



**ITALIAN TRADE AGENCY**

**ICE - Italian Trade Commission**

**Trade Promotion Section of the Italian Embassy**

Office of Beirut for Cyprus, Lebanon and Syria

Prot. 14202/19

## **Guidelines for the registration and management of the Suppliers Register of The Italian Trade Agency – Beirut Office**

These Guidelines are destined to Lebanese Economic Operators that intend to apply to the Italian Trade Agency – Beirut Office Suppliers Register.

These Guidelines summarize the current registration and management procedures of the Suppliers Register established by the Italian Trade Agency – Beirut Office and based on the Italian Legislative Decree of 18 April 2016 nr. 50 approved by the National Anti-corruption Authority with resolution 1097 of October 26, 2016, which also refer to the formation and management of the lists of economic operators.

Only the registration to the Suppliers Register will allow economic operators to be entitled to provide work and services to the Italian Trade Agency – Beirut Office. Each Lebanese economic operator that want to be listed in the Suppliers Register is obliged to meet the requirements included in the present Guidelines.

### **1. Economic Operators**

Economic operators are companies and individual entrepreneurs and consultants.

### **2. Structure of Suppliers Register**

The Suppliers Register is organized in 5 different macro categories:

- Organization of exhibitions and trade fairs
- Office supplies and stationary
- Office equipment and office furniture suppliers
- Works and maintenance services
- Services and consultancies

Each economic operator may apply only to a maximum of 2 macro categories. It is also mandatory to indicate the relevant sub categories of interest in a maximum number of 5.

### **3. Economic operators' obligatory requirements**

Economic operators that are willing to be registered in the Suppliers Register must meet the following requirements:

- to have a fiscal position
- to comply to social and labour national laws
- to have the necessary organization, facilities, experience, technical skills
- to fully comply with the Italian Trade Agency general terms and condition of contract
- must not be in one of the causes of exclusion as listed in the application form
- to be able to provide audited financial statements upon request (for contracts over 40.000 Euros)
- to have adequate financial resources to perform the contract (for contracts over 20.000 Euros)
- must not be incurred in the three-year period prior to the application in ascertained and serious breaches and deficiencies in the execution of contracts with the Italian Trade Agency



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#### **4. Documents required**

- letter of request to be enlisted in the Italian Trade Agency – Beirut Office Suppliers Register duly signed by the company's legal representative or the individual entrepreneur or consultant.
- copy of identification document of legal representative of company applying to register or of the individual entrepreneur or consultant.
- copy of the registration to the local Chamber of Commerce if applicable.
- copy of the fiscal number.
- the application form duly completed and signed.

#### **5. Registration to the Suppliers Register**

Each economic operator submits the request to be enlisted to the Suppliers Register along with all the above documents to the Italian Trade Agency - Beirut Office via email address [beirut@ice.it](mailto:beirut@ice.it) or in person at the premises of the Italian Trade Agency – Beirut Office.

Requests can be submitted at any time.

The applications are all reviewed, within 15 working days following the submission date, by the Italian Trade Agency – Beirut Office. If the application is accepted the economic operator will be listed in the Suppliers Register. The Italian Trade Agency – Beirut Office will inform the applicant via e-mail about the result of the review.

#### **6. Obligations of registered suppliers related to information updates and requirements check**

All economic operator registered in the Suppliers Register are invited to inform the Italian Trade Agency – Beirut Office should any changes in the obligatory requirements occur within 30 days of the change.

The Italian Trade Agency – Beirut Office might conduct random checks on the documentation provided. Any failure to comply with what was declared will result in the suspension or cancellation from the Suppliers Register

#### **7. Evaluation of suppliers' activity**

The Italian Trade Agency - Beirut Office will evaluate the service or good provided by the economic operator under the regulations of the present Guidelines. The evaluation is based on parameters such as overall quality of goods, overall quality of services, timing of delivery of goods and/or services, flexibility in adjusting to requests from the Italian Trade Agency – Beirut Office. The evaluation will be expressed on a scale from 1 (very unsatisfied) to 5 (very satisfied).

#### **8. Suppliers Register annual update**

The Suppliers Register will be updated once a year requesting each economic operator to confirm the validity of the documents submitted for the registration. The Italian Trade Agency – Beirut Office updates the Suppliers Register once a year by requesting to each of the economic operators registered confirmation of the validity of all documents and declaration submitted with the application.

Economic operators whose average evaluation during the last year of activity does not reach at least 3 points will not be confirmed in the Suppliers Register.



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### **9. Suspension of application**

The registration in the Suppliers Register is suspended for a period, not less than six months and not more than one year, if the economic operator receives, during the last year of activity, an average evaluation of at least 3 points.

The suspension also applies in case of legal proceedings with the Italian Trade agency or controversy over a contract and it will last until the end of the proceeding or controversy.

The suspension can be arranged also if the economic operator does not comply with the obligation of the contract for the delivery of the goods or services and if it temporarily fails to fulfill the obligatory requirements to be listed in the Suppliers Register. The suspension will last until the economic operator present proof that the conditions for the suspension have passed.

The suspension provision will be communicated via mail.

### **10. Cancellation from the Suppliers Register**

The cancellation from the Suppliers Register occurs in the following cases:

- the condition that led to the suspension have not changed
- more than 3 suspensions for the same category of goods or services
- failure to provide, upon request, proof of the obligatory requirements
- repeated breaches of contract
- failure to obtain an average evaluation of at least 3 points for more than two times
- failure to respond to our request of contracting at least 4 times in the last 2 years
- failure to provide the annual update feedback

The cancellation will be communicated to the economic operator via e-mail.

### **11. Procedures to bidding and rotation criteria for economic operators**

Economic operators will participate in bidding to tenders both upon express invitation or answering a public notice published on the Italian Trade Agency Beirut Office web site <https://www.ice.it/it/mercati/libano/beirut> and its social network profiles (twitter and facebook).

### **12. Treatment of personal data**

All data that the Italian Trade Agency – Beirut Office receives, in the execution of these Guidelines, will be collected and processed exclusively for the purposes permitted by law and in accordance with the provisions contained in the current legislation on the protection of personal data. The provisions of the Guidelines must be considered replaced, modified, abrogated or automatically disappplied, where the relative content is incompatible with supervening, mandatory provisions of laws or regulations.

### **13. Final Provision**

All registered suppliers will be duly and timely informed via email by the Italian Trade Agency Beirut Office about any change that may occur to these Guidelines.

All decision taken under these Guidelines are taken by the Director (Trade Commissioner) of the Italian Trade Agency – Beirut Office.

Beirut, 1<sup>st</sup> January 2019