



ITALIAN TRADE AGENCY

New York Office

May 18th, 2021

REQUEST FOR PROPOSAL – EUROPEAN TENDER ASSISTANCE SERVICE ITALIAN INNOVATION HUB

The Italian Trade Agency, New York Office is looking for the captioned services with the following specifications, terms and conditions:

Description of the requested services

1. Preparation of documents relating to the European tender (Tender official documents and technical specification of the service requested; Contract Offer) to be carried out for assistance and development services for Italian startups on the US market pursuant to Legislative Decree no. 50/2016 (to be concluded by 31/12/2021 on the basis of the tender average timeline to current legislation). The European tender will be aimed to the research of a Company in charge of managing the services of the *Italian Innovation Hub* with the following activities of support, assistance and promotion of Italian companies:
 - a. SME's Traction - proactive offer and organization of initiatives to involve and attract Italian Small and Medium Enterprises within or in any case within the Innovation Hub programs. The activities may include "Italian Weeks" and learning experiences in a co-working set, such as programs reserved for a specific number of SMEs and aimed at their teams - key figures who drive the innovation of companies (Sales, HR, IT, etc.). The process will involve a training phase in Italy with classes and seminars to analyze ecosystems in Silicon Valley and the US market and the main step to access the market, and then carry out "Exploration Experiences" in California to develop business connections, gain further business skills, experience one of the most thriving business environments on the US;
 - b. Startup Traction - Organization, management and proactive proposal for the involvement and attraction of startups within or as part of IIH's activity. Selection - in collaboration with Italian incubators and VCs - of startups that aspire to get in touch with Silicon Valley players, and then support them in defining their "business idea" and structuring the related offer, presented by them during a special tour, with opportunities for the companies to pitch and present their business plans, and finally hold a follow-up workshop to enhance the acquisition of contacts and set up the future business strategy.
2. Elaboration, as part of the technical specifications, of a grid of minimum and preferential requirements for access to the tender and technical services to be provided to ITA in the context of the service object of the tender based on the general directions, goals and strategy of the startup support initiative identified by ITA and market standards in the development of startup companies in the United States;
3. Elaboration, as part of the tender documents, of the possible scoring system based on criteria appropriate to the service involved in the tender, to market standards in the United States, to the



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needs of the Italian startups covered by the promotional initiative, in compliance with current procurement regulations;

4. Technical and administrative assistance to ITA in the preparation of the tender documentation and in the management of the necessary operational tasks;

Period of the service: from the finalization of the contract with ITA to the final release of the European Tender official notice.

Budget limit

Budget for the requested services **should not exceed \$ 45.000,00**

Contract amount may increase up to 20% if and when ITA requires additional service/goods or decrease if and when ITA requires not provide the service/goods contractually agreed upon.

The signing of the contract remains subject to the approval of the budget for the year 2021 by the Director General of The Italian Trade Agency in Rome.

Vendor requirements

ITA will evaluate at its sole discretion only proposals from companies in possess of the following requirements:

1. Previous experience in European tender procedures;
2. Coherently with the service provided, the company shall have a direct presence in Italy, Europe and the United States;
3. At least USD 250 millions in total yearly revenue of the company;
4. Experience in assisting startup companies in the US market with specific reference to corporate law, venture capital operations, and similar key topics in the startup industry will be considered as a plus;

The proposal will be evaluated by ITA at its own discretion. The selected proposal could be further adjusted on the needs of ITA.

Once this selection process will be concluded, a contract will be signed with Italian Trade Agency, New York Office with the selected supplier, based on our own contract template.

A registration in our vendors database is requested, as a preliminary requirement, in our vendor registration portal <https://www.ice.it/en/markets/usa/new-york/vendor-registration-portal> together with the affidavit document attached (**annex 1**)

The registration in our vendor database is free.

Proposal submission deadline

Kindly provide this Office a quote with detailed and total cost by:

5:00 PM EST – June 3rd, 2021

via email – newyork@ice.it or in original shipped to Italian Trade Agency New York Office – 33 East 67th street, 10065 New York, NY, United States of America

Payment

Payment will be settled after completion of the services through ACH bank transfer upon presentation of the related invoice.



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Information

For any additional information please contact newyork@ice.it (Rif. Mr. Giovanni Mafodda – Mr. Valerio Soldani)

Best regards,

Antonino Lasolona
Trade Commissioner - New York Office - Executive Director US (signed in the original document)

A handwritten signature in black ink, appearing to read 'Antonino Lasolona', is written over the typed name and title.

Annex 1
AFFIDAVIT

Under New York Law and Italian Law (DPR 445/2000 and D. Lgs 50/2016)

FDI lead generation service 2020

STATE OF _____)

COUNTY OF _____)

BEFORE me, the undersigned Notary _____ on this ____ (day of the month) day of _____ (month), 2021, personally appeared _____ (name of affiant), known to me to be a credible person and of lawful age, who being by me first duly sworn, on his/her oath, deposes and says:

My name is _____, born on _____, in _____, residing at _____, agent of _____ (name of the company),

- **Tax ID:** _____

With the company title of _____ and for the purpose of the bid this Affidavit I authorize to use of the following address at _____,

I DECLARE THAT

I have read and understood all the documents related to the bid this affidavit refers to, its policy and regulations (the **PROPOSAL PROCEDURES**) and accept without any reservation each and every provision of the Proposal Procedures.

1. I am aware that because of bidding with the Italian Government, we have to abide by domestic, federal and foreign regulations and in particular I confirm that I am not aware of the existence of any legal or economic reasons that can exclude me and the company I represent from becoming General contractor and/or Subcontractor;



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2. During the year preceding the publication of the bid, no corporate executive officers have resigned or being laid off/ or the following corporate executive officers have been laid off (list names, DOB, residences, citizenship, role ...) and for those individuals:
 - a. To the best of my knowledge they have not being criminally condemned to fraud; money laundering; corruption; conspiracy as stated under Section 45 of CE Directive 2004/18; or
 - b. There have been criminal judgments but they are now rehabilitated.
3. I, the affiant, am an authorized corporate officer of the bidding company or the sole owner of the bidding company/or the owners of the company are (provide list) and each one of them shall submit a similar affidavit;
4. I have subscribed a liability insurance policy that is currently in effect;
5. I am not aware of any other economic or legal impediment to deal with the Italian Government.
6. I am aware that my information and data shall be stored and used by the Italian Government and waive any privacy rights.

Lastly, I authorize the use of the following facsimile number _____
for official communications.

COMPANY _____
Name/Print _____
Date _____
Title _____

**Subscribed and sworn to before me on this _____ day of _____, 2018
by affiant**

Signature of Notary Public