



Houston, 06/21/2023  
CIG: 9908535DBD

## MARKET SURVEY NOTICE

Selection of economic operators to be invited to tender for amounts below the European Community threshold (Euro 215,000.00) to be carried out pursuant to:

- art. 36, paragraph 2, lett. b) of Legislative Decree No. 50/2016, and subsequent amendments and additions
- article 7 and 10 of Ministerial Decree no. 199 of 21 November 2017

**for “Service of Temporary Employment Agency – employee payrolling services for a period of 24 months” in favor of the Italian Trade Agency of Houston**

Pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016 and subsequent amendments and additions, art. 10 of Ministerial Decree no. 199 of 21 November 2017, along with Guidelines No. 4, issued by ANAC, as stated by Legislative Decree 18 April 2016, n. 50, entitled "Procedures for the awarding of public contracts for amounts below EU thresholds, market surveys and training and management of lists of vendors" (Resolution No. 1097 of 26 October 2016), and with regard to Legislative Decree 19 April 2017, n.56, it is announced that ITA Houston intends to initiate a negotiated procedure for the acquisition of the service in question, proceeding with the preliminary identification of economic operators, interested in participating to the procedure that are in possession of the general requirements and professional skills, as per articles 80 and 83 of Legislative Decree 50/2016.

## CONTENT OF THE REQUESTED SERVICES

The Italian Trade Agency (ITA) invites Temporary Employment Agency to submit a bid for:

- \_ Hourly fee (“Mark up” in % per hour)
- \_ Recruiting service (“Mark up” in % per hour)
- \_ Bonus compensation (“Mark up” in %)

for the **“Service of Temporary Employment Agency – employee payrolling services”**

## DURATION OF SERVICES

The duration of the agreement is two (2) years from August 1<sup>st</sup> 2023, once the contract has been signed and all participation requirements have been verified and found to be satisfactory, or until the contractual amount is reached.



ITALIAN TRADE AGENCY

## PRESENTATION OF APPLICATIONS FOR PARTICIPATION

This notice will remain published on the website of this office (the contracting authority) for a period of 23 days, starting from the day following the date of publication.

### BUDGET

Considering the amount spent by ITA Houston in the last two years for the services herein, and ITA's needs for the next two years, the total estimated amount for the above services during the life of the contract (24 months) will be **\$ 200,000.00 (Euro 182.932,41)**. Given that these are estimates ITA reserves the right to increase the contract amount by of 20% max, without any further obligation toward the awarded Contractor.

Our company is not bound to guarantee the level of expenditure indicated herein, which is a mere estimate because the services needed by our Office are subject to various factors that make it impossible to set a specific amount. Therefore, the actual level of expenditure may be higher or lower than the above amount, based on needs and the available budget.

Thus, there will be no monetary adjustments if the annual expenditure for services is below the amount set forth herein.

Given that these are estimates, ITA reserves the right to increase or decrease the contract amount by 20% max as needed, without any further obligation toward the awarded Contractor.

### AWARD CRITERIA

The contract will be awarded on the basis of the lowest price offer.

**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, ITA has the authority not to award the contract, if it deems it appropriate to exercise the right of self-protection and if ITA finds that the bids received do not comply with the technical and financial contents set forth herein.

Requests for participation for economic operators interested in the selection procedure in question must be signed by the legal representative of the company or his delegate and sent to the email address [houston@ice.it](mailto:houston@ice.it) no later than **4:00 pm on July 14<sup>th</sup>, 2023** clearly indicating in the subject of the email the following statement:

**“Service of Temporary Employment Agency – employee payrolling services for a period of 24 months”**

and must include the enclosed **Application form “A”** – duly fully filled out, dated, and signed by the legal representative or its delegate with power of representation.

Additionally, we require that you **register as a vendor** (even if you have already done so in the past) by following the instructions at the following link:

<https://www.ice.it/en/index.php/markets/usa/houston/vendor-registration-procedure>

Applications for participation received after the above deadline will not be considered.



ITALIAN TRADE AGENCY

The request for participation does not lead to the Administration having any specific obligation regarding the continuation of the negotiation.

## **GUARANTEE**

Under Italian Law (D.Lgs. 50/2016, commonly referred to as “Codice Appalti”), ITA requires the awarded company to post a bond before signing the agreement to ensure the correct performance of the obligations under the contract. The awarded Company will provide a performance guarantee (in the form of a down payment or of an equally satisfactory instrument for the benefit of ITA) to ensure the proper performance of the service. **The amount of the performance guarantee will not exceed ten percent (10%) of the overall value of the contract.** The performance guarantee will be kept by ITA and returned upon termination of the contract.

## **REQUIREMENTS FOR PARTICIPATION IN THE TENDERING PROCEDURE**

In the implementation of the principles of transparency, publicity, and impartiality pursuant to art. 4 of Legislative Decree 50/2016, amended by Legislative Decree 56/2017, the ITA will proceed to invite to the tender procedure a number not less than five operators, if applicable that have properly applied for participation. If the minimum number of candidates that meet the selection criteria is not reached ITA will proceed pursuant to art. 91, c. 2 of Legislative Decree 50/2016 and subsequent amendments and additions also in the presence of a number of candidates lower than the above-mentioned minimum.

The Office of reference for the selection procedure is the ITA-Houston Office (email: [houston@ice.it](mailto:houston@ice.it)).

The only subject in charge of the proceeding (Chief Procurement Officer/Responsabile Unico del Procedimento) is **Mr Fabrizio Giustarini – The Italian Trade Agency – Houston, Italian Trade Commissioner.**

Fabrizio Giustarini  
Italian Trade Commissioner  
Houston Office