



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e  
l'internazionalizzazione delle imprese italiane

Italian Trade Agency in Ljubiana  
Trade Promotion Section of  
the Italian Embassy in Slovenia

**CIG: ZC02D68AB5 - Prot. n. 0064030/20 – June 23<sup>rd</sup>, 2020**

## **MARKET SURVEY NOTICE**

### **ITALIAN TRADE AGENCY IN LJUBLJANA: SELECTION OF ECONOMIC OPERATORS FOR PROMOTIONAL ITEMS TO BE UTILIZED IN OUR ACTIVITIES FOR A PERIOD OF 24 MONTHS**

#### **DESCRIPTION OF THE CONTRACTING AUTHORITY:**

The Italian Trade Agency is the Governmental Agency that supports the business development of national companies abroad and promotes the attraction of foreign investment in Italy. For more information on the Italian Trade Agency and its presence in Italy and worldwide, please visit our website: [www.ice.it/en](http://www.ice.it/en).

#### **OBJECT OF THE NOTICE:**

The Ljubljana Office of the Italian Trade Agency, Trade Promotion Section of the Italian Embassy, based on ITA internal administrative regulations and among the necessary services for activities and projects carried out in Slovenia, is starting a procedure to select an economic operator based in Slovenia for promotional items. A framework contract will be accordingly produced for the duration of two years (24 months).

#### **REQUESTED SERVICES:**

The offer price for items numbered 1-3 is requested for one (1) price, for numbers 4-21 is for one hundred (100) pieces:

1. **Roll-up 1000x2000 mm**, with mechanism, 4-colour printing;
2. **Roll-up 850x2000 mm**, with mechanism, 4-colour printing;
3. **Forex 1000x1000 mm**, with back hooks, 4-colour printing;
4. **Accreditation badge 100x140 mm**, matte paper 350 g or PVC, 4-colour printing on both sides;
5. **Badge lace 20 mm**, 4-colour logo printing on both sides;
6. **Canvas shopping bag**, single colour, 400x400 mm (or similar), 4-colour printing;
7. **Portable USB drive 16GB**, customized with 1-colour logo printing;
8. **Graphite black pencil with rubber**, customized with 1-colour logo printing;
9. **Wolverine pen**, customized with 4-colour logo printing;
10. **Catalogue 200x200 mm**, matte paper 170 g, 50 sheets, 4-colour printing on both sides, saddle-stitched or glue binding;
11. **Folded brochure 420x210 mm**, matte paper 200 g, folded in the middle, 4-colour printing on both sides;
12. **Folded brochure 630x210 mm**, matte paper 200 g, folded in thirds, 4-colour printing on both sides;
13. **Pocket hand sanitizer gel, 30 or 50 ml**, 4-colour logo printing;





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14. **Stress ball, approx. 5-6 cm diameter**, 1-colour logo printing on the surface;
15. **Metal lapel pin**, customized with 4-colour logo printing on the surface;
16. **Envelope C4**, matte white paper, 4-colour logo printing;
17. **Envelope C5**, matte white paper, 4-colour logo printing;
18. **Folder 225x305 mm (approx. 5-6 mm thick)**, matte paper 350 g, suitable for A4 sheets, 4-colour printing;
19. **Publication A4**, glossy paper 100-120 g, 50 sheets, 4-colour printing on both sides, with thermo-binding;
20. **Business card 55x85mm**, matte paper 300 g, 4-colour printing;
21. **Cost of graphic design** per hour.

All the material, images and its copyrights shall be transferred by the selected company to the Italian Trade Agency to use and reproduce for any purposes and without limitations, in addition to holding the Italian Trade Agency harmless from any and all legal actions and/or claims by third parties alleging violation of rights, including, but not limited to, intellectual property rights, patents, copyrights, trademarks and similar industrial property rights, violation of privacy and damage to public image.

The Italian Trade Agency reserves the right to request all the changes that they will deem appropriate before final delivery of a product, which could be revised based on the instructions provided by ITA until the project is approved. While executing the contractual obligations, the selected company agrees to comply with all applicable rules, regulations and laws, be they general or specific provisions for the sector of the products at issue, especially any existing technical and safety provisions.

#### **SELECTION OF ECONOMIC OPERATOR:**

This notice is aimed at receiving offers and encourage the participation of the largest number of potentially interested economic operators, therefore the receiving of an offer is not binding for the Ljubljana Office of the Italian Trade Agency, which reserves the right to identify the most suitable subject to entrust with the assignment.

In case the received offers are not considered suitable, the Italian Trade Agency in Ljubljana reserves the right not to proceed with the assignment of the service object of this notice.

#### **AWARD CRITERIA:**

The offers presented will be evaluated with **the sole criterion of the lowest price** that will be **applied on the total sum of quotations** formulated for the indicated promotional items and quantities, which are the most used by this Office. After identifying the best quotation, the Italian Trade Agency will award and execute the contract. A quotation will be requested and agreed upon in writing each time a service is needed. Should the services conform to those listed in this notice, it is understood that the price will be as quoted. Otherwise, the quotation will be assessed on a case by case basis based on the quantity needed.





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The contract will be awarded in **direct assignment** according to the provisions of Art. 7, paragraph 2, let. a) of the Italian Ministerial Decree n. 192/2017 and of the Italian Legislative Decrees 50/2016 and subsequent amendments and additions, according to the Guidelines n. 4, issued by ANAC (Italian Anti-corruption Authority) with Resolution No. 1097, 26/10/2016 and Resolution No. 206, 1/3/2018.

The Directive 214/24/EU by the European Parliament and Council was also implemented in Slovenia on 1 April 2016 through the Public Procurement Act (ZJN-3).

#### **ASSUMED VALUE OF THE CONTRACT:**

The ITA will be under no obligation to purchase a minimum guaranteed amount at any time and the contract will not, by any means, guarantee any minimum expenditure.

**The expected level of spending in the two-year contract will not exceed € 25.000,00 (twenty-five thousand Euros), net of VAT**, corresponding to the total amount to be paid to the awarded company. However, ITA is not bound to guarantee the above indicate level of expenditure, because the number of yearly activities is conditioned by factors that prevent their precise definition.

Therefore, no compensation is foreseen if the annual expenditure does not reach the amount indicated or exceeds it.

#### **DURATION OF SERVICES:**

The duration of the contract will be of **two years from the signing of the contract** (24 months), once verified all the participation requirements. On the expiration date its effects will cease automatically, with no need for any notification between the parties and no tacit renewal.

#### **PARTICIPATION REQUIREMENTS:**

The selected company shall execute all services under the conditions set forth in this letter, in the sole interest of the Italian Trade Agency, abiding by the instructions and requests that the Italian Trade Agency will provide and ensuring the feasibility of its proposals at every stage.

#### **HOW TO APPLY:**

This notice will be published on the website of this contracting Agency **for a period of 15 days**, starting from the day following the date of its publication which is June 23<sup>rd</sup>, 2020.

Under penalty of exclusion, the offers - prepared according to the Application Form below and considering the indications contained in this notice - must be sent to the Italian Trade Agency, Office of Ljubljana, via email at the following address:

[lubiana@ice.it](mailto:lubiana@ice.it) within **6 p.m. of Tuesday, July 8<sup>th</sup>, 2020** with attached:

- a copy of an identity document from the signer of the offer,
- the European Single Procurement Document (ESPD), signed on each page,
- company profile.

Applications received after the above deadline will not be considered.





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**Please fill out each line item of the attached Application Form with your company's price quotation in Euro according to the given specifications. The awarded company will be requested to adjust prices proportionally when quantities of the requested services are not listed in the form.**

**PAYMENTS AND PENALTIES:**

During the two years of validity of the contract, ITA will provide to the payment of each service within 30 days from the receipt of an invoice - bearing the number of the letter of appointment, the code (CO.AN) and name of the initiative - addressed to:

**Italian Trade Agency – Ljubljana Office  
Trade Promotion Section of the Italian Embassy in Slovenia  
Cankarjeva cesta 10  
1000 Ljubljana**

In case the requirements indicated in this notice are not respected, ITA reserves the right to apply a penalty, determined on the basis of the gravity of the event occurred and in any case within 3% of the amount related to the specific service provided in a different way.

**CLAUSES OF EXCLUSION:**

All economic operators who find themselves in the conditions indicated in art. 57 of the European Directive 2014/24/EU and incorporated into the Italian Legislative Decree 50/2016 and its subsequent amendments, are excluded from the present procedure, and notably:

- a) participation in a criminal organization,
- b) corruption,
- c) fraud,
- d) money laundering and criminal activities,
- e) child labour and other forms of human smuggling,
- f) if the operator has not complied with the obligations related to the payment of taxes or social security contributions and if this has been established by a judicial or administrative decision, with definitive and binding effect, based on Slovenian and Italian legislation,
- g) it is also not admitted the participation of economic operators sanctioned by the Slovenian and Italian regulations with the prohibition of signing agreements and stipulating contracts with public administrations.

**CONFIDENTIALITY NOTICE:**

The company that will sign the contract has the obligation to keep all the data and information in its possession as confidential, and not to disclose them in any way nor make them object of use for any purpose other than those necessary to execution of the contract. All confidentiality obligations must be respected even at the end of the contract with the Italian Trade Agency.





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The Contractor is also responsible for the observance of the secrecy obligations by his employees and consultants. In case of non-observance of the confidentiality obligations, ITA has the right to declare the contract automatically terminated, and the Contractor will be obliged to compensate all the damages that may arise to the Italian Trade Agency.

#### **TREATMENT OF PERSONAL DATA:**

According to the Italia Legislative Decree n. 196/2003 and the European Regulation n. 679/2016, the collected data will be processed exclusively within the procedure described in this notice.

**This notice is exclusively intended as an invitation to submit a bid for the procedure in question, therefore it does not imply any obligation of the Italian Trade Agency towards the subjects concerned, nor an offer can in any case give rise to preferential rights or titles for the assignment of the contract by the Agency.**

Mrs. Serenella Marzoli, Director of the Italian Trade Agency in Ljubljana, is the responsible for the procedure.

The contact details of the Office are as follows:

Italian Trade Agency - Ljubljana Office  
Trade Promotion Section of the Italian Embassy in Slovenia  
Cankarjeva cesta 10, 1000 Ljubljana  
T (003861) 4224370 – email [lubiana@ice.it](mailto:lubiana@ice.it)

Thank you for your interest and we look forward to receiving your quotation.

Signed by:

**Serenella Marzoli**  
**Director**  
**Italian Trade Agency**  
**Ljubljana Office**







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## APPLICATION FORM

(to be filled, signed, dated, stamped and returned via email to [lubiana@ice.it](mailto:lubiana@ice.it) by 6.00 pm on Tuesday, 8<sup>th</sup> July, 2020)

The undersigned \_\_\_\_\_

Born in \_\_\_\_\_

Resident in \_\_\_\_\_ postal code \_\_\_\_\_

Address \_\_\_\_\_

☐ Owner or ☐ Legal representative (tick the appropriate definition) of the company:

\_\_\_\_\_

Legally established in \_\_\_\_\_ postal code \_\_\_\_\_

VAT number \_\_\_\_\_

in relation to the **SURVEY NOTICE FOR THE SELECTION OF ECONOMIC OPERATORS AND DIRECT ASSIGNMENT OF PROMOTIONAL ITEMS SERVICES FOR A PERIOD OF 24 MONTHS** issued by the Italian Trade Agency in Ljubljana, published on ITA the web site, presents its best offer below.

The proposed rates are the following:

ITEM		QUANTITY	PRICE PER UNIT IN EURO (without VAT)
1	Roll-up 1000x2000 mm with mechanism, 4-colour printing	1	
2	Roll-up 850x2000 mm with mechanism, 4-colour printing	1	
3	Forex 1000x1000 mm with back hooks, 4-colour printing	1	
4	Accreditation badge 100x140 mm matte paper 350 g, 4-colour printing on both sides	100	
	Accreditation badge 100x140 mm PVC, 4-colour printing on both sides	100	
5	Badge lace 20 mm 4-colour logo printing on both sides	100	





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ITEM		QUANTITY	PRICE PER UNIT IN EURO (without VAT)
6	<b>Canvas shopping bag</b> single colour, 400x400 mm (or similar), 4-colour printing	100	
7	<b>Portable USB drive 16GB</b> customized with 1-colour logo printing	100	
8	<b>Graphite black pencil with rubber</b> customized with 1-colour logo printing	100	
9	<b>Wolverine pen</b> customized with 4-colour logo printing	100	
10	<b>Catalogue 200x200 mm</b> matte paper 170 g, 50 sheets, 4-colour printing on both sides, saddle-stitched	100	
	<b>Catalogue 200x200 mm</b> matte paper 170 g, 50 sheets, 4-colour printing on both sides, glue binding	100	
11	<b>Folded brochure 420x210 mm</b> matte paper 200 g, folded in the middle, 4-colour printing on both sides	100	
12	<b>Folded brochure 630x210 mm</b> matte paper 200 g, folded in thirds, 4-colour printing on both sides	100	
13	<b>Pocket hand sanitizer gel, 30 or 50 ml,</b> 4-colour logo printing	100	
14	<b>Stress ball approx. 5-6 cm diameter</b> 1-colour logo printing on the surface	100	
15	<b>Metal lapel pin</b> customized with 4-colour logo printing on the surface	100	
17	<b>Envelope C4</b> matte white paper, 4-colour logo printing	100	
18	<b>Envelope C5</b> matte white paper, 4-colour logo printing	100	
19	<b>Folder 225x305 mm (approx. 5-6 mm thick)</b> matte paper 350 g, suitable for A4 sheets, 4-colour printing	100	
20	<b>Publication A4</b> glossy paper 100-120 g, 50 sheets, 4-colour printing on both sides, with thermo-binding	100	
21	<b>Business card 55x85mm</b> matte paper 300 g, 4-colour printing	100	
22	<b>Graphic design per hour</b>	1	

I undersigned declare that I am aware of what is indicated and envisaged in the Market Survey Notice for the above-mentioned procedure of direct assignment and that unconditionally approve its the contents.





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I hereby authorize a background check and I agree to sign each and every document necessary to enable ITA to conduct a verification and background check with the Slovenian competent authorities.

Furthermore, I am specifically aware that the Notice does not imply any obligation on the part of the Italian Trade Agency towards the subjects concerned, nor does the prospective offer give rise in any case to preferential rights or titles for the assignment by the Italian Trade Agency.

As requested, I attach to this offer:

- a copy of my identity document,
- European Single Procurement Document (ESPD), signed on each page,
- a company profile.

Place and date \_\_\_\_\_

Signature and company stamp \_\_\_\_\_