



Nairobi Office

## MARKET SURVEY NOTICE

### ITALIAN TRADE AGENCY IN NAIROBI: SELECTION OF ECONOMIC OPERATORS FOR STAND CUSTOMIZATION AND EXTRA SERVICES UNDER DIRECT ASSIGNMENT (ART. 7 COMMA 2 LETT. A OF D.M. 192/2017)

#### DESCRIPTION OF THE 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.

#### OBJECT OF THE NOTICE AND ACTIVITY:

The Agency's Office in Nairobi is starting a procedure of direct assignment with an economic operator to acquire Stand customization and extra services for the BIG 5 Construct Kenya 2024 event in Sarit Centre, Nairobi, in the frame of a contract that will last until the limit of the budget, the end of trade fair and after the issue of the "Certificate of conformity verification" by the Sarit Center Expo. **The space will be 216 sqm where 22 stands will consist of 9 sqm each and the rest of the remaining sqm (18 sqm) allocated for ITA office.** The framework contract will be stipulated in direct assignment according with the provisions of Art. 36, paragraph 2, let. b) of the Italian Legislative Decrees n. 50/2016 and n. 56/2017 (issued in implementation of Directive 2014/24/ EU on public procurement), 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), D.lgs. 31/3/2023 n. 36, Special tender specifications and Technical Specifications attached.

#### MODALITY OF SELECTION PROCEDURE

The offers presented upon this notice will be evaluated by the sole criterion of the lowest price of the services offered (as per Art. 95 of the aforementioned Legislative Decree 50/2016 and subsequent amendments) when all required documents have been presented and approved.

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

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

#### CONTENT OF THE REQUESTED SERVICES:

Special tender specifications and Technical Specifications attached

All the services described will be ordered with a "service request letter" (contract) by the Trade Commissioner of the Italian Trade Agency in Nairobi.

### MINIMUM REQUIREMENTS FOR PARTICIPATION

- a) To have done stand building and construction for spaces above 200sqm with international trade fairs (the selected company upon request should provide valid documents in regards to this);
- b) To have executed the construction works of a non-prefabricated stands (e.g Octanorm, Palo Alto etc) in previous 2 years for public institutions (the selected company upon request should provide valid documents in regards to this);
- c) The company should not have received any disputes for failure to meet the deadlines. The ITA office reserves the right to ask your customers for information and references.
- d) The selected company has to remit invoice without VAT (VAT 0%) as per the advisory on zero-rated supplies under paragraphs 2(3) and (4) pf part B of the second schedule to the VAT Act dated 31<sup>st</sup> July 2024.

### ASSUMED VALUE OF THE CONTRACT:

The expected maximum amount available for the service/supply in question amounts from a maximum of about € 70.000,00 (seventy thousand Euros) VAT 0% (for the Agency is tax exempted, **see above point d**).

The lowest price criterion adopted for the evaluation of the submitted offers will be applied for the services requested.

### DURATION OF SERVICES:

The agreement will start on 4<sup>th</sup> November 2024 to 9<sup>th</sup> November 2024, once all the participation requirements are verified. On the expiration date and upon issuance of certificate of conformity issued by Sarit Centre Expo, its effects will cease automatically, with no need for any notification between the parties.

### CLAUSES OF EXCLUSION:

All economic operators who find themselves in 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
- b) corruption
- c) fraud
- d) money laundering and criminal activities
- e) child labor 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, on the basis of Indonesian and Italian legislation
- g) it is also not admitted the participation of economic operators sanctioned by the Kenyan 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 15 days, starting from the day following the date of publication.

Under penalty of exclusion, the offers - prepared according to the supplier form duly signed and stamped (**Annex A**), that take into account all the indications contained in this notice - must be sent to the Italian Trade Agency, Nairobi Office via email at the following address: [nairobi@ice.it](mailto:nairobi@ice.it) by **11.59 p.m.** of **October 2nd, 2024** with attached:



ITALIAN TRADE AGENCY

1. A supplier offer form - to be written on company headed paper (Annex A)
2. a copy of an identity document of the signatory of the offer;
3. a company profile
4. technical specifications signed (Annex B)
5. special tender specification signed (Annex C)
6. digital management declaration (duly filled and signed)

Note: if any of these documents is not included the offer will be invalid.

**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.

The Contractor is also responsible for the observance of the aforementioned 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.

The contact details of the Office are as follows:

ITA – ITALIAN TRADE AGENCY Section of the Embassy of Italy,  
UN Crescent, Gigiri - Nairobi, Kenya  
P.O. Box 63389-00619 Muthaiga, Nairobi  
Tel.: +254 0111053250  
Email: [nairobi@ice.it](mailto:nairobi@ice.it)

Attached documents that are part of this notice;

1. supplier offer form (Annex A);
2. technical specifications (Annex B)
3. special tender specification (Annex C)
4. digital management declaration

Mr. Giuseppe Manenti - Trade Commissioner of the Italian Trade Agency in Nairobi, is responsible for this procedure.

Firmato digitalmente da: Giuseppe Manenti  
Organizzazione:  
ICE-AGENZIA/12020391004  
Data: 20/09/2024 13:27:14