into L. 214/11 and for this purpose will be included in the Central Data Bank of ITA.

This process will take place by means of paper and/or computerized methods. The data will be communicated and disseminated to other public entities to fulfill specific legal obligations.



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We also remind you that you may exercise, at any point of time, the rights referred to in articles 17 and the ones EU Regulation 679/2016.

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

The winning Supplier 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 only permissible use is the one provided and governed by the Call for Bids and the contractual documents.

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

32. ADDITIONAL CLAUSES

As required by the applicable Italian Law, by submitting its offer the Supplier agrees to sign the following (as specified in the clauses under the signature):

- Anti-pantouflage clause;
- Code of Conduct clause;
- Integrity Pact clause (referring to the Corruption of Foreign Public Officials Act, S.C. 1998, c. 34, and Canada's Criminal Code).

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

The failure to include all the items requested by this IFB may disqualify your bid. Please be sure to follow all instructions carefully to avoid disqualification.

33. CONTACT INFORMATION

If you have any questions regarding this tender, please send an email to: toronto@ice.it **CIG 9383979073** . Answers will be provided in writing to all bidders without revealing who asked. Please no calls or personal e-mail messages as we will not be able to heed them.



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**As part of new procedures for all of the ITA branches worldwide, It is mandatory that all suppliers of services and goods, Individuals or Companies that wish to work with our office need to register. If you wish to submit a proposal you must register first.

Please take a look at the forms available from this link, and please sign and return the "Application Form", "Declaration Statement" and the "Terms and Conditions" forms to us at your earliest convenience: <https://www.ice.it/en/index.php/markets/canada/supplier-register>

Cordially,

For acceptance

Marco Saladini
Trade Commissioner - ITC Canada

Seal and signature of the legal
representative

By signing above you agree, on behalf of the addressed company, to the terms outlined in the above contract and confirm and declare to the best of your knowledge that:

- Supplier has not retained or engaged professionally any ex-public sector employee who has ceased his or her employment with "ICE-Agency" (i.e., the Italian Trade Agency) within the last three years and who has occupied a management role in the said organization or has been delegated management powers to execute contracts or other commercial transactions on behalf of the organization;
- Supplier is not in breach of its obligations under the *Corruption of Foreign Public Officials Act*, Statutes of Canada 1998, Chapter 34 (the "CFPOA");
- Neither you nor anyone connected with or having a direct or indirect interest in Supplier is a "foreign public official" within the meaning of the CFPOA;
- Neither you nor any person on Supplier's behalf, has given or agreed to give, or offered, directly or indirectly, any loan, reward, advantage or benefit of any kind to any person connected to ICE-Agency or to any person for the benefit of a person connected to ICE-Agency, in order to obtain or retain an advantage in the course of ICE-Agency's business; and
- Supplier accepts in full and is compliant with the rules of the Code of Conduct that ICE-Agency adopted in accordance with the provisions set by the Italian Presidential Decree No. 62/2013, and approved with Resolution no. 547/21 of the ICE-Agency's Board of Directors on February 23rd, 2021. ICE-Agency regards compliance with the CFPOA as identical with compliance with the Code of Conduct and Italian Presidential Decree No. 190/2012, and so if the Supplier is compliant with the CFPOA, it is automatically compliant with the Code of Conduct and the regulations contained in Italian Presidential Decree No. 190/2012.

Note: The Code of Conduct and Disciplinary Procedures adopted by ICE - Agency are available on the website www.ice.gov.it - at the section "Transparent Administration" - "General Provisions" - "Acts of general application". For any serious breach of rules set by the Code, the Decree or the CFPOA, ICE-Agency will have the option to terminate Supplier's contract.

- Pursuant to art. 54-bis, paragraph 2 of Legislative Decree no. 165/2001, as amended by Law no. 179/2017 concerning "Provisions for the protection of persons who report unlawful activities or wrongdoing based on information acquired in a public or private work-related context", the suppliers of goods or services to the Italian Trade Agency - ICE are also entitled to report any unlawful conduct or wrongdoing of which they have learnt within the context of the contractual relationship. The reports, which are kept fully confidential, are managed through an IT application available on the Italian Trade Agency - ICE website - "Whistleblowing" section, at <https://www.ice.it/en/whistleblowing>

It remains understood that any product delivered within the context of this Agreement shall remain the exclusive property of ICE-Agency and that it is expressly forbidden for the Supplier to produce, publish, sell, transfer or reveal in full or in part the products and/or any of their contents without the prior written consent of ICE- Agency.

ANNEX 1

CIG: 9383979073

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

AWARDING OF THE CONTRACT

“ADAPTATION, PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL FOR THE EVENT “A TASTING OF WINES FROM ITALY™ /UNE DEGUSTATION DE VINS D’ITALIE MC” 2019

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

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

The contract will be awarded to the lowest price offer.

I have received, read and understood all the material pertaining to the IFB for the

“ADAPTATION, PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL FOR THE EVENT “A TASTING OF WINES FROM ITALY™ /UNE DEGUSTATION DE VINS D’ITALIE MC” 2019 - CIG 9383979073

(Company name)

(Print & Sign name)

ANNEX 2

CIG: 9383979073

To be inserted only inside the envelope ENVELOPE "B" – "Economical/Financial Bid" with ANNEX 3 - do not insert any other documents inside of envelope "B" then ANNEX 2, ANNEX 3

"ADAPTATION, PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL FOR THE EVENT "A TASTING OF WINES FROM ITALY™ /UNE DEGUSTATION DE VINS D'ITALIE^{MC}" 2019

ECONOMIC/PRICE OFFER

(In number and letters)

<p>TOTAL ECONOMIC/PRICE OFFER (AS PER ANNEXE 3)</p>	<p><i>Numbers:</i> \$ (.....)</p> <p><i>Letters:</i> \$ (.....)</p>
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Signature _____

Name/Print _____

Company name _____

Title _____

Date _____

