



Ljubljana Office

CIG: Z183BDD9F0

MARKET SURVEY NOTICE

ITALIAN TRADE AGENCY IN LJUBLJANA: SELECTION OF AN ECONOMIC OPERATOR FOR SERVICES OF PASSENGERS' ROAD TRANSPORT VEHICLES WITH DRIVER, AND ANCILLARY ASSISTANCE SERVICES FOR A PERIOD OF 24 MONTHS.

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:

Considering the peculiar lack of direct air links between Slovenia and Italy and the poor existing train connections, for trade missions of Slovenian/Italian businessmen and of the staff of this Office (or other activities carried out by ITA Office in Ljubljana), a car transport service is necessary to reach Trieste's airport and/or railway station – as well as other locations in Italy, Slovenia and abroad.

The ITA Agency's Office in Ljubljana is thus starting a procedure of direct assignment with an economic operator based in Slovenia, to acquire transportation services for passengers, in the frame of a contract that will last **two years (24 months)**.

This framework contract will be awarded in direct assignment according with: - Italian Legislative Decrees n. 36/2023 and n. 50/2016 on public procurement; - Italian Ministerial Decree of 2 November 2017 n. 192, containing the Regulations governing the procedures for the awarding and management of public contracts to be performed abroad (issued by the Ministry of Foreign Affairs and International Cooperation) - Directive 214/24/EU by the European Parliament and Council, implemented in Slovenia on 1 April 2016 through the Public Procurement Act (ZJN-3).

The offers presented upon this notice will be evaluated by the **sole criterion of the lowest price of the services offered** (as per Art. 11 of the Ministerial Decree of 2 November 2017 n. 192) that will be applied on the quotations formulated for the itineraries most commonly used by this Office and which are hereafter indicated:

International:

Ljubljana - Belgrade
Ljubljana - Bologna
Ljubljana - Firenze
Ljubljana - Milan
Ljubljana - Rimini
Ljubljana - Ronchi dei Legionari Airport



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Ljubljana - Treviso Airport
Ljubljana - Trieste
Ljubljana - Venezia Marco Polo Airport
Ljubljana - Verona
Ljubljana - Zagreb

Domestic:

Ljubljana - Bled
Ljubljana - Brdo pri Kranju
Ljubljana - Brnik Airport
Ljubljana - Celje
Ljubljana - Koper
Ljubljana - Maribor
Ljubljana - Nova Gorica
Ljubljana - Postojna
Ljubljana - Portoroz

These destinations are indicative: other road routes will be defined from time to time according to the specific needs of the Italian Trade Agency of Ljubljana.

For each route it is necessary to indicate two rates, referring to the two kinds of services most commonly requested by this Office: a car (up to 4 passengers) and a van (up to 7 passengers).

The offer should also provide an estimated quotation per kilometre, to be applied to possible different routes. In case of bus, the proposals will be evaluated on a case-to-case basis, according to the foreseen number of passengers.

The above proposed fares must include the cost of fuel and any motorway tolls and be quoted without VAT, with separate indication of the amount and percentage of the VAT itself.

This notice is not binding for the Ljubljana 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, the Italian Trade Agency in Ljubljana reserves the right not to proceed with the assignment of the service object of this notice.

CONTENT OF THE REQUESTED SERVICES:

The services object of the contract consist in the reservation and supply of:

- transportation for individuals and / or groups by car, minivan and/or bus in Slovenian territory and abroad, meeting the specific needs that will be reported each time by Italian Trade Agency;
- flexibility in the hypothesis of changing in reservations or itinerary when necessary;
- propose alternative solutions to unexpected problems related - for example - to strikes, delays, cancellations of flights or trains involving the transported or expected passengers, etc.;
- collaboration in organizing road travel for ITA delegations in Slovenia and abroad.



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All the services described above will be ordered each time with a specific "service request letter" signed by the Director of the Italian Trade Agency in Ljubljana.

CHOICE OF ECONOMIC OPERATOR AND AWARD CRITERION:

As previously reported in this notice, the direct assignment will be based on: Directive 2014/24/ EU; Art. 50 comma 1 letter b) of Legislative Decree 36/2023; Italian Ministerial Decree of 2 November 2017 n. 192 and Guidelines n. 4 issued by the Italian Anti-corruption Authority-ANAC.

ASSUMED VALUE OF THE FRAMEWORK CONTRACT:

Based on the previous performance and amounts of this kind of services, the estimated level of spending in the two-year contract must not exceed € 37.000,00 (thirty-seven thousand Euros), net of VAT, corresponding to the total amount of transportation services reimbursed by ITA.

However, ITA is not bound to guarantee the above indicate level of expenditure, because the use of the service by external parties and ITA personnel is conditioned by factors that prevent their precise definition in advance.

Therefore, the level of expenditure for the considered period is related to both the real needs of travel and the actual availability of the budget and no compensation is foreseen if the total expenditure does not reach the amount indicated.

On the other hand, in case this maximum amount of spending is reached before the end of the 24 months, the contract will automatically be terminated by the Italian Trade Agency.

DURATION OF SERVICES:

The contract will last two years, once all the participation requirements are verified. On the expiration date its effects will cease automatically, with no need for any notification between the parties.

PARTICIPATION REQUIREMENTS:

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

- a) to guarantee the complete respect of the local regulations in terms of safety, prohibition of any consumption of alcohol, medications or other substances that may affect the driving and safety of the passengers;
- b) to satisfy ITA requests in the shortest possible time, considering the nature of the request and the technical times associated with it;
- c) to respect the pick-up and arrival times indicated in each request;
- d) to include in the specific offers the cost of fuel and any tolls;
- e) to guarantee the use of adequate cars and - for the utilized vehicles - the presence of a comprehensive insurance, also extended to passengers, in order to cover any damage that may occur during their transportation;
- f) to guarantee, for the execution of the service, its own personnel of proven reliability and competence, at complete disposal during the requested times, in possession of the technical and professional requirements and with a driving experience of at least five years. ITA reserves the right to highlight any unsuitable personnel.



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PAYMENTS AND PENALTIES:

Within the duration of the contract, ITA will provide the payment for each service within 30 days of receipt of an invoice, bearing the number of the letter of appointment, the codes CO.AN. and CIG and the name of the initiative, to be:

addressed to:

and

sent to:

ICE–Agenzia
Via List 21
IT – 00144 Roma
VAT n. IT12020391004
Ref.: **ICE–Agencija Ljubljana**

ICE–Agencija Ljubljana
Oddelek Veleposlaništva Italije za
gospodarsko promocijo
Cankarjeva cesta 10
SI – 1000 Ljubljana

or by **e-mail** to: lubiana@ice.it

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.

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
- b) corruption
- c) fraud
- d) money laundering and criminal activities
- e) child labour and other forms of human smuggling
- f) operator that 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 Slovenian and Italian legislation
- g) economic operators sanctioned by the Slovenian and Italian regulations with the prohibition of signing agreements and stipulating contracts with public administrations.

HOW TO APPLY:

Under penalty of exclusion, the offers - prepared according to the model below and that take into account all 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

by July 29th, 2023, clearly indicating in the subject of email the following statement:

“TWO-YEAR SERVICES OF PASSENGERS’ ROAD TRANSPORT VEHICLES WITH DRIVER”

and must include the following attachments:

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



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This notice is published today on the website of this contracting Agency and expires on July 29th, 2023.

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 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 an offer 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 sole Project Manager is Ms. Serenella Marzoli, Director of the Italian Trade Agency.

The contact details of the Office are as follows:

ICE–Agencija Ljubljana
Oddelek Veleposlaništva Italije za gospodarsko promocijo
Cankarjeva cesta 10
Si – 1000 Ljubljana
T (003861) 4224370 – e-mail lubiana@ice.it

Serenella Marzoli
Director
Italian Trade Agency in Ljubljana



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EXAMPLE OF APPLICATION

(to be written on company headed paper and returned via email to lubiana@ice.it by July 29th, 2023)

The undersigned (name and surname) _____

Born in (place) _____ on (date) _____

Resident in (place) _____ postal code _____

Address _____

☐ Owner or ☐ Legal representative (tick the appropriate choice) of the company (company name)

Legally established in (place) _____ postal code _____

Address _____

VAT number _____

in relation to the **SURVEY NOTICE FOR THE SELECTION OF AN ECONOMIC OPERATOR FOR SERVICES OF PASSENGERS' ROAD TRANSPORT VEHICLES WITH DRIVER, AND ANCILLARY ASSISTANCE SERVICES FOR A PERIOD OF MAXIMUM 24 MONTHS**, issued by the Italian Trade Agency in Ljubljana, presents its best offer below.

The proposed rates are the following:

INTERNATIONAL	CAR			VAN		
	Euro without VAT	VAT		Euro without VAT	VAT	
		%	Euro		%	Euro
Ljubljana - Belgrade						
Ljubljana - Bologna						
Ljubljana - Firenze						
Ljubljana - Milan						
Ljubljana - Rimini						
Ljubljana - Ronchi dei Legionari Airport						
Ljubljana - Treviso Airport						
Ljubljana - Trieste						
Ljubljana - Venezia Marco Polo Airport						
Ljubljana - Verona						
Ljubljana - Zagreb						

DOMESTIC	CAR			VAN		
	Euro without VAT	VAT		Euro without VAT	VAT	
		%	Euro		%	Euro
Ljubljana - Bled						
Ljubljana - Brdo pri Kranju						
Ljubljana - Brnik Airport						



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Ljubljana - Celje						
Ljubljana - Koper						
Ljubljana - Maribor						
Ljubljana - Nova Gorica						
Ljubljana - Postojna						
Ljubljana - Portoroz						

OTHER	CAR			VAN		
	Euro without VAT	VAT		Euro without VAT	VAT	
		%	Euro		%	Euro
Estimated quotation per kilometre						

I undersigned declare that I am aware of what is indicated and expected in the Market Survey Notice for the above-mentioned procedure of direct assignment and that I unconditionally approve its contents. I hereby authorize a background check and I agree to sign every document necessary to enable ITA to conduct a verification with the Slovenian competent authorities.

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

I declare that my company has all the appropriate technical and professional skills to perform the requested services. As requested, I attach to this offer:

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

Place and date _____

Signature and company stamp _____