



ITALIAN TRADE AGENCY

Athens Office

MARKET SURVEY NOTICE 3/2025
(Best offer by 00:00 p.m. on April 14, 2025)

**ITALIAN TRADE AGENCY IN ATHENS: LEASING OF DISPLAY STRUCTURES,
FURNITURE AND OTHER RELATED SERVICES.**
**ITALIAN PAVILION AT THESSALONIKI INTERNATIONAL BOOK FAIR 2025, MAY 8 -
11, 2025, AT HELEXPO, WITH ITALY AS GUEST OF HONOUR**

CONTRACTING AUTHORITY

The Italian Trade Agency (ITA) is the Governmental Agency that supports the business development of national companies abroad and promotes the attraction of foreign investment in Italy. With a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses.

REQUESTED SERVICES

The Agency's Office in Athens is organizing the "Italy Pavilion" at the THESSALONIKI INTERNATIONAL BOOK FAIR 2025, which will take place in Thessaloniki from May 8 to May 11, 2025, at Helexpo, where Italy will be the Guest of Honor.

For this event, a complete setup is required on a rental basis, including flooring, structures, walls, graphics, installations, exhibition elements, furnishings, etc.

To execute the setup and furnishing, a project has been prepared, which, together with these technical specifications, provides all the necessary data for formulating an offer.

The organization of the project area may be subject to changes; therefore, the awarded company is required to implement any modifications that may occur until the opening of the event, as instructed by ITA - Agency and the project director, without incurring additional costs for ITA Agency.

The awarded company will be responsible for:

- to the respective trade fair authority for approval before the installation work begins.
- the maintenance with its specialized personnel, both during the event's opening period and during the installation and dismantling phases. It must also provide assistance to exhibitors and the director for contract execution or support.
- ensuring that the materials, installed systems, and stand construction comply with the safety and fire regulations of the host country and/or region, as well as with the regulations of the trade fair venue and the event's organizing company.

Additionally, the awarded company will be responsible for the production, completeness, and timely delivery of certificates and documentation required by the trade fair.



Furthermore, the awarded company will be responsible for:

- Structural stability calculations and, if necessary, the related certification of compliance;
- Certificates of compliance for electrical equipment as required by local legislation, as well as by the trade fair regulations and the event organizer;
- Transportation, assembly, disassembly, and disposal of waste materials, and resulting equipment;
- Technical assistance and stand installation with English-speaking personnel;
- Implementation of the final project to be submitted.

DESCRIPTION OF EQUIPMENT

The Italian Pavilion has an area of 250 square meters.

All furniture and accessories must be of high quality and in excellent condition. Technical data sheets and brochures of the proposed models must be provided.

A project has been developed for the realization of the Italy Pavilion, which, together with Technical Specifications, provides all the necessary data for the preparation of the offer.

The division and total square meters are provisional; therefore, the project may undergo modifications. The awarded company is required to implement any necessary changes until the event's opening, as instructed by ITA Agency and the project director, without incurring additional costs for the Agency.

PARTIES CONCERNED – REQUIREMENTS

Economic operators admitted in participating in the procedures to bid to tenders are those established in accordance with the Greek Legislation in force in Greece.

Each economic operator willing to participate in the Italian Trade Agency – Athens Office tenders must:

- be registered under the Greek Law as a juridical subject;
- have a fiscal position;
- not ever be declared bankrupted;
- comply to social and labour national collective agreements.

AWARD CRITERION

The offers presented upon this notice will be evaluated by the sole criterion of the lowest price of the services offered⁽²⁾.

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

PARTICIPATION REQUIREMENTS

The economic operator entrusted with the service will have to commit:

- a) to satisfy ITA requests in the shortest possible time, considering the nature of the request and the technical times associated with it;
- b) to respect the agreed delivery times;
- c) to guarantee, for the execution of the service, its own personnel of proven reliability and competence at ITA complete disposal during the requested times. ITA reserves the right



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- to highlight any unsuitable personnel;
- d) to guarantee an efficient and transparent policy on cancellations, returns of goods and related charges and reimbursements.

PAYMENTS AND PENALTIES

ITA will provide payment for the service within 30 days of receipt of an invoice. Payment shall be made in euro, based on the received invoice amount (see point b above), bearing the number of the letter of appointment.

Please note that ITA is a tax-exempt organization.

In case the requisites 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 occurring, and in any case within 3% of the amount related to the specific service provided other than requested.

CLAUSES OF EXCLUSION

All economic operators who find themselves in the conditions indicated in Art. 57 of the European Directive 2014/24/EU are excluded from the present procedure, and notably:

- a) participation in a criminal organization, corruption
- b) fraud
- c) money laundering and criminal activities
- d) child labor and other forms of human smuggling
- e) 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 Greek and Italian legislation
- f) it is also not admitted the participation of economic operators sanctioned by the Greek and Italian regulations with the prohibition of signing agreements and stipulating contracts with public administrations.

HOW TO APPLY

This notice will be published on the website of this contracting Agency for a period of 9 days, starting from the day following the date of publication.

Under penalty of exclusion, the offers - prepared according to the model below and that consider all the indications contained in this notice - must be sent to the Italian Trade Agency, Athens Office, via email at the following address:

atene@ice.it, by 00.00 p.m. on **April 14, 2025**, with the following attachments:

- an offer see form below;
- a copy of an identity document from the signer of the offer;
- declaration about Rules of Conduct, Antipantouflage, Regulation and Integrity Pact duly signed and stamped (see form attached at link below);
- a company profile.

CONFIDENTIALITY NOTICE

The company that signs 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



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confidentiality obligations must be respected even at the end of the contract with the Italian Trade Agency. 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 Italian 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 this procedure; therefore, it does not imply any obligation of the Italian Trade Agency towards the subjects concerned, nor submitting an offer may in any case give rise to preferential rights or eligibility for the assignment of the contract by the Agency.

Mr. Fabrizio Camastra, Trade Commissioner of the Italian Trade Agency in Athens, is responsible for this procedure.

For enquiries: email atene@ice.it - T (+30) 698 378 7502

Notes:

- 1** The **framework contract** will be stipulated in **direct assignment** according with the provisions of Art. 36, paragraph 2, let. b) of the Italian Legislative Decree n. 50/2016 and n. 56/2017 and according with 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).
- 2** As per Art. 95 of the aforementioned Decree 50/2016 and subsequent amendments.
- 3** As per Art. 106, paragraph 11, of the above Decree 50/2016