



ITALIAN TRADE AGENCY

Sydney

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Co.An. U241S009H1

Co.Ge. 650902004

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## EXPRESSION OF INTEREST

**Design and installation of exhibition structures for the Italian Pavilion, including the leasing of display structures, graphic design, and ancillary services for participation at Fine Food Australia 2025 – Sydney.**

The Italian Trade Agency (ITA) - Sydney Office, is inviting you to submit your Expression of Interest for **“LEASING OF DISPLAY STRUCTURES - FURNITURE, GRAPHICS, AND OTHER RELATED SERVICES for the ITALIAN PAVILION AT FINE FOOD AUSTRALIA 2025, 8-11 SEPTEMBER 2025 – ICC SYDNEY INTERNATIONAL CONVENTION & EXHIBITION CENTRE**

(To be assigned by direct negotiation under art. 7 paragraph 2 letter. b) of Ministerial Decree 32/2024)

## INTRODUCTION

The Italian Trade Agency (ITA) is a government body committed to promoting the internationalisation of Italian companies, in alignment with the strategies of the Italian Ministry of Foreign Affairs and International Cooperation. Headquartered in Rome, ITA operates globally through a wide network of trade promotion offices connected to Italian embassies and consulates. For more information, please visit our website: (<https://www.ice.it/en>).

The ITA Office in Sydney is launching a negotiated procedure for the custom design and construction of the Italian Pavilion, which includes the leasing of display structures and related services. The Italian Pavilion will occupy an area of **306 sqm**, divided into three aisles, two of 108 sqm and one of 90 sqm, and it will be positioned on the exhibition area named **Flavours of the Worlds**, upper level at the **ICC Sydney**. This procurement will be carried out in full compliance with the principles of non-discrimination, equal treatment, fair competition, rotation, and transparency.

We are initiating this process by identifying economic operators who are interested in participating and possess the necessary technical and professional qualifications.

The aim of this Expression of Interest (EOI) is to gather preliminary information from potential suppliers capable of delivering a complete setup, following the technical and functional requirements that will be specified in the upcoming tender phase.

ICE – Italian Trade Commission  
Trade Promotion Section of the Italian Embassy  
Level 19, 44 Market Street, Sydney 2000 NSW  
T +61 2 9299 9954  
E-mail: [sydney@ice.it](mailto:sydney@ice.it)  
[www.ice.it](http://www.ice.it)  
Cod. Fisc. / Part. Iva 12020391004

Certificate N. 38152/19/S  
ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation



This pre-selection phase does not entail any tender procedure, nor does it confer any rights of pre-emption, preference, commitments, or obligations of any kind for the interested operators. ICE-Agency reserves the right to suspend, modify, cancel, or revoke this Notice due to new or unforeseen circumstances, without this giving rise to any claims by the economic operators who have expressed interest in being consulted.

The notice is available on the contracting platform Traspare at the following URL: (<https://ice.traspare.com>), and website of the Italian Trade Agency URL: (<https://www.ice.it/en/markets/australia>), where it will remain accessible for 15 days from the day after its publication.

**Please note** that the tender procedure will be conducted exclusively through the official platform Traspare (<https://ice.traspare.com>).

### CONTRACTING AUTHORITY

Italian Trade Agency, located at Level 19, 44 Market Street, Sydney NSW 2000. The person responsible for this procedure is Ms. Simona Bernardini, Italian Trade Commissioner.  
Email: [sydney@ice.it](mailto:sydney@ice.it), Ph 02 9299 9954.

### DESCRIPTION OF SERVICES REQUESTED

The services covered by this notice are as follows:

- a. Design, build and lease of display structures and equipment
- b. Furnishing of ITA and co-exhibitors stands
- c. Artwork, graphic design and printing
- d. Transportation, storage, drayage (inbound and outbound), access to the loading dock and forklift
- e. Insurance
- f. On-site set up
- g. Electrical and plumbing hook-up and usage
- h. Maintenance during the exhibition
- i. Dismantling of the display after the exhibition
- j. All related labour and material
- k. All the necessary customs duty procedures (if any)
- l. Fast Wi-Fi
- m. Professional photography (3hrs / 100 photos minimum)
- n. Professional video services (40 sec. short video minimum).

The economic operators will provide all services using their resources, organisational structure, and technical equipment, without charging ITA for additional costs.

### BUDGET ALLOCATION AND AWARD CRITERION

The estimated value of the contract is approximately AU\$ 340,000.00 (equivalent to EUR 191,075.64, at the official exchange rate of the Bank of Italy as of 15/04/2025). This amount includes the total cost for the design and construction of the Italian Pavilion, the leasing of display

structures and equipment, the provision of ancillary services (as described above), and all applicable taxes and fees.

**The contract will be awarded to the bidder offering the lowest price**, provided that the submitted proposal complies with all specified requirements. The contract will be awarded pursuant to and by Article 7, paragraph 2, letter b) of Ministerial Decree No. 32/2024.

### SECURITY DEPOSIT

Before the signing of the contract, the awarded company must provide a security deposit equal to 10% of the contract value, to be submitted within 10 days following notification of the contract award. The security deposit may be provided in the form of a bank guarantee or an insurance policy. All costs associated with obtaining the guarantee or policy shall be borne by the awarded company.

The deposit must be issued in favour of: Italian Trade Commission, Sydney Office, Level 19, 44 Market Street, Sydney NSW 2000.

The security deposit will be released upon confirmation by the ITA Sydney Office that the services have been satisfactorily delivered in full compliance with the contract and following the issuance of a "Certificate of Regular Execution". The Italian Trade Commission reserves the right to enforce the security deposit in the event of fraud or default attributable to the supplier.

### TERMS OF PAYMENT

The Italian Trade Agency will issue payment by bank transfer as per the following schedule:

- 30% deposit of the total amount payable within 15 days from the date of the contract signed by both Parties, upon receipt of a tax invoice.
- 30% second payment to be invoiced at delivery of the final rendering approved by ITA and payable within 15 days from the date of the invoice.
- 40% balance after the conclusion of the trade exhibition and upon presentation of an original invoice, after a successful final inspection of all work and supplies and on receipt of confirmation from the exhibition organisers attesting the removal was completed on time without causing any damage, and the area was returned to pre-exhibition conditions.

Before the payment of the final invoice, a "Certificate of Regular Execution" will be issued by ITA, to certify that the service was fully completed under the terms agreed.

### EOI APPLICATION AND DEADLINE

To express your interest, please submit your application via the e-procurement Traspare platform (<https://ice.traspare.com>) no later than **10:00 a.m. on the 2<sup>nd</sup> May 2025**. Applications must be submitted by uploading the following:

The attached Declaration of Interest form, signed by the company's legal representative or their authorised delegate, along with a copy of the signatory's identification document.

The following supporting documentation:



- A brief company profile.
- A portfolio of relevant past projects (preferably completed within the last 3 years).
- Copies of certifications and accreditations held (if applicable)
- Contact details for further communication

**Please note:** Late submissions will not be considered.

### ELIGIBILITY REQUIREMENTS

To be eligible for participation, companies must meet the following requirements:

1. Be based in Australia and duly authorised and licensed to operate within their respective state or territory;
2. Hold the necessary qualifications in full compliance with applicable local laws;
3. Not be subject to bankruptcy, compulsory liquidation, or similar insolvency procedures;
4. Be registered in the ITA Supplier Register via the Traspare platform (<https://ice.traspare.com>);
5. Demonstrate adequate economic and financial standing;
6. A portfolio of previous works, including images, technical descriptions, and reference letters or client declarations;
7. Availability of qualified personnel (e.g., designers, installers, electricians) and necessary equipment for transport and installation;
8. Experience in setting up at least 10 exhibition stands in the past 3–5 years;
9. Valid professional liability insurance;
10. Ability to deliver eco-sustainable solutions, including the use of recyclable or certified low-impact materials.

This Expression of Interest (EOI) does not create any financial or legal obligation for the Italian Trade Agency (ITA). ITA reserves the right, at its sole discretion, to accept or reject any EOI that does not meet the stated requirements, without any obligation to provide justification to the applicants. Please note that submitting an EOI does not guarantee inclusion in the subsequent tender phase. This notice serves solely as a market survey and shall not be construed as a contractual offer.

The ITA Sydney Office intends to invite a minimum of five qualified candidates to submit a bid. However, ITA reserves the right to proceed with a lower number should the minimum not be met.

The parties who submit an expression of interest and meet the required qualifications will be invited to participate in the subsequent procedure. ITA Sydney will send the invitation letter, tender specifications, and detailed participation instructions to the eligible candidates via the Traspare platform (<https://ice.traspare.com>), tentatively **by 8<sup>th</sup> May 2025**, following verification of eligibility requirements.

If you have any questions, please send a written communication through Traspare by the **28<sup>th</sup> April 2025, at 12.00 p.m.** For any technical issues with the platform, please contact the Italian Trade Agency at 02 9299 9954 or [sydney@ice.it](mailto:sydney@ice.it)

Simona Bernardini  
Italian Trade Commissioner

**SUBMISSION OF EXPRESSIONS OF INTEREST EXCLUSIVELY THROUGH THE OFFICIAL PLATFORM TRASPARE (<https://ice.traspares.com>).**

The expression of interest must be drafted in the form of a declaration, preferably using the template below. The application, signed, must be accompanied by a valid identity document of the legal representative or of a proxy holder acting on behalf of the legal representative.

To the Italian Trade Agency (ITA)  
Sydney Office  
Level 19, 44 Market Street  
Sydney NSW 2000  
Email: [sydney@ice.it](mailto:sydney@ice.it)

**Declaration Expression of Interest/selection of economic operators to be invited to Tender**

I, the undersigned,

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and legal representative of **(Company Name)**, \_\_\_\_\_

with registered office at **(Full Address)**, \_\_\_\_\_

A.B.N. \_\_\_\_\_

acting as the authorized representative submitting this Expression of Interest, and fully aware of the legal consequences of making false statements,

**HAVING NOTED**

all the conditions and terms of participation established in the E.O.I.

**HEREBY EXPRESS**

our interest in participating in the Request for Quotation described above, and

**DECLARE**

1. that the above-mentioned applicant meets all the requirements for participation in the above tender;

2. that I accept all communications regarding this procedure to be sent to the following company email address: \_\_\_\_\_

Furthermore, I acknowledge, pursuant to and for the purposes of Article 13 of EU Regulation 679/2016 (GDPR), that all personal data provided in this form and the attached documentation will be processed, including electronically, solely for the purposes related to this procedure.

**Signature of Declarant** \_\_\_\_\_

**Date,** \_\_\_\_\_

**Required Documentation**

Please include the following in your submission:

- Copy of the signatory's identification document
- A brief company profile
- A portfolio of relevant past projects (preferably within the last 3 years)
- Certifications and accreditations held (if any)