



ITALIAN TRADE AGENCY

A TASTING OF  
WINES FROM ITALY™  
UNE DÉGUSTATION  
DE VINS D'ITALIE<sup>MC</sup>

July 7, 2023

Prot. 0079136/23

CIG: 99414865C6 (LOT 1); CIG: 994152344F (LOT 2)

**INVITATION FOR BIDS (IFB) – AWARD TO LOWEST PRICE**

**LOT 1: NEW GRAPHIC DESIGN, ADAPTATION, PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL FOR THE EVENT “A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>” 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL)**

**LOT 2: REGISTRATION AND RECEPTION SERVICES FOR THE EVENT “A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>” 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL)**

**NOTICE TO BIDDERS:** Please read this IFB carefully and verify its requirements in advance. Incomplete submissions will not be accepted. Once a complete submission is received, you are deemed to have understood and agreed to the terms and conditions of this IFB.

All the artwork (source files) will be provided by the Italian Trade Commission to the awarded bidder (one time use). Please note that all the source files contain promotional material to be applied to all cities.

The Italian Trade Commission in Canada is searching for a provider/s for the services described herein in both Lot 1 and Lot 2. If you are interested and possess the required qualifications, you are invited to submit an offer for one Lot or both Lots, taking the following information and criteria into account. This request for bids is issued in compliance with applicable Italian and Canadian laws.

**A. AWARDING ENTITY**

The Italian Trade Commission (ITC) - Toronto Office  
480 University Avenue, Suite 800  
Toronto, Ontario M5G 1V2

Mr. Marco Saladini  
Trade Commissioner - ITC Canada  
Official Representative of the Contracting Authority (Responsabile Unico del Procedimento)  
Tel. 416 598 1566  
[toronto@ice.it](mailto:toronto@ice.it)

**B. BACKGROUND**

The Italian Trade Commission is the governmental entity which promotes the internationalization of Italian companies along with the policies of the Italian Ministry of Foreign Affairs and International Cooperation. ITC provides support to Italian and foreign companies. ITC is headquartered in Rome and operates with a network of offices worldwide linked to Italian embassies and consulates and works closely with local authorities and businesses.

ITC provides a wide range of services including the following ones

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**TORONTO office**  
480 University Avenue, Suite 800  
Toronto, Ontario, Canada M5G 1V2  
T +1 416 598-1566 / F +1 416  
598-1610  
E-mail: [toronto@ice.it](mailto:toronto@ice.it)  
[www.ice.it](http://www.ice.it)

**MONTREAL office**  
1000 Rue Sherbrooke Ouest, bureau  
1720  
Montréal, Québec, Canada H3A 3G4  
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284-0362  
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[www.ice.it](http://www.ice.it)

Certificate N. 38152/19/S

ISO 9001 / UNI EN ISO 9001:2015





ITALIAN TRADE AGENCY

- Selection of business partners
- Bilateral trade meetings with Italian companies
- Trade visits to Italy
- Participation to local fairs
- Seminars conducted by Italian advisers.

In Canada, ITC is present in Toronto, Montréal and Vancouver.

For more information on the ITC and its presence in Italy and the world, please visit our website [www.ice.it](http://www.ice.it) (in Italian and English).

### **C. BUDGET AND TERMS OF EXECUTION**

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The total maximum budget allocated for the services requested in this IFB (including all fees, expenses, services, goods, products, shipping etc.) cannot exceed the following per Lot excluding applicable taxes:

- LOT 1 \$ 78,000.00 (**seventy eight thousand**)
- LOT 2 \$12,000.00 (**twelve thousand**)

ITC will not consider claims for an increase of the total maximum contract value. Offers above this amount will be discarded.

Although your bid needs to include the Lot/s you are bidding for and a price for all products and services indicated in this IFB, the ITC reserves the right to change items, quantities or entire parts of this quotation when stipulating the service contract with the awarded bidder(s) and/or during the life of the contract.

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

### **D. LIFE OF THE CONTRACT**

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The life of the contract will start after its execution and will end on November 30, 2023, without the need of any notification between the parties.

**There will be no tacit renewal of this contract.**

### **E. THE BID: DESCRIPTION OF SERVICES REQUESTED**

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The Italian Trade Commission (hereinafter "ITC") is organizing the **17th edition** of "A Tasting of Wines from Italy"<sup>TM</sup> Une dégustation de vins d'Italie<sup>MC</sup> in Vancouver and Calgary and the **28th edition** of "A Tasting of Wines from Italy"<sup>TM</sup> - 'Une dégustation de vins d'Italie<sup>MC</sup> in Toronto and Montréal; they will take place on the following dates and places.

- Vancouver, Tuesday October 24, 2023
- Calgary, Thursday October 26, 2023
- Toronto, Monday, October 30, 2023
- Montréal, Wednesday, November 1, 2023

The ITC is looking for one or two suppliers - hereinafter "Supplier(s)" - able to provide the following specifications stipulated in Lot 1 and Lot 2 below.

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**LOT 1 - NEW GRAPHIC DESIGN, ADAPTATION, PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL FOR THE EVENT "A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>" 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL).**

Please also note the following.

- The 2023 copy for the promotional material will be supplied by the ITC in MS Word format
- All 2023 creative assets are to follow graphic norms provided by ITC
- All 2022 creative source files will be provided by ITC excluding the new image (see below Scope of Services point 1). The source files contain promotional material (invitations, exhibitor signage, etc) to be applied to all the four participating cities
- The copyright of all updated materials shall be assigned to the ITC who reserves the right to utilize the material produced by the awarded bidder for other purposes than those listed in this request for proposal
- With the final payment, all final and editable versions of working files of the promotional material are to be supplied
- Please indicate processing times in business days (Monday to Friday) needed for the delivery to by ITC of the final draft in high resolution format (updated source file) of each item to be supplied, from the time all necessary inputs, such as copy, images or other materials, are supplied to you by the ITC
- All creative assets will need to be updated with the new image and all details relevant for the 2023 edition for all four cities. Some changes will be minor. Other changes will apply to an entire document, such as the flippable digital interactive brochure.
- The bid will include revisions and corrections of copy for all written material by a professional proofreader prior to submission to the ITC
- All delivery, installation and removal costs need to be included in the quotation

**SCOPE OF SERVICES**

A list of services to be provided and included in your offer follows.

**1. CREATION OF NEW ARTISTIC IMAGE (FRENCH AND ENGLISH VERSION)**

Creation of one new artistic image for the 2023 "A Tasting of Wines from Italy"<sup>TM</sup> - "Une dégustation de vins d'Italie"<sup>MC</sup> (3 examples to choose from)

The Supplier shall quote for the creation of a new design for this year's Tasting of Wines from Italy"<sup>TM</sup> - "Une dégustation de vins d'Italie"<sup>MC</sup> (3 examples to choose from and 3 rounds of revision).

**Delivery dates:** August 4, 2023

**2. WEBSITE [www.extraordinaryitalianwine.ca](http://www.extraordinaryitalianwine.ca) - in English and French)**

- The awarded bidder will be provided with the credentials for the url website [www.extraordinaryitalianwine.ca](http://www.extraordinaryitalianwine.ca)
- Redesigning the website and the navigation and user interface experiences
- Updating the homepage to reflect the innovations introduced with the 2023 edition (see below and the current website)
- Designing new pages or correcting existing ones.

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- Promptly uploading or updating all information provided by ITC to the Supplier, throughout the life of the contract.
- Formatting and uploading photos and event video, market study, press releases and other documents, if applicable and upon request
- Adding new content within one or more existing tabs, if applicable
- Archiving 2022 edition in a specific section of the website
- Optimizing the website for search purposes
- Copywriting and translation from English to French or vice versa
- Creating one profile page per participating producer, for a total of 89 companies, carrying the following information, all provided by ITC (please look also at a brochure produced in 2022 which will not be replicated this year but is a useful reference in terms of content: [https://extraordinaryitalianwine.ca/wp-content/uploads/2022/10/20221027\\_IC\\_E22\\_WineBooklet.pdf](https://extraordinaryitalianwine.ca/wp-content/uploads/2022/10/20221027_IC_E22_WineBooklet.pdf))
  - Name of city where the producer will be exhibiting, with the company's stall number; please specify whether your offer also includes adding a link to the company's position on the exhibition floor, within the digital map (see item 3. below)
  - Name of producer
  - Name of producer's representative at the shows
  - Contact information of the producer with a link of the address to an online mapping system (please note that the Supplier might need to apply uniform formatting criteria to the information provided by producers)
  - Agent(s) representing the producer in Canada, if applicable, with their contact information
  - Italian region of origin (we will not provide the region's location on a map this year)
  - Italian province of origin
  - Wine type (one or more among red, rosé, white, sparkling, grappa)
  - Grape varietal contained in the exhibitor's wines, if applicable
  - Images of up to five (5) products, per exhibitor
  - Links to digital promotional material
  - One embedded video, if provided
  - QR code creation for the website's home page and up to 4 distinct pages
  - QR code creation for each participating wine producer, linking to its specific profile page
- Indexing the profile web pages and creating a search functionality which includes up to 5 fields to be further specified to be applied to the search one by one or simultaneously by the user (e.g. red wines from Marche containing Sangiovese grapes), with up to 10 preset searches (e.g. by wine type, or
- Designing and uploading of 4 floor maps, one per city, carrying the names of the exhibitors
- The awarded bidder will create a jot form style document to collect photos, videos, logos etc from each of the participating producers to than be transcribed to our website [www.extraordinaryitalianwine.ca](http://www.extraordinaryitalianwine.ca)

Please note that this deliverable includes all software programming costs and up to 3 rounds of revisions by ITC.

**Delivery date:** October 7, 2023

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**3. DIGITAL FLOOR MAP (Vancouver, Calgary, Toronto and Montréal)**

- Four (4) separate digital floor maps per city that indicate the participating producers, their QR code and their positioning on the floor plan
- colour 4/0
- Adaptation cost, as listed above, 4 versions

**Delivery dates:** October 1, 2023

**4. DIGITAL INVITATIONS**

Eventbrite will be the software used to collect RSVP

**4.1 TECHNICAL TASTING - DIGITAL INVITATION (Toronto and Montréal)**

- Creation of digital invitation adapted from the 2022 version provided by ITC
- 2 versions: Toronto (1 English), Montréal (1 French)
- Email distribution to be done by ITC
- Format jpeg and html

**4.2 WALK AROUND TASTINGS - DIGITAL INVITATION (Vancouver, Calgary, Toronto and Montréal)**

- Creation of digital invitation adapted from the 2022 version provided by ITC
- 7 versions: Vancouver (1), Calgary (1), Toronto (2), Montréal (3)
- Email distribution to be done by ITC
- Format jpeg and html

**Delivery date:** September 30, 2023

**5. ONLINE ADVERTISING**

- Cost of adaptation of 6 online ad templates
- Measurements will be provided by ITA

**Delivery date:** September 30, 2023

**6. PRODUCTION OF PRINTED PROMOTIONAL MATERIAL AND DELIVERY DATES**

The delivery is intended to the locations of events as provided by ITC. The locations of the events are in the downtown core of each city

**6.1. PLACEMATS - TECHNICAL TASTING (Toronto and Montreal)**

- 17" wide x 11" high
  - Color printing, one side only
- Adaptation cost, 2 versions (French and English)  
Printing cost: 2 versions, 70 copies each

**Delivery date:** Toronto, October 27, 2023 by 1 pm (EST)  
Montréal, October 31, 2023, by 1 pm (EST)

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**6.2 TASTING SHEET – TEMPLATE (Toronto and Montréal)**

- 8 1/2" x 11"
- full colour
- Document format
- Adaptation cost, 2 versions (French and English)

**Delivery date:** Toronto, October 1, 2023  
Montréal, October 1, 2023

**6.3 BANNERS + STANDS (Vancouver, Calgary, Toronto and Montréal)**

- Adaptation and printing of 12 units (1 Vancouver, 1 Calgary, 4 Toronto, 4 Montréal)
- 10 for the general tastings and 2 for the masterclasses in Toronto and Montréal
- Measurements: 33" x 80"
- colour 4/0
- Retractable banner stand
- Single side printing and installation
- Interlocking pole design
- Swiveling foot for stability
- Matte silver finish stand
- Carry bag

**Delivery dates:** Vancouver – October 23, 2023 1 pm (PT)  
Calgary – October 25, 2023 1 pm (MDT)  
Toronto – October 27, 2023, by 1pm (EST)  
Montréal – October 31, 2023, by 1pm (EST)

**6.4 ROOM FLOOR PLAN (Vancouver, Calgary, Toronto and Montréal)**

- Measurement 30" x 40"
- colour 4/0
- Printed and mounted on white foam board
- Must include a drawing of the floor plan, a list of producers carrying their QR code and their location on the map
- Design cost for 4 versions; at this time we can only guarantee the provision of 1 map from the previous edition
- Printing cost: 1 unit Vancouver, 1 unit Calgary, 2 units Toronto, 2 units Montréal

**Delivery dates:** Vancouver - October 23, 2023 by 1pm (PT)  
Calgary - October 25, 2023 by 1pm (MDT)  
Toronto - October 27, 2023 by 1 pm (EST)  
Montréal - October 31, 2023 by 1 pm (EST)

**6.5 VINYL STICKER FOR MIRROR (Toronto)**

- Adaptation design 2022 wine look to a set of vinyl panels for the mirror in Toronto's venue
- Three (3) panels for a total combined size of 160.5" wide by 45" high
- English tag line only
- 4/0
- Ez-off vinyl, 5 mm

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- Adaptation cost, as listed above
- Printing cost, as listed above
- Installation cost of vinyl for mirror (*Installation time: to be coordinated with Toronto venue*)

**Delivery date:** Toronto – October 27, 2023 by 1 pm (EST)

**6.6 FLOOR DECALS WITH "A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>" (Montréal)**

- 20 units
- 24" diameter
- 3M non-marking
- Adaptation cost
- Printing and installation costs (installation for floor decals: time to be coordinated with the catering company. Must be installed after completion of rooms set-up)

**Delivery date:** Montréal – October 31, 2023 by 1 pm (EST)

**6.7 EXHIBITOR SIGNAGE (Vancouver, Calgary, Toronto and Montréal)**

- Printed Easel Back Sign single winged and mounted on white foam core
- Adaptation, including new design, revisions and production of 4 different lots, one for each city:
  - 34 units, one per company, printed for Vancouver
  - 34 units, one per company, printed for Calgary
  - 86 units, one per company, printed for Toronto
  - 86 units, one per company, printed for Montréal
- measurements 11" x 17"
- Colour 4/0

**Delivery dates:** Vancouver – October 23, 2023 by 1pm (PT)  
Calgary – October 25, 2023 by 1pm (MDT)  
Toronto – October 27, 2023 by 1 pm (EST)  
Montréal – October 31, 2023 by 1 pm (EST)

**6.8 LARGE INTERIOR BANNER (Montréal)**

- Eco display 96" X 185"
- 2 X Valances (96" X 185")
- Window block out stickers
- Support bar for banner and 2 X valances
- Final sizing to be confirmed by Marché Bonsecours
- Installation to be confirmed by Marché Bonsecours
- Adaptation cost
- Printing: 1 unit
- Installation and removal cost (*Installation and removal for signage: time to be coordinated with the catering company. Must be installed after completion of set-up*)

**Delivery dates and installation:** Montréal, October 31, 2023 by 1 pm (EST)

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**6.9 STAIRWELL SIGNAGE MARCHÉ BONSECOURS (Montréal)**

A series of signs under the stairwell leading from the main floor to the upstairs rooms, where the event is taking place

- Tad stick
- Colour 4/0
- Four (4) visuals, 58.5"x 43.5"
- Four (4) visuals, 73.5" X 47.5"
- Adaptation cost, as listed above, 8 visuals
- Printing, cost as listed above
- Installation and removal costs (Installation and removal for stairwell signage: time to be coordinated with the catering company. Must be installed after completion of set-up)

**Delivery dates and installation:** Montréal – October 31, 2023 1 pm (EST)

**7. MAGNETIC METAL PINS**

Idea to create colour filled magnetic pins to identify the different categories of trade in attendance to all four (4) events in Vancouver, Calgary, Toronto and Montréal with event logo (provided by ITA)

- Five different categories
  1. green- Exhibitors
  2. red - Press
  3. white - Horeca
  4. yellow - Monopolies
  5. pink - Agents
  6. blue - Others
- size of pin 2" approximately
- 3,000 units (400 Vancouver, 400 Calgary, 1100 Toronto and 1100 Montréal )
- Maximum cost per unit \$2.15

**Delivery dates:** Vancouver – October 23, 2023 by 1pm (PT)  
 Calgary – October 25, 2023 by 1pm (MDT)  
 Toronto – October 27, 2023 by 1 pm (EST)  
 Montréal – October 31, 2023 by 1 pm (EST)

**8. TRANSPORTATION, DELIVERY AND REMOVAL COSTS FOR ALL PRINTED MATERIAL PLUS MAGNETIC METAL PINS (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL)**

Delivery dates as specified above.

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**LOT 2 - REGISTRATION AND RECEPTION SERVICES FOR THE EVENT "A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>" 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL)**

This year A Tasting of Wines From Italy 2023 will be completely paperless. In order to achieve this goal we request the Supplier to make use of an easy end-to-end event RSVP through the Eventbrite platform. The selected agency will be provided with the registered guests' list per city and will be required to provide a seamless registration and reception service with the following features.

- Four (4) receptionists plus one (1) supervisor for Vancouver and Calgary and six (6) receptionists plus one (1) supervisor for Toronto and Montréal (French speaking for Montréal event)
- Four (4) computers for Vancouver and Calgary and six (6) for Toronto and Montréal
- QR Code scanning devices

**9. REGISTRATION (Vancouver, Calgary, Toronto and Montréal)**

- All attendees need to be identified; no exceptions are allowed
- Staff will check in guests as they arrive, scanning their QR code by using a standard mobile phone or other appropriate device connected to the Internet
- Guests that forget their QR code or have not registered must be physically entered into the event brite rsvp form on site by a receptionist at the specific event
- Receptionists will be required to hand out the magnet coloured pin depending on the guest category as indicated in the Eventbrite software
- Receptionists might be required to help with handling any queue which should form at the entrance also in order to reduce it as much as possible
- Receptionists will collect business cards of attendees who register on site
- Receptionists will be required to work from 9am to 5pm
- Although the priority job is manning the entrance to any given event, receptionists might be required to help at the Masterclasses which will be held in Toronto and Montréal
- Supervisors must provide to ITC officers all and any information collected from registered guests prior to leaving an event

**10. TESTING AND ONSITE SUPPORT (Vancouver, Calgary, Toronto and Montréal)**

- The agency needs to check with the venues about internet connection and testing of the software in all the most relevant areas at least 2 weeks prior to the event.

**F. THE EVALUATION PROCESS**

In consideration of the repetitive nature ( 17th edition of "A Tasting of Wines from Italy™ Une dégustation de vins d'Italie<sup>MC</sup> in Vancouver and Calgary and the 28th edition of "A Tasting of Wines from Italy™ Une dégustation de vins d'Italie<sup>MC</sup> in Toronto and Montréal ) and of the standard kind of services required (adaptation, digital production and printing of promotional material, based on source files provided by ICE), each bid will be evaluated based first and foremost on its offered price.

**G. FINANCIAL/ECONOMIC OFFER AND CONDITIONS**

The total price before taxes should be indicated in the Financial/Economic Offer (Annex 2). Detailed prices before taxes should be indicated on the enclosed spreadsheet, together with the lead times anticipated for the delivery to the Supplier/s of the copy, graphic art or other material

which may be necessary to produce the deliverables (Annex 3). Bidders who will provide their quote in other formats might be disqualified.

The ITC reserves the right to order additional quantities of products and services quoted here at the same price quoted in the awarded bid, within a maximum additional cost equal to 20% of the contract's value.

All offered prices must remain firm throughout the contract term, November 30, 2023.

#### **H. REQUIREMENTS FOR THE SUBMISSION OF OFFERS**

According to Italian law and under penalty of exclusion, all parts of an offer shall be submitted in one single closed and sealed envelope indicating on the outer surface **"CONFIDENTIAL - Do Not Open. Bid Documents: PROMOTIONAL MATERIAL AND RECEPTION SERVICES FOR "A TASTING OF WINES FROM ITALY"™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>" 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL).**

The envelope shall clearly indicate the complete name of the sender and the complete address (telephone and email) where all subsequent notices shall be sent.

Furthermore, the envelope shall contain:

**Three (3) envelopes**, closed and sealed, indicating on the outer surface the following:

##### **ENVELOPE "A" - "LOT 1 and/or LOT 2": [indicate NAME of the COMPANY] "Administrative Documentation"**

This envelope **must** contain:

1. This IFB initialed on each page and duly signed as follows:
2. ANNEX 1 - Awarding of the Contract, where the bidder states that it is eligible and possesses the necessary qualifications, filled out and duly signed. Please indicate which Lot(s) you are participating in.
3. A list of select clients for which you have done similar work
4. A copy of a government issued identification document(s) of the bid's signee(s).

**Failure to include all the above items may disqualify your bid.**

##### **ENVELOPE "B - LOT 1" [indicate NAME of the COMPANY] "Financial/Economic Offer", if applicable**

The Financial/Economic Offer shall be made in accordance with the terms indicated in this IFB. It shall be expressed clearly in numbers and letters and signed by a legal or authorized representative of the bidding Agency. Multiple offers will not be considered.

This envelope **must** contain:

1. Financial /Economic Offer as per Annex 2 (Page 15).
2. spreadsheet included with this IFB (Annex 3).

##### **ENVELOPE "B - LOT 2" [indicate NAME of the COMPANY] "Financial/Economic Offer", if applicable**

The Financial/Economic Offer shall be made in accordance with the terms indicated in this IFB. It shall be expressed clearly in numbers and letters and signed by a legal or authorized representative of the bidding Agency. Multiple offers will not be considered.

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This envelope **must** contain:

1. **Financial /Economic Offer as per Annex 2 (Page 16).**
2. **spreadsheet included with this IFB (Annex 3).**

Please indicate **price information ONLY in your FINANCIAL/ECONOMIC OFFER** and not in your ADMINISTRATIVE DOCUMENTS, so as not to invalidate your proposal.

**I. TENDER PROCEDURES**

The opening of Envelopes A and B will take place during an open public session. The date and time of the public session shall be published on the same web page as this request for offers, at least 24 hours before. Only one (1) delegated representative per bidder, can participate in the public session. After evaluation, the awarded bidder will be asked to sign a contract including some clauses introduced in this request for bids in addition to a few other minor clauses.

**J. DEADLINE**

**The envelope containing the offers must be received by ITC, under penalty of exclusion from the tender, by July 21, 2023.**

Offers need to be mailed to **ITALIAN TRADE COMMISSION Toronto, 480 University Avenue Suite 800, Toronto, ON M5G 1V2.**

No offer shall be accepted after the deadline. Incomplete offers, even if mailed within the stated deadline, might be excluded. An offer is deemed to be incomplete if a bidder does not accept all the terms of this IFB or submits an unclear or formally non compliant offer.

**Receipt of the bid documents does not imply satisfaction of the bidding requirements.**

**K. 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
- 50% should be divided in installments and paid as per a schedule included in the signed contract
- The final 30% payment shall be made only upon delivery of all materials and services as stipulated in the contract including all uploads on the website and all editable files. Such delivery needs to be made by November 30, 2023.
- 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):

Consulate General of Italy – Italian Trade Commission  
480 University Avenue Suite 800  
Toronto ON M55 1V2

**L. PENALTIES AND TERMINATION CLAUSE**

For each one-day delay with respect to the agreed-upon timeline, a 2% (two percent) penalty may apply, calculated on the value of the delayed service rendered.

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In the event that the Supplier's self-declaration / certified requirements, including the documents submitted for enrollment in the ITC Suppliers' Registry, are found to be in defect following a subsequent verification, the ITC will proceed with the termination of the contract. In this case, in addition to termination, the ITC will pay the agreed outstanding payment exclusively for services already rendered and will apply a penalty of not less than 10% of the contract value.

ITC reserves the right to cancel any of the above-mentioned requested provisions based on a need basis, with a consequent adjustment of the contract consideration.

**M. SECURITY DEPOSIT**

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The winner bidding for LOT 1 or both LOT 1 and 2 **must** submit a performance surety bond or a letter of credit or a non-transferable cashier's cheque that amounts to **10% of the total contract value before signing the agreement**. The expenses to obtain the performance surety bond or a letter of credit shall be the responsibility of the bidder.

**N. NO EXCLUSIVITY**

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The ITC recognizes the awarded Supplier/s as the regular but not exclusive service provider: therefore, it does not grant exclusive rights to receive the services described herein.

**O. OBLIGATION OF CONFIDENTIALITY AND PROTECTION OF PRIVACY – ARTICLES ET SEQ. OF THE EU REGULATION 679/2016**

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In compliance with the provisions of art. 13 and under the EU Regulation 679/2016 on the protection of personal data of physical persons, as referred in art. 4 of the aforementioned Regulation we inform you that your personal data is collected, processed, used and disseminated solely for the institutional purposes of ITA-Agency (ITC), as required by art. 14, paragraph 20, D.L.98/11 converted into L.11/11 as replaced by art. 22 c. 6 D.L. 201/11 converted into L. 214/11 and for this purpose will be included in the Central Data Bank of ITA.

This process will take place by means of paper and/or computerized methods. The data will be communicated and disseminated to other public entities to fulfill specific legal obligations.

We also remind you that you may exercise, at any point of time, the rights referred to in articles 17 and the ones EU Regulation 679/2016.

The winning Supplier/s agrees to consider all information, concepts, ideas, procedures, methods and/or technical data that the employees will learn during the execution of the services herein as confidential and covered by the obligation of professional secrecy. In this regard, the winning Supplier/s, together with its employees and consultants, agrees to adopt the necessary caution to protect the confidentiality of said information and/or documentation.

The winning Supplier/s must adopt all measures that ensure the safe processing of personal data, as well as the protection of the rights of natural and legal persons.

The only permissible use is the one provided and governed by the Call for Bids and the contractual documents.

At the same time, ITC, too, guarantees the confidentiality and secrecy of the data, information and commercial know-how contained in the documentation furnished by all bidding agencies.

**P. ADDITIONAL CLAUSES**

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As required by the applicable Italian Law, by submitting its offer the Supplier/s agrees to sign the following (as specified in the clauses under the signature):

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- Anti-pantouflage clause
- Code of Conduct clause

By signing you agree to the terms outlined in this document and affirm that you have not retained or engaged professionally anyone who has ceased his or her employment with the Italian Trade Commission within the last three years and whom had occupied a management role in said organization or had been delegated management powers to execute contracts or other commercial transactions on behalf of the said organization.

**The failure to include all the items requested by this IFB may disqualify your bid. Please be sure to follow all instructions carefully to avoid disqualification.**

**Q. CONTACT INFORMATION**

If you have any questions regarding this tender, please send an email to: [toronto@ice.it](mailto:toronto@ice.it) **CIG 99414865C6 (LOT 1); CIG: 994152344F (LOT 2)**. Answers will be provided in writing to all bidders without revealing who asked. Please place no calls or send any personal e-mail messages as we will not be able to heed them.

As part of new procedures for all of the ITA branches worldwide, it is mandatory that all suppliers of services and goods, Individuals or Companies that wish to work with our office need to register. If you wish to submit a proposal you must register first.

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

Cordially,

Marco Saladini  
Trade Commissioner - ITC Canada

For acceptance

\_\_\_\_\_  
Seal and signature of the legal representative

**ANNEX 1 - LOT 1 and/or LOT 2**

CIG: 99414865C6  
CIG: 994152344F

To be duly signed and inserted only inside the ENVELOPE marked "A - LOT 1 [NAME of the COMPANY] - ADMINISTRATIVE DOCUMENTATION"

**AWARDING OF THE CONTRACT**

- LOT 1: NEW GRAPHIC DESIGN, ADAPTATION, PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL FOR THE EVENT "A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>" 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL)**
  
- LOT 2: REGISTRATION AND RECEPTION SERVICES FOR THE EVENT "A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>" 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL)**

The proposed bid must include all the materials and services in accordance with the attached specifications.

The undersigned firm engages itself to perform the work in compliance with the clauses, charges, conditions, and descriptions provided in this IFB.

The contract will be awarded to the lowest price offer.

I have received, read and understood all the material pertaining to the IFB for the

- LOT 1: NEW GRAPHIC DESIGN, ADAPTATION, PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL FOR THE EVENT "A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>" 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL) - CIG 99414865C6**
  
- LOT 2: REGISTRATION AND RECEPTION SERVICES FOR THE EVENT "A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>" 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL) - CIG: 994152344F**

\_\_\_\_\_  
(Company name)

\_\_\_\_\_

*leg*

(Print & Sign name)

ANNEX 2 - LOT 1
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CIG 99414865C6

To be inserted only inside the envelope ENVELOPE "B - LOT 1" – "Economical/Financial Bid" with ANNEX 3 - LOT 1 - do not insert any other documents inside of envelope "B" then ANNEX 2 - LOT 1, ANNEX 3 - LOT 1

**LOT 1: NEW GRAPHIC DESIGN, ADAPTATION, PRODUCTION AND PRINTING OF THE PROMOTIONAL MATERIAL FOR THE EVENT "A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>" 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL) -**

**ECONOMIC/PRICE OFFER**

(In number and letters)

<p><b>TOTAL ECONOMIC/PRICE OFFER (AS PER ANNEX 3)</b></p>	<p><i>Numbers:</i>                  \$ (.....)  <i>Letters:</i>                  \$ (.....)</p>
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Signature \_\_\_\_\_

Name/Print \_\_\_\_\_

Company name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*Key*



ANNEX 2 - LOT 2

CIG 994152344F

To be inserted only inside the envelope ENVELOPE "B - LOT 2" – "Economical/Financial Bid" with ANNEX 3 - LOT 2 - do not insert any other documents inside of envelope "B" then ANNEX 2 - LOT 2, ANNEX 3 - LOT 2

**LOT 2: REGISTRATION AND RECEPTION SERVICES FOR THE EVENT "A TASTING OF WINES FROM ITALY™ /UNE DÉGUSTATION DE VINS D'ITALIE<sup>MC</sup>" 2023 (VANCOUVER, CALGARY, TORONTO AND MONTRÉAL)**

**ECONOMIC/PRICE OFFER**

(In number and letters)

<p><b>TOTAL ECONOMIC/PRICE OFFER (AS PER ANNEX 3)</b></p>	<p><i>Numbers:</i>                  \$ (.....)  <i>Letters:</i>                  \$ (.....)</p>
---	---

Signature \_\_\_\_\_

Name/Print \_\_\_\_\_

Company name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*Cey*