

## **REGULATION FOR REGISTRATION IN THE ITA-TEHRAN SUPPLIERS REGISTER**

The ITA Office of Tehran, with the aim of ensuring maximum transparency and legitimacy to the assignments of contracts concerning the supply of goods or services, and of ensuring equal conditions for potential candidates, has established a specific list of companies and professionals, grouped in a special register, called the Suppliers Register, and admitted after a selection procedure, preceded by a careful verification of the qualifications and conditions of the applicants, who shall be in possession of certain requirements.

The registration in such Suppliers Register is governed by the following

### **REGULATION**

#### **Art. 1) INTERESTED PARTIES**

The Suppliers Register includes the following categories of operators:

1.1. Consultants and Professionals, established according to the law that governs their activity, whether foreign or Iranian.

1.2. Entrepreneurs:

- a) Individual entrepreneurs, artisans, companies, cooperatives;
- b) stable consortia;
- c) temporary groups of competitors, consisting of the persons referred to in letters a) and b), who, before submitting the offer, have assigned a special collective power of attorney to one of them, who is a qualified representative and who expresses the offer in his name and on his behalf and in the name and on behalf of the principals.

#### **Art. 2) STRUCTURE OF THE SUPPLIERS REGISTER**

- Sector A ▶ ORGANIZATION OF EXHIBITIONS AND FAIRS**
- Sector B ▶ SUPPLY OF OFFICE EQUIPMENT / CONSUMABLES**
- Sector C ▶ OFFICE FURNITURE AND MACHINES**
- Sector D ▶ WORKS AND/OR MAINTENANCE**
- Sector E ▶ SERVICES AND ADVICE**

#### **Art. 3) REQUIREMENTS FOR APPLYING FOR THE REGISTRATION**

In order for the application for registration to be accepted, the economic operator and/or the Consultant/Professional:

- shall be registered to the Chamber of Commerce for the category of service or supply for which registration is requested or to the competent professional associations. In this regard, adequate documentation is required, such as: the certificate of incorporation of the company, the trade card release by the Iranian Chamber of Commerce, the certificate of registration to the professional association. For how to submit the documentation, please see art. 7);
- must not have committed any criminal offense. In this regard, the submission of the applicant's criminal record (in case of individual enterprise), of the members of the board of directors and of the inspectors of the company or cooperative is required. For how to submit the documentation, please see art. 7);
- shall declare to meet the requirements of professional competence, economic-financial capacity and technical-professional capacity and an adequate level of insurance coverage against professional risks. ITA-Tehran has the right to ask each economic operator to provide adequate documentation concerning the human resources employed by the company, reports on the activities effectively implemented in the past, recommendations of third parties and documentation relating to insurance coverage;
- shall not have been involved in serious defaults and non-performances of contracts with ITA-Tehran which led to the termination of the contract or the revocation of the award in the three-year period preceding the application for registration.

In case of a consortium, the latter and each of the associated enterprises shall meet the afore-mentioned requirements.

#### **Art. 4) HOW TO APPLY FOR THE REGISTRATION IN THE SUPPLIERS REGISTER**

In addition to what provided by art. 3), at the time of the application for registration, the applicant must provide ITA-Tehran with all the information and documents requested.

The submission by the applicant of the application for the registration does not determine its automatic registration in the Suppliers Register.

#### **Art. 5) ADDITIONAL DOCUMENTS REQUIRED**

With reference to the following categories of Suppliers, the following additional information and documents are required:

##### ***CONSULTANTS AND SELF\_EMPLOYED PROFESSIONALS:***

- A resume;

- at least two recommendations, over the last three years, issued by public or private entities for which the professional has implemented assignments, services or supplies similar to those for which he requests the registration.
- or, as an alternative to the recommendations, a certified copy of the original of the contracts, all of them dated not earlier than three years from the date of the application for the registration.

### **INDIVIDUAL AND COLLECTIVE ENTERPRISES:**

- at least two recommendations, over the last three years, issued by public or private entities for which the Enterprise has carried out works, services or supplies similar to those for which he requests the registration.
- or, as an alternative to the recommendations, a certified copy of the original of the contracts, all of them dated not earlier than three years from the date of the application for registration.

### **Art. 6) SPECIAL DOCUMENTATION**

Only with regard to the product market **A01 - "Fair outfitting"** the following documents must be produced

1. the references relating to the main fairs organized over the last three years, a detailed document with all the technical characteristics of the most representative fairs, possibly supplemented by photographic documentation;
2. the list of equipment owned and the extent of factories and warehouses owned.  
**Attention** – The registration in sector A01 shall take place by the competent office only after having assessed the documents referred to in points 1) and 2).

According to the afore-mentioned elements, the registered company may be selected to be invited to the set-up tenders launched by the Agency.

### **Art. 7) TRANSLATION OF DOCUMENTS**

The documentation requested by ITA-Tehran pursuant to the provisions of art. 3) and any other document requested by the Agency, must be previously officially translated into English and legalized by the Iranian Ministry of Foreign Affairs.

The documentation shall be deposited at the headquarters of ITA-Tehran.

## **Art. 8) TIMING OF DOCUMENTS INVESTIGATION**

The documents deposited will be examined and evaluated by ITA-Tehran within 30 days from their receipt and, should these be incomplete or improper, the economic operator will receive a written request for clarifications/integration.

## **Art. 9) RANDOM CHECK OF REQUIREMENTS**

ITA-Tehran has the right to carry out proper checks - also randomly - on the truthfulness of the declarations released by the person who has applied for registration in the Suppliers Register, even in the event of renewal of the application for the registration.

## **Art. 10) INFORMATION AND DATA UPDATING OBLIGATION**

The persons that will be included in the Register shall communicate to ITA-Tehran every variation of the data and information provided for the registration (such as "company name" and "registered office"), within the term of 30 days from the occurrence of the aforementioned variations, otherwise the measures pursuant to arts. 13 and 14 below will be adopted.

Any variation shall be communicated to ITA-Tehran personally or by e-mail.

## **Art. 11) REGULAR UPDATING OF THE SUPPLIERS REGISTER**

The update of the ITA-Tehran Suppliers Register will take place at least once a year. The Office in charge will ask members to update the information by sending an e-mail and a telephone contact.

For the update of the information, the supplier shall go to the headquarters of ITA-Tehran.

Should the supplier fail to reply within 60 days to the request for updating, it will not be selected when tenders are called.

## **Art. 12) EVALUATION OF THE REGISTERED SUPPLIERS**

Note that the registered suppliers who has been engaged for the supply of a good, the provision of a service, or the carrying out of a work for ITA-Tehran are evaluated by the Officer supervising the procedure.

This evaluation is expressed in scores from 1 to 5 (1 very poor, 2 insufficient, 3 sufficient, 4 good, 5 excellent). For each type of supply, different elements of evaluation are taken into consideration by ITA-Tehran.

Evaluations are then revised for the purposes of future selections.

### **Art. 13) SUSPENSION OF THE REGISTRATION**

The effectiveness of the registration in the Suppliers Register is suspended for a period of not less than six months and not more than one year, if the supplier is evaluated less than 3 on average.

The suspension can also be ordered when the changes regarding the information contained in the company data are not communicated, if the supplier is involved in a judicial and/or arbitration proceeding with the Agency (up to its end, assumed that the cancellation is not ordered), or if the supplier is guilty of delays in deliveries, negative tests, temporarily broke one of the obligations provided for in the execution of its contract.

The suspension measure is adopted by the Director of the ITA-Tehran Office and can be revoked for: expiry of the period indicated therein; when the interested party provides documented proof that the conditions that led to its adoption are no longer met, or it can be turned into cancellation, when it is ascertained that these conditions are still met.

The suspension will be notified to the interested party in writing, and also by e-mail.

### **Art. 14) REMOVAL**

Removal from the Suppliers Register is ordered when the registered supplier:

1. is found non-compliant with one of the situations mentioned in article 3) hereof;
2. is negatively evaluated;
3. has already been subject to a non-revoked suspension measure or if he/she has been subject to at least 3 suspension measures over 3 years;
4. is found guilty of repeated breaches of contract;
5. has not expressed interest in negotiating for a long time (failure to reply, without reason, to at least three requests for quote in two years);
6. has not provided any information for the requested annual update in two years;
7. no longer meets the requirements it met at the moment of registration.

The interested party will be informed of the removal in writing, also by e-mail.

The removal is ordered by the Director of the ITA-Tehran Office who, at a later time, has the right to readmit the removed person.

## **Art. 15) PARTICIPATION IN PROCEDURES – SELECTION OF THE REGISTERED OPERATORS**

ITA-Tehran reserves the right to decide on the awarding of each individual call for tenders in favor of the persons registered in the Suppliers Register, based on evaluations that take into account both the business potential and a turnover of the bidders among the members of the Register for the same product category, as well as the evaluations referred to in the previous article 12).

With reference to the turnover, the following elements are also taken into account:

- the existence of other ongoing contracts and the quality of the services already rendered;
- the number of members of the category;
- the lack of reply to previous invitations;
- specific requirements (technical-professional and financial) in certain cases.

In some cases ITA-Tehran can also select the names in the Register through random drawing or through scrolling the names in alphabetical order by groups of ten/fifteen operators.

## **Art. 16) PROCESSING OF PERSONAL DATA**

All data relating to the Supplier (including personal data and, more generally, the data requested and obtained from the interested party) of which the Agency comes into possession, in execution of the present Regulation, will be collected and processed exclusively for the purposes of ITA-Tehran, with prohibition of disclosing them to third parties or using them for purposes other than those provided for by this Regulation.

Furthermore, ITA-Tehran undertakes to safeguard, protect and process such data, so as to avoid their unauthorized disclosure.

The provisions of the Regulation shall be deemed to be substituted, modified, repealed or not applied automatically, if the relative content is incompatible with mandatory legislative or regulatory provisions in force adopted by Italy and/or by the Islamic Republic of Iran.

The content of this Regulation is disclosed in the forms and ways deemed most appropriate, so that it is distributed as much as possible.