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EXPRESSION OF INTEREST (EOI) AND INVITATION TO SUBMIT AN OFFER
PACIFIC EXPO, SYDNEY 8TH TO 10TH OCTOBER 2019

You are invited to submit an EOI and an offer in an amount NOT GREATER than 39,400.00 EURO, for the DESIGN, LEASE OF SHELL SCHEME & DISPLAY STRUCTURES, ARTWORK & ANCILLARY SERVICES for the ITALIAN PAVILION AT PACIFIC EXPO, to be held at the ICC-International Convention Centre in Sydney, 8th to 10th October 2019.

ITA, Italian Trade Agency in Sydney, intends to initiate a negotiated procedure for the acquisition of the above-mentioned services, in compliance with the principles of non-discrimination, equal treatment, fair competition, rotation and transparency, through the preliminary identification of companies who are in possession of the necessary technical and professional competence, and who are interested in submitting an EOI along with a quotation.

This procedure is carried out pursuant to art. 36, paragraph 2, let. a), art. 80 and 83 of Italian Legislative Decree 50/2016 as emended by Legislative Decree 192/2017, in conjunction with the Guidelines n. 4 issued by the Italian Authority ANAC and referring to "Procedures for the awarding of public contracts for the amount below the EU threshold relevance, market survey and training and management of lists of economic operators" (Resolution n. 1097 of 26th of October, 2016), and as regards D.Lgs 56/2017.

This notice is published on the website of the Contracting Authority for a period of 15 days starting from the day following the date of publication.

By participating, you are accepting the guidelines set out in this notice and related attachments.

CONTRACTING AUTHORITY

Italian Trade Agency (ITA), located on Level 19, 44 Market Street, Sydney NSW 2000. The person responsible for this procedure is Ms Paola De Faveri, Trade Commissioner.

DESCRIPTION OF REQUESTED SERVICES

Please refer to [Annex 1](#): SPECIAL CONDITIONS; [Annex 2](#): TECHNICAL INFORMATION; [Annex 3](#): EXHIBIT FLOOR PLAN, ITALIAN PAVILION DRAFT PLAN, PICTURES OF FORMER PARTICIPATIONS.

VALUE OF CONTRACT

The total available budget and value of contract is Aud\$ 63,163.19 (39.400,00 Euro) + GST. Your quotation must be equal or inferior to such amount and must include all applicable taxes, charges and fees to perform the services described in the attached documents.

EVALUATION CRITERIA

The selection criteria is the lowest offer, provided that it meets all the requirements set by Annex 1 and 2, and that it is deemed appropriate by the contracting authority.

Please note that 85% of the available budget is the minimum threshold. Offers lower than the minimum threshold will be automatically excluded.

REQUIREMENTS TO PARTICIPATE

Companies interested in submitting an offer will have to meet the following requirements to participate:

- 1 – to be located in Australia and to be authorized and licensed to do business in New South Wales
- 2 – to be enrolled in ITA Sydney's Register of Suppliers
see <https://www.ice.it/en/markets/australia/register-suppliers>
- 3 – to possess the necessary qualifications, in full compliance with local laws
- 4 – to be of sound economic and financial status.

REGULATION TO SUBMIT THE EOI AND PROPOSAL

The EOI and the proposal, under penalty of exclusion, must be received not later than 5:00 pm of the closing date, 2nd of August, by post in one single, sealed envelope, signed on the flap closures, bearing the legible sender's address, and the following caption:

DO NOT OPEN – OFFER FOR PACIFIC 2019

The envelope, under penalty of exclusion, must contain two separate and sealed envelopes, signed on the flap closures, bearing the sender's address and, respectively, the captions: "A – Administrative Documentation", "B – Technical & Financial Proposal".

The Administrative documentation must include:

- Annex 1-Special Condition and Annex 2-Technical Specifications initialed for acceptance on each page by your legal representative.
- ID of your legal representative.
- As proof of Economic and Financial status, a letter from a competent entity (bank, accountant, notary)
- As proof of Technical Qualification, list of similar nature and scale projects completed in the last 3 years
- CV of the Project Leader, with a minimum of three-year experience in projects of a similar nature/scale.

The Technical & Financial proposal must include:

- The drawings of ITA Pavilion, in line with the specific requirements and objectives of the design
- The overall approach, including visual details, lighting, risk assessments and timeframe.
- The technical specifications and detailed information, images and samples of all proposed structures and materials, to properly identify them (structures, panels, flooring, furnishing, lights, shelves, etc).

All designs, layout, film, printed copies and electronic images produced for the Italian Pavilion will remain exclusive property of the Italian Trade Agency. Full transfer of ownership will take place upon completion of the assignments and final payment issued by ITA.



Please note:

- EOI received after the deadline will not be considered
- Delivery is at the sender's sole risk if the envelope is received after the deadline.
- Any offer received by fax or e-mail will be automatically disqualified.
- Incomplete offers, even if mailed on time, shall be excluded. An offer is deemed to be incomplete if a bidder does not accept the terms of this tender.
- ITA is not liable for any cost incurred in the preparation of the proposal.

The Trade Commissioner will evaluate all valid proposals, i.e. proposals received from companies that comply with the listed requirements (Envelope "A"), and notify the selected company by the 6th of August. The signing of the contract will take place after the official notification.

The Appointed Contractor must send the signed Agreement to ITA within two working days from receiving it. Otherwise, ITA has the right to award it to another Contractor. The contract will come into effect when both ITA and the company sign it.

Requests for clarifications can be sent by e-mail (sydney@ice.it).

Paola De Faveri
Trade Commissioner