



ITALIAN TRADE AGENCY

Toronto, 02 February 2026

**Invitation for bid (IFB):**

**Framework Contract Framework Contract “Printing services and related services ”**

**Award to the most economically advantageous offer criteria**

The Italian Trade Agency in Canada is sending this invitation for bid to companies selected on the Traspare platform among those permanently established in Canada and the United States to participate in the negotiated procedure for the award of the **Framework Contract “Printing services and related services ”**.

The bid will be assigned by direct negotiation following art. 7 paragraph 2 letter b) of Italian Ministry of Foreign Affairs Ministerial Decree n.32/2024.

**1. AWARDING ENTITY**

The Italian Trade Agency <http://www.ice.it/en> (hereafter ITA) is the Governmental Agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investments in Italy.

ITA is headquartered in Rome (Italy) and it operates with a network of offices worldwide connected to Italian embassies and consulates. ITA also works closely with local authorities and businesses.

ITA provides a wide range of services such as the following.

- The selection of business partners
- Bilateral trade meetings with Italian companies
- Trade visits to Italy
- Participation to local trade show
- Seminars conducted by Italian advisers

The contracting Office will be the **Italian Trade Commission in Canada** settled in Toronto with a head office in Toronto and Satellite Offices in Montreal and Vancouver.

The person in charge of the procedure is the **Italian Trade Commissioner in Canada, Mr. Carlo Angelo Bocchi**.

For more information on the ITA and its presence in Italy and the world, please visit our website <https://www.ice.it/en/markets/canada>

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Toronto, Ontario, Canada M5G 1V2  
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1199 West Pender #785  
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Email: [vancouver@ice.it](mailto:vancouver@ice.it)



## **2. BUDGET ALLOCATED FOR THE CONTRACT**

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The total estimated amount for services rendered during the life of the framework contract by the awarded bidder will not exceed **CAD 300,000.00**.

**The above indicated amount -CAD 300,000.00- includes all services, possible commissions and fees.**

**The ITA is not bound to guarantee the level of expenditure indicated herein, which is a mere estimate** which might change over time. Therefore, the actual level of expenditure at the end of the contract will not exceed the above indicated amount, based on needs and available budget. Thus, there will be no monetary adjustments if the expenditure for services is below the amount set forth herein.

## **3. DURATION OF THE CONTRACT**

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The Framework Contract for Printing and related services will last up to **two years from the date of signature**, or until the maximum amount is reached, whichever occurs first, without any notification between the parties.

There will be no tacit renewal of this contract.

## **4. MINIMUM REQUIREMENTS FOR PARTICIPATION**

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To participate in this direct negotiation, your Company will need to demonstrate the possession of the following requirements:

1. Eligible and possess the necessary qualification in full compliance with local laws
2. Capability to operate in Canada and Authorization and license to operate in all provinces
3. Ability to appoint one or more contact persons

The Awarded bidder will provide all the services set forth herein using its own technical equipment and without charging the ITA for any additional costs.

## **5. DESCRIPTION OF SERVICES REQUESTED**

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The contract aims to supply design and printing of advertising and promotional materials, providing services of Web design of promotional brochures, Tradeshow graphic and logo, Banners, Roll-ups, Business cards, Folders, Leaflets, Catalogues, Publications, Gadgets, others.

The aforementioned services shall be provided during terms of the contract to support ITA in approximately 12 projects across various sectors of activity including F&B, consumer goods, machinery, capital goods.

Please see annex B and C for the complete list of services requested.

The awarding company will also be required to carry out revisions and corrections of the texts by a professional proofreader.

For all products, “ready-to-print” authorisation from ITA must be obtained prior to printing the final version.

All materials must be developed in compliance with the ITA corporate identity, as outlined in the dedicated manual, which will be shared with the awarded bidder. Samples of previous works are included in this bid.

All the printed material and its copyrights shall be transferred to the awarding entity: the winning company agrees to transfer to the Italian Trade Agency (legally named Italian Trade Commission) in Canada the right to use and reproduce said image, for any purposes and without limitations, in addition to holding the Italian Trade Agency



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Harmless from any and all legal actions and/or claims by third parties alleging violation of rights, including but not limited to, intellectual property rights, patents, copyrights, trademarks and similar industrial property rights, violation of privacy and damage to public image.

## 6. EXECUTION OF SERVICES

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For each request, the printing company will be provided with a purchase order letter (PO) highlighting all formal details pertaining to each request. In the event any further arrangements are needed, they will be submitted in writing by email by both parties.

Should the awarded bidder request a wire transfer to an account outside of Canada, the cost shall be debited to the awarded Supplier.

## 7. AWARDING PROCESS AND EVALUATION PROCESS

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The awarding will be assigned based on the “**Most economically advantageous offer**” **Criteria** in accordance with the art. 7 paragraph 2 letter b) of Italian Foreign affair ministerial decree n.32/2024 and following the Principle of Result.

The ITA has the authority to award the contract even if only one bid has been submitted, provided it is deemed valid and worth accepting. Moreover, the ITA has the authority not to award the contract, should it deem it appropriate to exercise the right of self-protection and if ITA finds that the bids received do not comply with the contents set forth herein.

The contract will be awarded to the Company at the most suitable in meeting ITA's requirements.

Through the Traspare platform, bidders will be required to submit **three separate envelopes** (for more details see below paragraph 8), containing:

- A. Administrative documentation**
- B. Technical offer**
- C. Economic (financial) offer**

The evaluation process will assign a score to the technical offer up to 70 points and to the economic offer up to 30 points for a maximum score up to 100 points.

The evaluation of the Technical Offer will be based on the assessment of the bidder's previous work and shipping deadlines. It will refer to the following criteria:

- Creativity – 25 points
- Overall quality of the works – 25 points
- Social media content creation – 10 points
- Compliance with shipping deadlines – 10 points

For each item listed in the annex B, it will be assigned a score between 0 and 1 (excellent=1, very good=0.9, good=0.8, sufficient=0.7, barely sufficient=0.6, not adequate=0).

The score calculation will be determined using the following formula:

$$C(a) = \sum_n [W_i * V(a)_i]$$

Legend:

C(a) = score of the single offer

n= total number of the criteria listed in the criteria chart

wi= percentage weight of the single criterion (i)

Vai = average assessment of the number a compared with the criterion i according to the chart above



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Any company which does not achieve a minimum of 42/70 points in the technical Offer score will be excluded.

The evaluation of the economical offer

The maximum score will be awarded to the lowest bid.

The score calculation will be determined using the following formula:

$$C(i) = Ra/Rmax$$

Legend:

C(i) = coefficient attributed to the i-th competitor

Ra= percentage reduction in the offer of the i-th competitor, compared with the highest competitor offer

Rmax= percentage reduction in the offer of the lower offer, compared with the highest competitor offer

For each competitor, the offer will be calculated using a weighted average of the prices provided in Annex C.

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

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**Under penalty of exclusion**, your company is required to:

Submit the offer through the e-procurement platform *Traspare* (<https://ice.traspare.com/>) by uploading the following documentation from **February 17, 2026 at 10:00 am to February 24, 2026 at 09:00 am**

Please remember to submit three separate envelopes: failure to do so will result in the invalidation of your proposal and exclusion from the procedure.

### **A. ENVELOPE "Administrative Documentation"**

This envelope **must** contain a copy of the following documents:

1. **Annex A Form**
2. This IFB initialed on each page, duly signed as acceptance of the tender requirements
3. **Annex A1 Form** - Acknowledgement of the IFB which states that the bidder is eligible and possesses the necessary qualifications, completed and duly signed
4. Copy of a valid ID
5. Provision of the services listed above for a minimum of 2 years prior to applying; please include a list of your major clients (ITA's offices excluded).

### **B. ENVELOPE "Technical Offer" - maximum 70 points of the evaluation process**

The bidder must insert the Technical offer only in the specific section of the *Traspare* platform.

This envelope must contain:

- a digital version of your previous works: samples of works listed in annex B form (brochures, posters, creatives, pictures of gadgets) developed for other clients - Not including ITA offices
- **Annex B Form** duly completed with shipping deadlines

Remember not to include the economical offer in this envelope.

### **C. ENVELOPE "Economic/Financial Offer" - 30 point of the evaluation process**

The bidder must insert the economic offer only in the specific section of the *Traspare* platform.

Please include **Annex C** in your economical offer envelope.

The economic offer shall be expressed clearly **in numbers** and, **under penalty of exclusion**, must be **dated and signed** by a legal or authorized representative of the bidding Company.



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**Please make sure to follow all instructions carefully to avoid disqualification.**

**The failure to include all the items requested by this IFB may disqualify your bid.**

## **9. REMEDY PROCEDURE OF ADMINISTRATIVE DOCUMENTATION**

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In case of incompleteness of the administrative envelope, ITA Canada is allowed to ask for completion of the administrative documentation.

This does not apply to the technical and economic offers.

For the amnesty, the contracting authority (ITA Canada) assigns to the tendered a reasonable period – not exceeding ten days for the necessary declarations to be integrated or regularized.

## **10. TENDER PROCEDURES**

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Bids' opening will take place during an open public session. Only one (1) legal representative, or his/her delegate for each bidder can participate in the public session. The session will take place on **February 24th, 2026 at 10.00 am** at the ITA office in Toronto.

Should the awarded entity fail to execute the contract or provide the stipulated services within a reasonable amount of time, the award will be revoked.

## **11. DEADLINE**

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The deadline for the submission of the offer is no later than **February 24, 2026 at 09:00 am**

The entire procedure must be followed through the e-procurement portal Traspare (<https://ice.traspare.com/#>).

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

## **12. PAYMENT TERMS**

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Italian law does not allow advance payments for public contracts.

Payments **will be made only upon delivery of all services as stipulated in the single Purchase Order - PO and after submission of an original invoice** issued by the awarded service provider, in Canadian currency.

It will be asked to issue the invoices to a different address depending on which ITA Office in Canada (Toronto, Vancouver and Montreal) has requested the service.

The proper invoice address will be indicated in the PO.

For requests (PO) coming from TORONTO and VANCOUVER ITA OFFICES, invoices must be issued to:

**Consulate General of Italy - Italian Trade Commission**

480 University, Suite 800

Toronto, ON - M5G 1V2

Tel. 416/598-1566

[invoice.itacanada@ice.it](mailto:invoice.itacanada@ice.it)

For requests (PO) coming from MONTREAL ITA OFFICE, invoices must be issued to:

**Consulate General of Italy – Italian Trade Commission**

1000 rue Sherbrooke ouest, suite 1720

Montreal, QC H3A 3G4



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Tel 514/284-0265 ext 2217

[invoice.itacanada@ice.it](mailto:invoice.itacanada@ice.it)

Every invoices shall include the following:

- services rendered, specifying for each service: quantities, description of service and amount
- Purchase Order (PO) number.

Payment will be issued by EFT-Direct Deposit in CAD within 15-30 days of receipt of original invoice addressed to the ITC office indicated in the Purchase Order (PO).

### **13. PENALTIES**

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For each one-day delay as regards delivery terms of requested services, which are agreed for each single service, a 2% (two percent) penalty of the agreed upon cost of the service to be provided may apply, calculated on the value of the delayed service rendered, not including claims for larger damages, if any. Please note that the ceiling for such a penalty is set at 10% of the value of purchased services.

For any breach of obligations under the contract, if considered serious, ITA will have the option to terminate it with no penalties and with full payment of services already rendered, minus any penalty to be applied per the contract and without any prejudice of its rights.

### **14. SECURITY DEPOSIT**

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Applicable regulations prescribe the submission of a performance surety bond by the awarded bidder.

Therefore, prior to the execution of the contract, the successful bidder shall be required to furnish a deposit equal to 10% of the total contract value (Performance surety bond or non-transferable cashier's check), in favor of the **Italian Trade Commission - Toronto Office, 480 University, Suite 800, Toronto, ON - M5G 1V2.**

All costs and expenses to obtain the performance surety bond shall be the responsibility of the bidder.

Taking also into account the framework contract nature of the agreement to be established, the ITA will evaluate the possibility to waive such a requirement for companies of proven financial solidity; such an evaluation will be part of the negotiation process with the awarded bidder.

### **15. NO EXCLUSIVITY**

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The ITA recognizes the awarded Supplier as the regular but not exclusive service provider: therefore, it reserves the right to contract other suppliers for services similar to those described herein, during the life of the awarded contract.

### **16. NO SUBCONTRACTS OR TRANSFER OF SERVICES**

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It is expressly forbidden to resort to subcontracts, in consideration of the nature of the services, which require a trustworthy interlocutor capable of ensuring a fast execution of services.

### **17. OBLIGATION OF CONFIDENTIALITY AND PROTECTION OF PRIVACY - ARTICLES 13 ET SEG. 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 bidders that their



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personal data is collected, processed, used and disseminated solely for the institutional purposes of ITA-Agency (ITA), 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 same rules of data protection apply to the Supplier Registry.

The winning Supplier 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, 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 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 winning Supplier will not disclose, communicate or disseminate the data acquired on account of its contractual work nor will it use said data to promote or market its own services. The only permissible use is the one provided and governed by the Call for Bids and the contractual documents.

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

## 18. ADDITIONAL CLAUSES

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As required by the applicable Italian Law, by submitting its offer the bidder agrees to sign, if awarded, a formal contract containing the following clauses, which are further specified below, among others.

- Anti-pantouflage
- ITA Code of Conduct
- Whistleblowing

## 19. FURTHER INFORMATION

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If you have any questions regarding this tender, please send a communication through the Traspare portal or email to: [toronto@ice.it](mailto:toronto@ice.it) – Ref. **IFB, Framework Contract Printing services and related services**, no later than Friday, **February 16 at 12.00 am**.

Replies to your questions will be published on the ITA'S website and on Traspare (<https://ice.traspare.com/#>).

Sincerely,

For acceptance

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Carlo Angelo Bocchi  
Italian Trade Commissioner - ITA Canada

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Signature of the legal representative