

PROT: 0113221/23
Toronto, October 10, 2023

**RE: A Tasting of Wines from Italy™ /Une dégustation de vins d'Italie^{MC}
Toronto, Monday, October 30, 2023 Open Call Request for quotation (RFQ) – award to
lowest price (abiding to all our requests) for catering and services**

The Consulate General of Italy-Italian Trade Commission (ITC) is organizing its 28th **edition** of the **Italian Annual Wine Tasting** with 86 Italian Wine Producers participating on October 30, 2023 at the prestigious Roy Thomson Hall (60 Simcoe St, Toronto).

THE PROJECT

A TASTING OF WINES FROM ITALY™

THE RFQ PROCESS AND TIMETABLE

This is an open call inviting all companies who possess the qualifications to submit an offer compliant with the requirements listed below and not exceeding the ceiling indicated on page 2 under “Budget and Terms of Execution”.

The selected respondent will be requested to enter a contract for the provision of the deliverables on the terms and conditions specified herein. It is ITC’s intention to enter into a contract with only one legal entity, for a specific duration of time.

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| SUBMISSION DEADLINE | by October 16, 2023 |
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RFQ SPECIFICATIONS

The services requested will be assessed based on the following elements.

1. Use of authentic Italian products
2. Variety and originality of the menus which must exalt authentic Italian products
3. Economic offer.

We invite you to submit a proposal based on the information outlined below.

SCHEDULE AND NUMBER OF ATTENDEES

1. Monday, October 30, 2023, Masterclass from 10:30 a.m. – 12:00pm

Location: Centre Stage Roy Thomson Hall

- 1 masterclasses where a total of 70 sommeliers will participate at each masterclass

2. Monday, October 30, 2023 Walkaround Tasting 11:30-5:00 pm

Location: North and South Lobby of Roy Thomson Hall

- walk around tasting open to tradespeople where 1,000 guests will walk around the halls of Roy Thomson Hall tasting the wines of the 86 participating Italian Producers.

REQUIRED CATERING SERVICES

We require the following catering services.

MASTERCLASS FROM 10:30-12:00PM for 70 people

- plain bread cut into small pieces and displayed in bread baskets (baskets provided by Roy Thomson Hall) for the morning masterclass in the theater for 70 people. 1 bread basket to be shared every 2 people for a total of 35 baskets with bread.

THREE (3) BUFFET STATIONS FROM 11:00-5:00PM for 1,000 people

Must be replenished as needed so that a sufficient quantity of food will be available until the end of the event. The food stations will be located as follows.

1. 1 in south lobby
2. 1 in north lobby
3. 1 in passageway between north and south lobby

A light buffet to be served during the duration of the event, with the following features. Please note that products mentioned below are just examples but each category must be present in the buffet. Please ensure that there is sufficient food until the end of the event .

- The food stations should include platters of "**Made In Italy**" Italian imported cheeses and charcuterie such as for instance Parmigiano Reggiano, Taleggio, Pecorino Toscano, Piave, Provolone, Prosciutto di Parma (The Original), Mortadella, various specialty breads (e.g. focaccia, olive flatbread, cheese flatbread, Italian bread), other suggestions, with the exclusion of dips. For the cheese platters please provide staff in attendance to cut and serve the cheese for the duration of the event.
- Warm dish to be served from 12:00 p.m. to 4:30 p.m. (local specialty without any strong odors).

WALKAROUND TASTING

The awarded bidder must ensure that all **86** tables of the Italian Wine producers have baskets of sliced bread to be placed on the tables (one basket for every table). Baskets must be replenished as needed, i.e. often.

DRINKING WATER STATIONS

- distributed around north and south lobby with small white disposable biodegradable glasses (not paper cones)

BUDGET AND TERMS OF EXECUTIONS

Total maximum budget allocated for all the services requested in this RFQ (including all fees, expenses, services, goods, products, shipping etc.) cannot exceed **CAD \$48,000.00**

(CAD forty eight thousand dollars), excluding applicable taxes.

Although your quotation needs to include a price for all products and services indicated in this RFQ, the ITC reserves the right to change items, quantities or entire parts of this quotation when stipulating the service contract with the awarded venue and/or during the life of the contract.

ITC may cancel this RFQ and reserves the right to reject in whole or in part any and all bids.

ITC will not consider claims for an increase or decrease of the total contract value.

REQUIREMENT FOR THE SUBMISSION OF OFFERS AND DEADLINE

Please send your itemized quotation (page 5) by October 16, 2023 to toronto@ice.it including all the following price points.

- Staff and supplies (*we count on your experience to define the exact number of personnel and hours required for the smooth running of the event*). It is important to define the required hours of work for staff because once accepted, it will not be possible to add more.
- Buffet stations – provide menu and cost per guest according to the items listed above
- Company profile
- List of at least 3 similar events carried out in the last 2 years
- All additional items we might have not included in this RFP and which you deem necessary for the successful outcome of our event
- As required by the applicable Italian Law, by submitting its offer the Supplier agrees to sign the following:
 - Anti-pantouflage clause
 - Code of Conduct clause

PAYMENT TERMS

Italian law does not allow advance payments for public contracts. Therefore, the payment schedule must comply with the following criteria:

- 20% of the fee payable after signing the contract, upon receipt of an invoice
- The final 80% payment shall be made at completion of the event, upon receipt of an invoice

Payment will be issued by EFT-Direct Deposit in CAD within 30 days of receipt of original invoice addressed to the ITC office indicated in the Purchase Order (PO).

The contract that will be signed between the Consulate General of Italy-Italian Trade Commission and the awarded company will include several clauses, including one specifying penalties to be applied in case of delays and non-compliance in delivering the goods and services.

****As part of new procedures for all of the ITC branches worldwide, it is mandatory that all suppliers of services and goods, Individuals or Companies, that wish to work with our office register with the ITC. The awarded bidder will be requested to register before a contract can be executed. All bidders are invited to be registered in order to receive invitations to restricted tenders.**

Please take a look at the forms available from this link, and please sign and return the "Application Form", "Declaration Statement" and the "Terms and Conditions" forms to us at your earliest convenience: <https://www.ice.it/en/index.php/markets/canada/supplier-register>

If you are already registered please disregard.



CLARIFICATIONS

ITC will provide clarifications only in writing. Prospective bidders may ask for clarifications via an e-mail message addressed to the contact address below and will receive them by the same means. Anonymized questions and relevant replies will also be posted on line at the page <https://www.ice.it/en/markets/canada/market-survey-notice>

Please no phone calls.

RFQ CONTACT

For the purpose of this process, the contact person will be Benedetta Marassi - toronto@ice.it. The contracting manager will be Marco Saladini. We look forward to receiving your quotation.

We look forward to receiving your quotation.

Sincerely yours.

Marco Saladini
Italian Trade Commissioner to Canada

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| REQUEST FOR QUOTATION (RFQ) – AWARD TO LOWEST PRICE (abiding to all our requests) Catering services, for the event “A Tasting of Wines from Italy™ /Une dégustation de vins d’italie ^{MC} ” 2023 | | Estimated no. of items | cost |
| AIDE-MEMOIRE | | | |
| Please read attentively | | | |
| SUBMISSION DATE not later than OCTOBER 16, 2023 | | | |
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| ROOM DESCRIPTION AND SERVICES | | | |
| Room Rental | | | |
| | | | |
| <i>Equipment (To be coordinated with Roy Thomson Hall)</i> | | | |
| - Bread basket for each producers tables (to be replenished as needed throughout the day) | | for 86 producers tables for the duration of the walk around tasting | |
| - Bread to be placed in the baskets that are provided by Roy Thomson Hall for masterclass (to be replenished as needed throughout the Masterclass) | | for 70 people for a 1 hour duration | |
| Food Station | per person | 1,000 | |
| | | | |
| | | | |
| Water Station (s) | per station | 5 | |
| | | | |
| STAFF* | No. of staff needed | Hourly rats | Hours per staff |
| Setup and Teardown | | | |
| Manning Buffet stations | | | |
| Buffet Setup (October 29, 2023) | | | |
| Buffet Teardown (October 30, 2023) | | | |
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| * please specify number of staff for all the different tasks + hours | | | |
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| Service fees if applicable | | | |