



MARKET SURVEY NOTICE

Selection of economic operators to be invited to tender for amounts below the European community threshold (Euro 221,000.00), to be carried out pursuant to:

- art. 36, paragraph 2, letter b) of Legislative Decree 50/2016, and subsequent amendments and additions;
- art. 10 of Ministerial Decree no. 192 of November 2, 2017;

for the Service of Producing and Delivering printed material as well as other promotional premiums and signage for 1 (one) Year.

Pursuant to art. 36, paragraph 2, letter b) of Legislative Decree 50/2016 and subsequent amendments and additions, art. 10 of Ministerial Decree no. 192 of November 2, 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 New York intends to initiate a negotiated procedure for the acquisition of the service in question, proceeding with the preliminary identification of US economic operators interested in participating in the procedure that are in possession of the general requirements and professional competence, as per articles 80 and 83 of Legislative Decree 50/2016.

CONTENT OF THE REQUESTED SERVICES:

The Italian Trade Agency (ITA) invites print and promotional item supplier located in the United States (the "Companies") to submit a bid for a quotation for the "**Service of Producing and Delivering printed material as well as other promotional premiums and signage for 1 (one) Year**".

The specifications required to execute said services are set forth in Attachment **A**, which will be an integral part of call for bids.

All the printed material and its copyrights shall be transferred to the awarding entity. The winning company agrees to transfer to the Italian Trade Agency the right to use and reproduce said images, 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 the end product. Therefore, if the executive project does not get first approval, the winning company shall revise the same based on the instructions provided by the awarding entity until the project is approved.

Please note that approval of the project by the Italian Trade Agency is a prerequisite for **the execution of activities and pertaining expenses**. All materials must be delivered to the Italian Trade Agency in prepackaged boxes. The winning company, in the execution of the above services, shall adhere strictly to the specifications and instructions provided by the Italian Trade Agency and shall not make any changes of their own volition. The winning company shall guarantee that all services are rendered very accurately and in full cooperation with the contact persons at the Italian Trade Agency.

The Italian Trade Agency reserves the right to request changes to the proposal after it has been accepted, without a rise in costs; it also reserves the right, at its sole discretion, to reject the proposals submitted and therefore the winning company agrees to waive any and all rights to compensation or indemnification of any type. Services, products and relating services and in general all contractual performances shall adhere to the specifications and technical features set forth in the Specifications. In any event, while executing the contractual obligations, the winning 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, in particular existing technical and safety provisions as well as the ones that may be issued after the execution of the contract.

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 day following the date of publication.

BUDGET

ITA is a tax-exempt organization. Due to governing Italian laws, ITA must follow strict procedural requirements in terms of assembling this IFB and awarding contract.

In light of the total amount spent by the Italian Trade Agency for the services at issue in the last year, the total estimated amount for the above-mentioned services in the life of the contract is **\$200.000,00 equal to 176.912,87 Euros @ the change of February 13, 2019 of the Bank of Italy – 1 Euro=1,1305USD).**

The above amount is purely indicative, as our company reserves the right to avail itself of essential services only.

Our company is not bound to guarantee the level of expenditure indicated herein, which is a mere estimate, because the services needed by our personnel are subject to various factors that make it impossible to set a specific amount. Therefore, the actual level of expenditure may be higher or lower than the above amount, based on needs and available budget.

Thus, there will be no monetary adjustments if the annual expenditure for services is below the amount set forth herein.

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

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 to the e-mail address newyork@ice.it no later than **12:59 PM (EAST) on February 28, 2019** clearly indicating in the subject of email the following statement:

“Service of Producing and Delivering printed material as well as other promotional premiums and signage for 1 (one) Year”.

And must include the following attachments:

- **Enclosed application form “A” – dated and signed by the legal representative or its delegate with power of representation accompanied by a valid photocopy of the ID (downloadable from the website).**

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/usa/new-york/vendors-registration-procedure-vrp>

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

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

The signing of the agreement remains subject to the approval of the budget for the year 2019 by the Director General of The Italian Trade Agency in Rome.

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 of the enclosed declaration (form B).

The procedure for the realization of the service in question will be awarded with the criterion of the lowest price offer pursuant to art. 11, of the Ministerial Decree no. 192 of the 2nd November 2017.

The detailed procedures for evaluating offers will be indicated in the letter of invitation to the Request for Proposal (RFP).

The applications for participation will be examined by the person in charge of the proceedings in public session **on the day and on the date indicated in the announcement** at the premises of the ITA in New York. 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 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 towards the interested parties.

The Office of reference for the selection procedure is the ICE-New York Office (email: newyork@ice.it).

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/*Responsabile Unico del Procedimento* (RUP)] is **Mr. Maurizio Forte – The Italian Trade Agency - New York, Italian Trade Commissioner.**

Signed by

Dr. Maurizio Forte
Italian Trade Commissioner
Executive Director for the USA

Signed in original