



Stockholm Office

Stockholm, 2/12/2025

CIG: B95EFA4051

MARKET SURVEY NOTICE

(Call to express interest in participating in a tender)

Selection of economic operators to be invited to a future tender, to engage a company who will provide the service of Recruitment of Temporary workers

All documents listed below that must be submitted to participate in this Market Survey, must be transmitted through the e-procurement platform Traspire at the following internet address <https://ice.traspire.com/>

To register on the Traspire platform, interested companies must have to follow the instructions enclosed in the attached *“Traspire – Instructions for registration”*.

The Italian Trade Agency (ITA) is a Governmental agency that supports the business development of the Italian companies abroad and promotes the attraction of foreign investments in Italy.

The Italian Trade Agency - Stockholm Office intends to initiate an open procedure for the acquisition of the service in question, proceeding with **the preliminary identification of companies interested to take part in the selection.**

Pursuant to art. 7, paragraph 2, lett. b) of Ministerial Decree 192/2017 as modified by Ministerial Decree no. 32/2024 of 17 January 2024 it is announced that the Italian Trade Agency (ITA) Stockholm Office intends to initiate an open procedure for the acquisition of the service in question, proceeding with preliminary identification of Companies interested in participating in the procedure that are in

possession of the general requirements and professional competence, as per Legislative Decree 36/2023.

CONTENT OF THE SERVICES REQUESTED FOR THE “SUPPLY OF TEMPORARY WORKERS AND RECRUITMENT PROCESS”

The Company must provide the research, selection, administrative and legal management of the staff to be administered. **Recruitment is extended to Sweden, Denmark and Finland.**

Requests aimed at identifying the resource for covering the position and the related administrative management will be made in writing through an Administration Order and sent by email by the director of the ITA Office in Stockholm.

The personnel recruiting agency will select candidates and send if possible three CVs within three days from the request for evaluation by the director of the Office.

On the date indicated in the Administration Order, the selected candidate will have to take up service at the ITA Office in Stockholm.

The Administration Orders will specify:

- The number of necessary employees
- The classification level
- The requirements of the aforementioned resources
- The type of activity to be carried out
- The duration of the work performance
- The start and end date of the contract

The personnel recruiting agency that intends to submit its application must undertake to:

- Respect the deadlines required in this notice
- Respect the terms indicated in the Administration Order
- In case of selection of personnel, submit a CV suitable for the characteristics of the request received for each job position
- Prepare an economic proposal for the administrative management of the requested staff unit taking into account the salary
- Keep the "Multiplication factor" referred in the offer unchanged throughout the duration of the Framework Agreement.

BUDGET

The budget available for the contract is: 220.000,00 Euro.

This amount includes the salary / contribution amount to be paid to the workers employed by the client, an estimate of the reimbursement of expenses for travel in Italy and abroad, the percentage of agency compensation, as well as the provision of all related services (research, selection, training and administrative and legal management of the personnel subject to the administration).

The amount of the contract is presumptive, as the number of resources, the duration of the individual administration assignments and the relative value of the salaries and contributions will be determined on the basis of the services actually requested within the individual Administration Orders that will be issued, on the basis of the actual need of the staff, also taking into account the financial constraints.

The amount indicated is therefore in no way binding for the Client, since the actual overall amount disbursed under the framework contract will only be quantified following the issuance of the individual administration orders.

The contract will last **8 months – From 1 January 2026 to 31 August 2026** and will be terminated either on its expiration date or at the achieving of the indicated amount, without any notification between the parties.

Any possibility of tacit renewal is excluded.

PRESENTATION OF APPLICATIONS FOR PARTICIPATION

The notice will remain published on the website of this office for a period of 13 days starting from the day following the date of publication.

Requests for participation by economic operators interested in the selection procedure in question must be signed by the legal representative of the company, or his delegate, and **sent via the e-procurement platform Traspire at the following internet address: <https://ice.traspire.com/> no later than 10 a.m. on 15/12/2025.**

To register on the platform Traspire interested companies must follow the instructions in the attached “*Traspire – Instructions for registration*”. For any further information please contact stocolma@ice.it

The submission must include the following attachments:

1. Enclosed application “Form A”
2. Enclosed “Standard form for European single procurement document (DGUE)”

Application for participation received after the above deadline will not be considered by the e-procurement platform Traspire.

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

Please do not send any economic offer with this market survey.

REQUIREMENTS FOR PARTICIPATION IN THE TENDERING PROCEDURE

In implementation of the principles of transparency, publicity, impartiality **the Italian Trade Agency will proceed to invite to the tender procedure the economic operators that have properly applied for participation.**

The procedure for the realization of the service in question will be awarded with the criterion of the lower economical offer pursuant to Ministerial Decree no. 192 of November 2, 2017, as modified by the Ministerial Decree no. 32/2024 of January 17, 2024.

The detailed procedures for evaluating offers will be indicated in the letter of invitation to the Request for Proposal which will be sent to those Companies who have shown interest in participating by responding to this Market Survey Notice.

The application for participation will be examined by the person in charge of the proceedings in public session on the date indicated in the announcement at the premises of the ITA in Stockholm. Only one legal representative, or his delegate, can participate in the public session for each economic operator.

The letter of invitation and the documents necessary for the participation in the tender in question will be sent – to the selected operators – to the email address indicated in the application form via e-procurement platform Traspare.

This notice constitutes exclusively a call for expressions of interest to be invited to the tenders that will be carried out and therefore does not imply any obligations for the Italian Trade Agency towards the interested parties.

All requests for information must be placed on the Traspare Platform.

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The operators' data will be collected and processed exclusively for the purposes permitted by law in accordance with current privacy legislation (EU Reg. no. 679/2016).

For information on this, you can visit the dedicated page by typing the web address <https://www.ice.it/en/index.php/privacy>

Nadia Svaluto Moreolo
Director
Stockholm Office