



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e  
l'internazionalizzazione delle imprese italiane

Italian Trade Agency in Ljubiana  
Trade Promotion Section of  
the Italian Embassy in Slovenia

**CIG: Z362D10EBD - Prot. n. 0047908/20 – May 21<sup>st</sup>, 2020**

## **MARKET SURVEY NOTICE**

### **ITALIAN TRADE AGENCY IN LJUBLJANA: SELECTION OF AN ECONOMIC OPERATOR FOR EMPLOYEE PAYROLL SERVICES FOR A PERIOD OF 36 MONTHS.**

#### **DESCRIPTION OF THE CONTRACTING AUTHORITY:**

The Italian Trade Agency is the Governmental Agency that supports the business development of national companies abroad and promotes the attraction of foreign investment to Italy. With a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses. In Slovenia, its Ljubljana Office is accredited to local Authorities as Trade Promotion Section of the Italian Embassy.

The Italian Trade Agency in Ljubljana intends to select an economic operator based in Slovenia that is interested in participating in this procedure and in possession of the general requirements and professional competence, as per articles 80 and 83 of Italian Legislative Decree 50/2016.

#### **OBJECT OF THE NOTICE:**

Based on Italian Trade Agency internal administrative regulations, we are selecting an economic operator for the **employee payrolling services** according to the local tax and duty system, for the Italian Trade Agency in Ljubljana including the related reports to the Slovene Financial Administration "FURS" **for the duration of three years** (36 months).

The contract will be concluded in direct assignment according to the provisions of Art. 7, paragraph 2, letter a) of the Italian Ministerial Decree n. 192/2017 and of the Italian Legislative Decrees 50/2016 Art. 36 paragraph 2, letter a) and subsequent amendments and additions, according to 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.

The Directive 214/24/EU by the European Parliament and Council was also implemented in Slovenia on 1 April 2016 through the Public Procurement Act (ZJN-3).

The offers based on the present notice will be evaluated with **the sole criterion of the lowest price** quoted for the payroll services based on Slovene legislation for five employees of the Italian Trade Agency in Ljubljana, which are listed hereafter:

- monthly calculation of salaries including meals during work hours, travel to/from work, occasional calculation of sickness leave reimbursement;
- calculation of Regres (once per year);
- calculation of taxes and dues related to performance bonus (once a year);
- yearly summaries of single employee's salaries;



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- all related electronic reporting to "FURS" (obligations of employee as required by the law);
- occasional information related to further rights and obligations.

The Italian Trade Agency in Ljubljana will provide on a monthly basis and in due time the lists of the days worked on-site by each local employee for the above-mentioned calculations.

## BUDGET

The estimated maximum budget for the above-mentioned services is **1.500,00 Euro** per year. **Please note that the signing of the contract remains subject to the approval of the budget by the Director General of The Italian Trade Agency in Rome.**

The offer should provide single quotations for each type of the above listed calculation indicating the net amount, VAT (percentage and amount) and gross amount (VAT included) and should also include the cost related to electronic reporting to "FURS". The payments will be carried out by bank transfer for every concluded six-months period.

This notice is aimed at encouraging the participation of the largest number of potentially interested economic operators, therefore the receiving of an offer is not binding for the Ljubljana Office of the Italian Trade Agency, which reserves the right to identify the most suitable subject to entrust with the assignment according to its official regulations.

In case no received offer is considered appropriate or complete, the Italian Trade Agency in Ljubljana reserves the right not to proceed with the assignment of the service object of this notice.

## DURATION OF SERVICES:

The duration of the agreement will be of **three years** from August 1<sup>st</sup>, 2020, with a three-months test period, once verified the participation requirements. On the expiration date its effects will cease automatically, with no need for any notification between the parties. The contract terms may be temporarily extended, for the time necessary to the Italian Trade Agency to finalize a new bidding procedure in order to select a new supplier.

## PARTICIPATION REQUIREMENTS:

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

- a) to provide the service in accordance to the Slovene legislation and labour contracts;
- b) to comply with Italian Trade Agency requests respecting the agreed schedule;
- c) to guarantee the use of all the necessary software;
- d) to guarantee, for the execution of the service, its own qualified staff of proven reliability and professional competence.

## PAYMENTS AND PENALTIES:

During the three years of validity of the agreement, ITA will provide for the payment of each six-months service periods within 30 days from the receipt of the related invoice to be addressed to:





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Veleposlaništvo Italije - Oddelek za gospodarsko promocijo (ICE-Agencija Ljubljana)  
Cankarjeva cesta, 10 - 1000 Ljubljana.

In case the requirements indicated in this notice are not respected within any specific service, ITA reserves the right to apply a penalty, based on the gravity of the event occurred and in any case within 3% of the amount related to the service itself.

The Italian Trade Agency in Ljubljana reserves the right of cancelling the contract with a 30 days' written notice in case the services subject to the contract are not properly carried out.

#### CLAUSES OF EXCLUSION:

All economic operators who find themselves in the conditions indicated in art. 57 of the European Directive 2014/24/EU - also defined as general requirements as per Art. 80 of Italian Legislative Decree 50/2016 - **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) not compliance with the obligations related to the payment of taxes or social security contributions, established by a judicial or administrative decision, with definitive and binding effect, based on Slovenian and Italian legislation
- g) it is also not admitted the participation of economic operators sanctioned by the Slovenian and/or 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 its publication.

Requests of participation by economic operators interested in this selection procedure must be **signed by the legal representative** of the company, or his delegate.

Under penalty of exclusion, the offers - prepared according to the model below and considering 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](mailto:lubiana@ice.it) by 5.00 p.m., June 5<sup>th</sup>, 2020 clearly indicating in the subject of email the following statement:

**"THREE-YEAR EMPLOYEE PAYROLL SERVICES"**

and must include the following attachments:

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



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

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

**CONFIDENTIALITY NOTICE:**

The company that will sign the framework contract must keep all the data and information in its possession as confidential, and not disclose them in any way nor make them object of use for any purpose other than those necessary for its execution.

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, the Italian Trade Agency has the right to declare the agreement automatically terminated, and the Contractor will be obliged to compensate all the damages that may arise to the Agency itself.

**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 the procedure in question, therefore it does not imply any obligation of the Italian Trade Agency towards the subjects concerned, nor an offer can in any case give rise to preferential rights or titles for the assignment of the contract by the Agency.**

Mrs. Serenella Marzoli, Director of the Italian Trade Agency in Ljubljana, as Responsible for this procedure, is the only person in charge of the proceeding.

The contact details of the Office are as follows:

**ICE-Agencija Ljubljana  
Oddelek Veleposlaništva Italije za gospodarsko promocijo  
Cankarjeva cesta 10, 1000 Ljubljana  
T (003861) 4224370 – F (003861) 4224375**

**Serenella Marzoli**

Director





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## EXAMPLE OF APPLICATION

(to be written on company headed paper and returned via email to [lubiana@ice.it](mailto:lubiana@ice.it)  
by 5.00 p.m., June 5<sup>th</sup>, 2020)

The undersigned \_\_\_\_\_  
Born in \_\_\_\_\_  
Resident in \_\_\_\_\_ postal code \_\_\_\_\_  
Address \_\_\_\_\_  
Owner or Legal representative (circle the appropriate definition) of the company \_\_\_\_\_  
Legally established in \_\_\_\_\_ postal code \_\_\_\_\_  
VAT number \_\_\_\_\_

in relation to the **SURVEY NOTICE FOR THE SELECTION OF AN ECONOMIC OPERATOR  
FOR EMPLOYEE PAYROLL SERVICES FOR A PERIOD OF 36 MONTHS**, issued by the  
Italian Trade Agency in Ljubljana, published on its web site, presents its best offer below:

The proposed rates are the following:

| Description   | Net amount<br>in Euro | VAT amount<br>in Euro | VAT<br>in % | Gross amount<br>(VAT included)<br>in Euro |
|---|-----------------------|-----------------------|-------------|---|
| Monthly calculation of payroll per<br>employee*                     |                       |                       |             |   |
| Calculation of Regres per employee*                                 |                       |                       |             |   |
| Calculation of taxes and dues on<br>performance bonus per employee* |                       |                       |             |   |
| Yearly summary of salaries per<br>employee*                         |                       |                       |             |   |
| Possible additional costs (to be<br>specified):<br>_____            |                       |                       |             |   |

**\*All the reporting to "FURS" should be included in the proposed rates.**

I undersigned declare that I am aware of what is indicated and envisaged in the Market Survey Notice for the above-mentioned procedure of direct assignment and that I unconditionally approve its contents.

Furthermore, I am specifically aware that the Notice does not imply any obligation on the side of the Italian Trade Agency towards the subjects concerned, nor does the 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 the appropriate technical and professional skills to perform the requested services. I attach to this offer:

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

Place and date \_\_\_\_\_ Signature and company stamp \_\_\_\_\_