

**REGULATION FOR REGISTRATION AND MANAGEMENT  
OF THE ACCREDITED SUPPLIERS' REGISTER  
OF THE ITALIAN TRADE AGENCY  
TIRANA OFFICE**

This Regulation provides the methods of registration and current management of the Supplier Register established by ITA - Italian Trade Agency Office in Tirana (hereafter ITA Tirana).

It follows the Guidelines n. 4, issued by ANAC (Italian Anti-corruption Authority) with Resolution No. 1097, 26/10/2016 and Resolution No. 206, 1/3/2018 that put into effect the Italian Legislative Decrees n. 50/2016 and n. 56/2017 (issued in implementation of Directive 2014/24/EU on public procurement).

### 1. Authorized economic operators

Economic operators admitted to enrolment are:

- Individual entrepreneurs,
- Companies,
- Permanent consortiums,
- Other groups of companies.

### 2. Structure of the Suppliers' Register

The Suppliers' Register is organized in 2 main groups per amount range: for contracts less than 40.000,00 euros and for contracts from 40.000,00 to 220.999,00 euros.

It will also be divided in 5 different sections, including related product/services categories (see Annex 1):

- Fairs and exhibitions organization and related services;
- Office supplies;
- Office furniture and machines;
- Works and maintenance;
- Technical and administrative assistance.

Each economic operator may apply only to a maximum of 2 sections. To be registered, each category must be consistent with the corporate purpose of the company - as registered by official entities or of the competent professional associations - and referred to its prevalent activity.

ITA Tirana reserves the right to accept requests for registration only for those goods and services that may need in its current activity.

### 3. Requirements to be part of the Suppliers' Register

Each economic operator willing to participate to ITA Tirana tenders must:

- a. be registered as a juridical subject among those categories stated in art. 1;
- b. have a fiscal position;
- c. declare to possess professional competence, economic and financial capability and technical and professional capacity;

- d. comply to social and labour national collective agreements if applicable;
- e. must not have incurred - during 3 years prior to the application - in assessed and serious breaches and deficiencies in the execution of contracts with ITA Tirana that resulted in the termination of the contract or the revocation of the award of a tender;
- f. declare that any of the following causes of exclusion is not occurring:
  - participation in a criminal organization,
  - corruption or fraud,
  - money laundering and criminal activities,
  - child labour and other forms of human smuggling,
  - not compliance with payment of taxes or social security contributions,
  - sanctions by the Italian/local regulations, with the prohibition of signing agreements and stipulating contracts with public administrations.

In case of consortium or group of companies the above requirements must be fulfilled by the consortium and by each one of the consortium' members.

#### 4. Guidelines to apply to Suppliers' Register and documents required

Each economic operator must apply by submitting to ITA Tirana (by email [tirana@ice.it](mailto:tirana@ice.it)) the application form (Annex 2) and present all required documents as follows:

- a. application form (Annex 2) to be enlisted in the Suppliers' Register of ITA Tirana, with the indication of:
  - the section and related product/service categories for which the economic operator is applying,
  - turnover of the last three years;
  - document of company registration;
- b. document of fiscal position;
- c. Single document of requirements (Annex 3)
- d. in case during the past 3 years the operator has never supplied any previous service to ITA Tirana and/or other offices/sections of the Italian Embassy, he needs to produce at least 2 letters of reference of past clients related to the previous 3 years or - as an alternative to the references and only for new suppliers - a certified copy of contracts and related invoices, issued not earlier than three years from the date of the application to this Register.

At the end of relevant review, applicants will receive from ITA Tirana confirmation or rejection of registration.

#### 5. Reviewing times and checks of applications

Applications will be reviewed by ITA Tirana within 30 working days, without prejudice to a longer term depending on the number of requests received, upon receipt of all documents requested in art. 4. In case of incomplete or irregular application, the economic operator will receive an e-mail request for clarification/integration.

ITA will proceed with random checks on the authenticity of the claims made by the company. Failure to match with the results of the check will result in suspension or cancellation from the Register.

#### 6. Obligations of registered suppliers related to information updates

All changes or modifications of the conditions/requirements stated in art. 3 must be updated in written within 30 days of change/modification of requirements.

#### 7. Suppliers' register annual update

ITA Tirana updates its suppliers' Register once a year, by requesting via e-mail to each of the registered subjects to submit any modification as well as the single document of requirement (Annex 3). Failure to provide the required update within 60 days will prevent the economic operator from participating in supplier selection procedures.

## 8. Assessment of suppliers' activity

Each service or good ordered under the present guidelines will be evaluated on a scale from 1 to 5 (1 - very poor; 2 - insufficient; 3 - sufficient; 4 - good; 5 - very good) according to parameters such as overall quality of goods, overall quality of services, timing of delivery of goods and/or services, flexibility in adjusting to requests from the Italian Trade Agency staff, etc. ITA Tirana will calculate the resulting average rating. Upon request, the registered operator may receive a copy of the evaluation form.

## 9. Suspension of application

If a company received an average evaluation of less than 3 points for its services with ITA Tirana during the past year, the effectiveness of the registration in the Suppliers Register will be suspended for no less than six months.

The suspension will also occur in case of failure in information updating, delays in deliveries or negative tests, in the case of judicial or arbitration proceedings with the ICE (until the resolution of the same), or if the supplier violates one of the obligations set out in execution of an assignment entrusted to him.

The suspension will be adopted by the Director of ITA Tirana, who is Responsible for the procedure. The company concerned will be duly informed about the suspension.

The suspension can be revoked for: expiry of the provision term or when the interested party gives documented evidence that the conditions having determined the suspension have lapsed. The suspension can be turned into cancellation, when it is ascertained that the mentioned conditions have not lapsed.

## 10. Cancellation of application

A registered supplier will be cancelled from ITA Tirana Register in case of:

1. failure to comply with one of the situations listed in art. 3 of this Regulation;
2. assessment of more than one supply/service lower than level 3;
3. not revoked suspension or as a result of at least three suspension measures in the last three years;
4. repeated non-compliance with a contract;
5. manifest and persistent lack of interest in participating in selection procedures;
6. exclusion from tenders by other Public Administrations;
7. failure in information updating for more than two years;
8. ascertained loss of access requirements.

The cancellation will be adopted by the Director of ITA Tirana. The company concerned will be duly informed in case 1 to 5. No communication will be needed in case 6 to 8.

In case 6 to 8, the company cancelled will not be able to present an application for a new registration before a period of no less than two years from the date of the relevant provision.

## 11. Procedures to bidding and rotation criteria for economic operators

In selecting suppliers, ITA Tirana follows the Italian Legislative Decree 50/2016, and specifically its art. 36, as well as ANAC Guidelines no. 4 mentioned in the introduction and D.M. MAECI 192, 2/11/2017.

Economic operators will participate in bidding to tenders upon express invitation or answering a public notice published on ITA Tirana web site.

ITA Tirana reserves the right to call the registered subjects considering a rotation between the members of the Register for the same product category, as well as the assessments described in art. 8.

Regarding rotation, in addition to a comparison in the supplier list, ITA Tirana will also consider the number of members in the category, as well as the possession, in some cases, of specific requirements (technical-professional, and economic-financial).



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e  
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Sezione per la promozione degli scambi dell'Ambasciata d'Italia  
Ufficio di Tirana

The registration itself does not imply any automatic title to receive invitations.

## **12. Personal Data protection**

According to Italian Legislative Decree n. 196/2003 and European Regulation n. 679/2016, all companies' data will be processed exclusively for the purposes permitted by law, in accordance with the current provisions on personal data protection.

## **13. Final Provision**

The provisions of this Regulation must be interpreted as automatically replaced, modified, repealed or excluded where incompatible with further mandatory legislative or regulatory provisions.

Effective from February 14h, 2019