



ITALIAN TRADE AGENCY
Hong Kong Office

Date: 19/11/2020
Prot. n°: 0124876/20

REQUEST FOR PROPOSAL

ADMINISTRATIVE ASSISTANCE SERVICES ON LABOUR AND PROCUREMENT ISSUES

The Italian Trade Agency (also known as Italian Trade Commission), Hong Kong Office (hereinafter "ITA"), is looking for the captioned services with the following specifications, terms and conditions:

Description of the requested services

The services shall include mostly, but not limited to research, analysis and interpretation of laws and regulations in order to comply with them, namely in the areas of procurement and labour, employment contracts, work place safety, anti-corruption terms that apply to contract for tenders, and the recent and upcoming regulations related to COVID-19 emergency; and supporting ITA in drafting labour and administrative documents for conducting its activity in Hong Kong.

Date of Period

December 2020 – 31 December 2021

Budget Limit

Estimated budget for the requested services would not exceed **HKD\$ 90,000.00**

Vendors' selection criteria

Services will be assigned to the law firm who will submit the offer with **lowest hourly rate** offer.

Vendor's general requirements:

Interested law firms should also be already qualified in the ITA's Vendors List.

If not, they should register to the **ITA's Vendors Registration Portal** at the following web link:

https://www.ice.it/en/sites/default/files/inline-files/0012323-19regolamento-albo-fornitori-english-version-protocollato-1_2.pdf

Please pay extra attention to the registration instructions and to the documents to be submitted.



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Professional requirements:

Perfect knowledge of Italian language and Italian laws; being able to write memos and documents by using the appropriate legal and administrative terms in Italian language.

Proposal submission deadline

Kindly provide ITA your offer expressed with **hourly rate** by **3 December 2020**.

IMPORTANT DISCLAIMER!

This request of Proposal does not lead ITA having any specific obligation regarding the continuation of the negotiation and the stipulation of a contract.

Framework Contract and Purchasing Orders

ITA may submit a Framework Contract to the selected law firm only if the received proposal meets all requirements needed, including Italian Procurement Law Requirements pursuant to Art. 80 and Art. 83 of the Legislative Decree no. 50/2016.

Once stipulated, the Framework Contract will regulate the services provided, upon request, by the selected law firm to ITA for the timeframe above mentioned for an estimated contract value.

The Framework Contract will not bind ITA to request any service.

Each service will be upon request. ITA will entrust selected law firm through single Purchasing Orders (P.O.) for each specific service requested along the duration of the Framework Contract. Each single P.O. will specify the services needed, as well the time frame of the service and the related cost.

In any case, the submission of a Framework Contract by ITA to the selected law firm as well as the stipulation of the individual contracts remain subject to the approval of the budget by ITA's Headquarters in Rome.

Payment

Payment will be settled after completion of each single service confirmed through Standard Chartered Bank's bank transfer upon presentation of the related invoice.





ITALIAN TRADE AGENCY

For any further information required, please contact :

Mr. Tyrone Mong Tel: 2846 6500 Email: hongkong@ice.it

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'GM Gatti', is written above the printed name.

Gioia Morena Gatti
Trade Commissioner

