



Singapore, 11/01/2022

## MARKET SURVEY NOTICE

**Selection of economic operators to be invited to tender for amounts below the European community threshold (214,000.00 euro), to be carried out pursuant to:**

**articles 7 of Ministerial Decree no. 192 of 21 November 2017**

**for the “SERVICE OF TEMPORARY EMPLOYMENT AGENCY – EMPLOYEE PAYROLLING SERVICES”.**

Pursuant to art. 7 and art. 10 of Ministerial Decree no. 192 of 21 November 2017 in conjunction with Guidelines no. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, no. 50, containing "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators" (Resolution No. 1097 of 26 October 2016), and as regards Legislative Decree 19 April 2017, no. 56, it is announced that the ITA Singapore intends to initiate a negotiated procedure for the acquisition of the service in question, proceeding with the preliminary identification of economic operators – located in the Philippines - interested in participating in the procedure that are in possession of the general requirements and professional competence, as per article 80 of Legislative Decree 50/2016.

### CONTENT OF THE REQUESTED SERVICES

The Italian Trade Agency (ITA) Singapore invites Temporary Employment Agency to submit their expression of interest in participating to a bid for the “**SERVICE OF TEMPORARY EMPLOYMENT AGENCY – EMPLOYEE PAYROLLING SERVICES**”.

The Italian Trade Agency (ITA) will also require from the Payroll Agency the selection service for new personnel and background check.

### DURATION OF SERVICES

The services will be regulated by a framework contract whose **duration will be 20 months**. The framework contract is to be started by February 2022, once the contract has been signed.

## **PRESENTATION OF APPLICATIONS FOR PARTICIPATION**

This notice will remain published on the website of this office (contracting authority) for a period of 15 days, starting from the issuing date.

## **BUDGET**

There is a maximum budget of **3.500.000₱** (Philippine peso) possibly allocated for the 20 months services, which has to include pay rates for the temporary staff (all inclusive) and the mark-up fee for the agency.

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.

ITA reserves the right to increase or decrease the contractual amount by a maximum of 20% as needed, without any further obligation toward the awarded Contractor.

As the 20 months expire, the contract is automatically terminated even if the maximum foreseen amount has not been exhausted.

## **AWARD CRITERIA**

The contract will be awarded based on the lowest Mark-up Rate % per hour, pursuant to art. 11 of DM 192/2017.

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 [singapore@ice.it](mailto:singapore@ice.it) **no later than January 25th, 2022** clearly indicating in the subject of the email the following statement.

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

and must include the enclosed Application form “A” – duly fully completed, 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/singapore/singapore/supplier-register-ice-singapore-and-philippines>

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

**The application does not lead Italian Trade Agency having any specific obligation regarding the continuation of the procedure.**

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

In implementation of the principles of transparency, publicity, 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.

Companies which will be invited to participate in the negotiated procedure to be carried out

will be required to meet the requirements to be registered as vendor for ITA Singapore Office.

The bid negotiated procedure for the mentioned services will be awarded with the criteria of the lowest mark-up % / hourly price pursuant to art. 11 of the Ministerial Decree no. 192 of the 21 November 2017.

The detailed procedures for evaluating offers will be indicated in the letter of invitation.

The letter of invitation and the documents necessary for the participation on the tender in question will be sent - to the selected operators - to the email address indicated in the application form A.

#### **DISCLOSURE UNDER THE ARTICLES 13 ET SEQ. OF THE EU REGULATION 679/2016**

In compliance with the provisions of art. 13 and under the EU Regulation 679/2016 on the protection of personal data of physical persons, as referred in art. 4 of the aforementioned Regulation, we inform you that your personal data is collected, processed, used and disseminated solely for the institutional purposes of ICE-Agency, as required by art. 14, paragraph 20, D.L.98 / 11 converted into L.111 / 11 as replaced by art. 22 c. 6 D.L. 201/11 converted into L. 214/11 and for this purpose will be included in the Central Data Bank of ICE.

Your personal data, merged into the Central Data Bank of ICE, can be used to send proposals of participation in initiatives organized by ICE, such as fairs, workshops, seminars, training courses, etc., and used to carry out customer satisfaction and other surveys concerning the activity of ICE.

This process will take place by means of paper and / or computerized methods. The data will be communicated and disseminated to other public entities to fulfill specific legal obligations.

We also remind you that you may exercise, at any point of time, the rights referred to in articles 17 and the ones EU Regulation 679/2016. For any information it is possible to contact the handling in charge of ICE-Agency, [Via Liszt 21 00144 Rome](#) or the data control in charge at the office.

This notice constitutes exclusively a call for expressions of interest to be invited to the tender that will be carried out and therefore does not imply any obligation for the ITA toward the interested parties.

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

The only subject in charge of the proceeding (Chief Procurement Officer/Responsabile Unico del Procedimento) is **Mr. Filippo Lanciotti – The Italian Trade Agency – Italian Trade Commissioner for Singapore and the Philippines**

Signed by

Filippo Lanciotti  
Trade Commissioner  
Singapore office