



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

ITALIAN TRADE AGENCY, NEW YORK OFFICE VENDORS REGISTRATION PROCEDURE – VRP

Section 1 (*Scope*)

These Rules and Regulations (“Vendor Registration Procedure” or “VRP”) determine and establish the formation and management of one or more registers (the “Register”) for the registration of vendors and suppliers (“Vendors”) that intend to sell goods and services to the offices of the Italian Trade Agency (“ICE” or “ITA”) in the United State of America. The VRP also sets the terms and conditions Vendors have to comply with in order to register and/or maintain their registration in good standing.

The VRP intends to select a number of Vendors deemed suitable to offer goods and services to ICE so that ICE offices are able to reach their operational goals and institutional mission. In order to be registered, Vendors must meet certain requirements among which being in possession of specific professional skills, qualifications, while maintaining high ethical correctness and general order referred to in articles 80 and 83 of the Italian Legislative Decree no. 50/2016.

Section 2 (*Definitions*)

For purpose of these VPR, Vendor means any natural person resident in the United States and/or any entity formed under US law acting as sole proprietorship, partnership, LLC, corporation that intends to offer goods and/or services to ICE and that meet the requirements established under these VPR.

For tax purposes, ICE will treat each Vendor as an Independent Contractor. No Vendor can be considered employed with or by ICE.

Section 3 (*Register Formation and Communication*)

ICE may form one or more Registers.

ICE maintains complete discretion, control, and supervision in the formation, management and cancellation of one or more Registers.

The Registers are organized exclusively by ICE. The Registers can be formed of any means.

ICE may communicate the formation of a Register in different ways, among which: (a) Through regular mail and/or e-mail directly to a group of potential vendors; (b) Through direct notice to a single vendor; (c) Through the request to submit a form, "ICE Vendor Registration Form".

Without solicitation, Vendors may submit an application directly to ICE.

Section 4 (*Vendor Registration Requirements*)

Vendors shall meet and maintain the requirements stated in these VRP either at the time of the application registration submission and for the entire duration goods and services are provided to ICE. Certain requirements must be certified if necessary.



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With the application, vendors must submit the following documents/requirements:

- Form W-9;
- Name, address and contact numbers;
- Number of years in business;
- Evidence that the business is not in financial distress;
- Proof of insurance coverage covering "general liability" and "worker compensation";
- Certificate of Insurance (COI);
- Indemnification statement and veracity of the information provided;

ICE may not release a certification or a confirmation that a Vendor is duly registered.

Vendor that loses any registration requirement will be cancelled from the Register.

ITA registers Vendors at the end of the VRP once application documents and requirements are verified.

The registration of a Vendor within a Register does not imply that the Vendor has matured a right to be continuously registered or to maintain registration.

Vendor must update the information and requirements when needed: Vendor failure to update information and requirements determines the automatic cancellation unless it is cured within the terms established by ITA.

ITA will carry out random checks to verify the existence of all the requirements that Vendor claims to possess.

Vendor information management will be in compliance with applicable federal and state privacy laws.

Antonino Laspina
Trade Commissioner


