

PROT: 0119481/23
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 photography 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.

SUBMISSION DEADLINE	by October 26, 2023
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RFQ SPECIFICATIONS

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

1. 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 74 sommeliers and top press will participate



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



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 the trade 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 photography services.

MASTERCLASS FROM 10:30-12:00PM for 74 people

- capture the essence of the masterclass and create images that reflect the emotions and focus of your event

WALKAROUND TASTING

- capture the authentic emotions of the people attending the event, as well as the general atmosphere and distinctive elements of the tasting, **avoiding individual or group of guests posing**
- take at least 1 picture for each of the 86 producers showcasing at the event

SAME DAY PICTURES

- provide 3-4 pictures for ITC to share on its social media account by 12:30pm of same day

DELIVER

- All photos will be required 2 days after the event and sent to us via WeTransfer or similar program

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 \$2,100.00 (CAD two thousand one hundred 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 quotation by October 26, 2023 to toronto@ice.it including all the following price points.

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

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.

Pietro Goglia
Deputy Trade Commissioner

