

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: Is USD 42,000.00 the total maximum amount the ITA will be paying over a 2 year period?

Answer: Yes, as mentioned in the notice, point n. 4 "BUDGET", "...*The total estimated amount for the required services during the life of the contract (2 years) will not exceed \$ 42,000.00. The amount above is purely indicative, as ITA reserves the right to avail itself of essential service only. ITA – Los Angeles Office is not bound to guarantee the level of expenditure indicated herein, which is a mere estimate, Los Angeles Office based on the provisional projects to be implemented in the 2 years of life of the contract. The effective budget will be determined on single financed projects base during the period above mentioned...*"

Question n. 2: Can you clarify this statement "... Besides, ITA reserves the right to increase or decrease the contractual amount by a maximum of 20% as needed, without any further obligation toward the awarded Contractor." Does this mean if we agree on a \$1000 contract for a project, the ITA can increase/decrease the budget by \$200?

Answer: Yes, given that these are estimates, ITA reserves the right to increase or decrease both the total contractual amount and each service order per project by a maximum of 20% as needed, without any further obligation toward the awarded Contractor.

Question n. 3: Annex 1 "Graphic design and printing services quotation sheet". It looks like there could be up to (but no more than) 15 projects per year. (30 for the 2-year period). Correct?

Answer: Yes, ITA estimates to implement nr 30 projects over the next two years period (nr. 15 estimated projects a year). "...*To present the Economic Offer, your company is required to fill out each line item of the graphic design and printing services quotation sheet attached to this Market Survey (Annex 1 Graphic design and printing services quotation sheet), with*

your company's price quotation for each service at the requested quantities and include a total quotation at the bottom of the sheet..."

Question n. 4: Annex 1 "Graphic design and printing services quotation sheet" Is it safe to say that the ITA will simply pick a variety of these services per project. So not 100% of the items on the worksheet will be on each project.

Answer: ITA will pick a variety of these services per project. So, basically, not 100% of the items listed on the worksheet as total estimation will be requested for the overall projects.