

March 20, 2023  
Prot. 0033490/24  
COAN: **U23EC039D1**,

**REQUEST FOR PROPOSAL (RFP) FOR BOOTH DESIGN, FABRICATION, INSTALLATION, DISMANTLING, LOGISTICS, BROKERAGE, SHOW SERVICES FOR THE ITALIAN TRADE COMMISSION'S PAVILION (ITA) AT THE COLLISION 2024 CONFERENCE - ENERCARE CENTRE, TORONTO, JUNE 17 TO 20, 2024 - AWARD TO LOWEST PRICE**

The Italian Trade Commission (ITA) in Canada is seeking a provider (Contractor) of services for its participation in the upcoming COLLISION 2024 conference, which will be held at the Enercare Centre, Toronto, ON, from June 17 to 20, 2024. For further information about the event please visit its website at <https://collisionconf.com>

The required services include the following ones.

- A. Development of a booth design, with an open space configuration, based on ITA Toronto's specifications (as per section 1 - SCOPE OF WORK AND ADDITIONAL DESCRIPTION OF SERVICES REQUESTED below), and of a detailed floor plan, graphic designs and rendering, elevations, an electrical and lighting plan and an ethernet and wifi connectivity layout
- A. Submission of design and plans and other mandatory documentation to the trade show venue (Enercare Centre) and event organizers within the specified deadlines,
- B. Fabrication of all structural and nonstructural custom components, graphic and display panels and all booth elements per the approved booth design, rendering, layout and plans
- C. Rental of furnishings, audiovisual equipment, dedicated internet connection via ethernet and wifi for up to 15 users, power supply as required by the approved booth design and plans
- D. Installation, dismantling and disposal of the booth and of all its custom and rented components and graphic displays
- E. Provision of required drayage, logistics, brokerage, daily cleaning and relevant logistic services
- F. Provision of mandatory public liability and employee liability insurance for the booth and the exhibition space for the duration of the event

All of the above services, rentals and custom supplies have to be provided in compliance with rules and regulations laid out by the trade show's venue (Enercare Centre) and the event's organizers.

## **1 SCOPE OF WORK AND ADDITIONAL DESCRIPTION OF SERVICES REQUESTED**

ITA will rent an exhibition space (exact location to be determined) whose dimensions are 6mt x 9mt for a total floor space of 54 sq mt. The booth design and related floor plan, graphic designs and rendering, elevations, electrical and lighting plan, ethernet and wifi connectivity layout to be submitted by the bidding Contractor must incorporate the following spatial configuration elements and requirements. Additional structural, decorative and ornamental elements may be included in the proposal and will be considered as bonus points

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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](mailto:toronto@ice.it)

MONTREAL office  
1000 Rue Sherbrooke Ouest, Bureau  
1720  
Montréal, Québec, Canada H3A 3G4  
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Certificate N. 38152/19/S  
ISO 9001 / UNI EN ISO 9001:2015



in the evaluation process. Please note that the design, materials, structural, decorative and ornamental components should reflect the status and prestige of an official government organization such as the Italian Trade Commission.

A. All Throughout The Pavilion

Lighting - please indicate the approximate lumens or watts per square foot
Carpet or flooring <b>54</b> sq mt

B. Reception And Front Desk Area - approximately 1/11 of the available open space area

Graphic panel/s and displays (logos and images) - please indicate the approximate square footage or dimensions
Structural elements, enclosures with locks
1 x large smart monitor display (50"-60") connected to wifi or internet via ethernet drops, hdmi and usb ports
Internet connection via dedicated wifi for up to 15 users or via ethernet drop/s
2 x power outlets - as required by specified AV and electronic equipment + power bar/s
2 x chairs, stools or seatings
1 x reception desk with cabinet with lockable doors
Additional decorative and ornamental elements

C. Storage Area - this area should be spacious enough to allow items to be properly stored as well as to operate AV and office equipment and small appliances

Graphic panel/s and displays (logos and images) - please indicate the approx. square footage or dimensions
Structural elements, door with lock
1x coat rack
1 x power outlet + power bar
1 x low-mid size storage cabinet with counter space

D. Total of 10 (ten) x Workstations for the participating companies - each station should be equipped with the following items - approx. 10/11 of the available open space area

1x graphic panel/s and displays (logos and images) - please indicate the approx. square footage or dimensions
Structural elements
1 x smaller smart monitor (23"-27") connected to wifi or internet via ethernet drops
1 x power outlet + power bar
1 x desk
2 x chairs, stools or seatings
1 x small lockable cabinet
1 x brochure holder - self standing or attached to the desk or supporting structural elements of the station - 3 slots

## **2 SERVICE TIME FRAME**

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Start Date: **Contract execution date**

**Pavilion Delivery And Installation Date: June 16, 2024**

End Date: **June 20, 2024**

## **3 ESTIMATED BUDGET**

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With reference to the services described in this RFP, the **overall budget shall not exceed CAD 48,600.00 (forty-eight thousand and six hundred dollars), plus taxes.**

## **4 MINIMUM REQUIREMENTS FOR PARTICIPATION**

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In order to participate in the call for bids, a bidding company shall meet the following requirements.

1. Be eligible and possess the necessary qualifications, in full compliance with local laws
2. Be an authorized Contractor, in compliance with rules and regulations laid out by the trade show venue ( Enercare Centre) and the event's organizers

The Contractor will provide all the services set forth herein using its own technical equipment and without charging the ITA for any additional costs.

The ITA reserves the right to further specify terms and conditions for providing such services in the contract to be stipulated with the awarded bidder.

## **5 ORGANIZATIONAL SUPPORT BY THE ITA**

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The ITA agrees to provide the contractor with the coordinates of its employee/s who will act as project manager to supervise and assist with the execution of this project as described in the winning bid and award contract.

The ITA commits to dealing with any issues related to the provision of services in a timely and efficient manner, with a preference given to communication via e-mail.

## **6 SUBMISSION DEADLINES & REQUIREMENTS**

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A few potential bidders are being invited to submit an offer. To be valid, a bid has to include:

1. Company profile
2. Detailed costing of the items indicated in Section 1 SCOPE OF WORK AND ADDITIONAL DESCRIPTION OF SERVICES REQUESTED. Please refer to the attached Bidding data sheet which must be part of the submission, duly filled out and signed. Floor plan/s, elevations. Rendering optional.

Other forms or documents can be produced and attached to a bid by the Contractor to illustrate its cost structure or provide other details (optional).

Bids shall be delivered in person or, via mail/courier or via fax or via email no **later than April 5, 2024** at our Toronto office:

Italian Trade Commission - ITA Toronto

480 University Avenue, Suite 800, Toronto, ON, M5G 1V2 Fax: 416-5981610 Tel.: 416-598-1566 E-mail: [toronto@ice.it](mailto:toronto@ice.it)

**Bids received after the deadline or carrying an amount exceeding what stipulated in clause 3 above will not be considered.** Incomplete offers, even if mailed within the stated deadline, may be excluded. Please indicate the following on the envelope or subject line "BID FOR THE AWARD OF A CONTRACT FOR BOOTH BUILDING SERVICES AT COLLISION 2024 CONFERENCE".

## **7 EVALUATION PROCESS**

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The contract will be awarded to the Contractor that will present an offer which contains all the items indicated in Section 1 SCOPE OF WORK AND ADDITIONAL DESCRIPTION OF SERVICES REQUESTED at the **lowest overall price ( the most economical fee).**

If you have any questions regarding this tender, please send an email to: [toronto@ice.it](mailto:toronto@ice.it) – Ref. BID FOR THE AWARD OF A CONTRACT FOR BOOTH BUILDING SERVICES AT PDAC 2024 **no later than March 30,**

**2024.** Replies will be circulated to all invited bidders, without mentioning who asked each question. No information can be provided to bidders over the phone or via email.

The ITA has the authority to award the contract even if only one bid has been submitted, provided it is deemed valid and worth accepting. Moreover, the ITA has the authority not to award the contract, if it deems it appropriate to exercise the right of self-protection and finds out that the bids received do not comply with the contents set forth herein.

Should the awarded entity fail to execute the contract or provide the stipulated services within a reasonable amount of time, the award will be revoked and the contract awarded to the next bidder in the ranking list.

## **8 PAYMENT TERMS**

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Italian law does not allow full advance payments for public contracts.

Payments **shall be made only upon delivery of all services as stipulated in the single PO. and after submission of an original invoice** issued by the awarded service provider, in Canadian currency, made out to:

**Consulate General of Italy - Italian Trade Commission**  
**480 University, Suite 800**  
**Toronto, ON - M5G 1V2**  
**Tel. 416/598-1566**  
[invoice.itacanada@ice.it](mailto:invoice.itacanada@ice.it)

as indicated in the purchase order.

**Payment will be issued by EFT-Direct Deposit in CAD within 15-30 days of receipt of an original invoice.**

The following documents must be attached to the invoice.

- A statement of account, including services rendered, specifying for each service: name, itinerary, amount, and fee applied
- Contract number indicated in the invoice.

Particular payment arrangements and down payment requests may be considered based on particular circumstances.

## **9 PENALTIES**

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For each one-day's delay with respect to delivery terms contained in the contract, a 2% (two percent) penalty of the agreed upon cost of the service to be provided may apply, calculated on the value of the delayed service rendered, without prejudice to claims for larger damages, if any. Please note that the ceiling for such a penalty is set at 10% of the value of purchased services.

For any breach of obligations under the contract, if considered serious, ITA will have the option to terminate it with no penalties and with full payment of services already rendered, minus any penalty to be applied per the contract and without any prejudice of its rights.

## **10 OBLIGATION OF CONFIDENTIALITY AND PROTECTION OF PRIVACY**

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

The winning Contractor 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 winning Contractor will not disclose, communicate or disseminate the data acquired on account of its contractual work nor will it use said data to promote or market its own services. The only permissible use is the one provided and governed by the Invitation to Bid and the contractual documents.

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

## **11 ADDITIONAL CLAUSES**

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As required by the applicable Italian Law, by submitting its offer the Contractor agrees to the following provisions, to be included in the contract with the awarded bidder. .

- Anti-pantouflage
- Code of Conduct
- Transparency and anti-corruption clause
- Whistleblowing

These are standard clauses required by Italian laws and ITA's internal regulations and cannot be waived or modified. Please feel free to ask for the text of such clauses by writing to the ITA.

## **12 BACKGROUND**

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The Italian Trade Commission - ITA is the government entity which promotes the internationalization of Italian companies, in line with the Italian Government's policies. ITA provides support to Italian and foreign companies. ITA is 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.

ITA 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, ITA is present in Toronto and in Montreal.

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

**13 NO EXCLUSIVITY**

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The ITA recognizes the awarded Supplier as the regular but not exclusive service provider; therefore, it reserves the right to contract other suppliers for services similar to those described herein, during the life of the awarded contract.

Sincerely,

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Marco Saladini  
Italian Trade Commissioner - ITA Canada