

MARKET SURVEY NOTICE

(for an amount below Eur 40,000, as per the selection procedure of the Italian Legislative Decree 50/2006, art. 36, paragraph 2, letter a, and the Italian Ministerial Decree 192/2017 art. 7, paragraph 2, letter a)

Re: INTERPRETER/HOSTESS SERVICES for the Italian Trade Commission's pavilions at Coverings 2021 at the Orange County Convention Center – Orlando, FL - July 7 - 9, 2021

The Italian Trade Commission (ICE) – Miami Office is searching for 1 person to provide interpreter/hostess services (Italian/English) at the above-mentioned trade show during the following dates and times:

- Wednesday, July 7: 9 a.m. – 6 p.m.
- Thursday, July 8: 9 a.m. – 6 p.m.
- Friday, July 9: 9 a.m. – 2:30 p.m.

Duties:

- Providing interpreter services
- Directing visitors to the Italian exhibitors
- Covering the ICE information desk
- Answering basic questions
- Performing basic secretarial duties

Qualifications:

- Must fluently speak, read and write Italian and English
- Must be available to work the entire show (as per hours indicated above)
- Must present themselves in a professional manner
- Prior experience in a similar setting is a plus

Budget:

The maximum budget for this service is \$350 per day per person.

Offer:

All candidates must comply with the Vendor Registration Procedure and, if they haven't already done so, submit the Application for Vendor Registration found on our website.

Upon completion of the application and receipt of all related documents, candidates may express their interest by sending an offer via e-mail to miami@ice.it with the subject "**INTERPRETER/HOSTESS SERVICES AT COVERINGS ORLANDO**".

Deadline:

Quotes must be received by 5pm on June 11, 2021. Quotes received after the deadline will not be taken into consideration.

Selection:

The contract will be awarded to the most qualified candidate who offer the lowest price.

If you have any questions, please feel free to contact our office at miami@ice.it or 305-461-3896.

We look forward to receiving your offer.

Sincerely,

Andrea Ferrari

Trade Commissioner