

Los Angeles Office

"INVITATION FOR BID (IFB) FOR "DESIGN AND PRINTING SERVICES OF ADVERTISING AND PROMOTIONAL MATERIALS FOR A PERIOD OF 2 YEARS" FOR THE ITALIAN TRADE AGENCY (ITA) – LOS ANGELES OFFICE.

FREQUENTLY ASKED QUESTIONS

Question n. 1: Annex 1 "Graphic design and printing services quotation sheet". Is the number of events (nr. 30 for the 2-year period) an estimate or could it be more?

Answer: ITA estimates to implement nr. 30 projects over the next two years period (nr. 15 estimated projects a year), which is a mere estimate, as the activities are subject to various factors that make it difficult to set a specific number.

Question n. 2: Does the estimated budget (USD 42,000.00) must include graphics, printing, and delivery?

Answer: Rates must be inclusive of graphic, printing, and delivery within the US, as indicated in the Annex 1.

Question n.3: To date: in all the announcements we have participated in, organized by your colleagues in Chicago and Miami, we have always noticed the following rule concerning the PRICE OFFER: "Abnormally low tenders (Article 69 of the Directive 2014/24/EU): Low tenders are considered "abnormal" if the price is less than four fifths of the auction base." We have not found any acknowledgment of this rule in any of your documents. Can you confirm that this norm is obviously implicit and always be taken into consideration?

Answer: We confirm that no reference is made in the Market Survey Notice to "Abnormally low tenders." The \$42,000,000 budget, as specified in the Art. 4 of the Market Survey Notice, is not the auction price, but the estimated overall budget for acquiring the required graphic services. The amount is purely indicative, since ITA reserves the right to use only the necessary services to be acquired. However, in the Art. 7 "Award Criteria" is specified as follows".....*ITA has the authority to award the contract even if only one bid has been submitted, provided it be deemed valid and worth accepting. Moreover, ITA has the authority not to award the contract, if it deems it appropriate to exercise the right of*



ITALIAN TRADE AGENCY

self-protection and if ITA finds that the bids received do not comply with the technical and financial contents set forth herein...."

Question n.4: In regard to Annex 1, we have noticed that in the column "Estimated Event Numbers over 2 years", you have always indicated number 30. Having already indicated \$42,000,000 as the total over the two years, it's not clear to us on how to handle the "Economic Offer per Unit" column because the multiplied unit cost X 30 would increase the total amount by far exceeding the \$42,000,000. C

Can you please give us more guidance on how to interpret the columns "Economic Offer for Unit" and "Total Economic Offer?"

Answer: As already explained above (Question n.3), the \$42,000,000 budget is only the estimated overall budget for acquiring the required graphic services. This amount is only indicative, as ITA reserves the right to use only the services necessary to be acquired.

Regarding Annex 1:

-the unit offer price must be entered in the "**Economic Offer per Unit**" column, taking into account, where appropriate, on an indicative basis, the number of events that ITA plans to carry out during the two years of validity of the contract;

-in the "**Total Economic Offer**" column, must be entered the amount corresponding to the unit offer price (indicated in the "Economic Offer per Unit" column) multiplied by the number of events that ITA predicts, as indication, to take over the two years of validity of the contract.

The tender will be awarded on the lowest price criterion (Article 7 of the Market Notice): the value to be considered shall be that given by the sum of the values in the column "Total Economic Offer". This value will be considered valid only for the purpose of the award, regardless of whether it is higher or lower than the indicative budget set out in Article 4 of the Market Survey Notice (\$42,000.00) and has no correlation with the estimated maximum total amount of the contract remaining \$42,000.00. Unit prices offered for individual services will be considered as a reference for the purchase of the required services from the time to time until the maximum budget (\$42,000,000) is reached.