



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy

Ljubljana Office

CIG: **ZC22F6AA70**

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 36 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, on 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 Slovenia and abroad.

The 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 three years (36 months).

This framework contract will be awarded in direct assignment according with: - Italian Legislative Decrees n. 50/2016 and n. 56/2017 (issued in implementation of Directive 2014/24/ EU on public procurement); - Italian Ministerial Decree of 2 November 2017 n. 192, containing the Regulations governing the procedures for the awarding and management of contracts to be performed abroad (issued by the Ministry of Foreign Affairs and International Cooperation); - Guidelines n. 4, issued by ANAC (Italian Anti-corruption Authority) with Resolution No. 1097, 26/10/2016 and Resolution No. 206, 1/3/2018); - 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. 95 of the Legislative Decree 50/2016 and subsequent amendments and as per Art. 11 of the Ministerial Decree of 2 November 2017 n. 192) that will be applied on the quotations formulated for the motorway sections most commonly used by this Office and which are hereafter indicated:



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy

Ljubljana Office

International:

Ljubljana - Ronchi dei Legionari Airport
Ljubljana - Trieste
Ljubljana - Milan
Ljubljana - Verona
Ljubljana - Bologna
Ljubljana - Belgrade
Ljubljana - Zagreb
Ljubljana - Venezia Marco Polo Airport
Ljubljana - Treviso Airport

Domestic:

Ljubljana - Brnik Airport
Ljubljana - Celje
Ljubljana - Gornja Radgona
Ljubljana - Postojna
Ljubljana - Piran/Portoroz
Ljubljana - Koper/Izola
Ljubljana - Brdo pri Kranju.

For each route it is necessary to indicate two rates, referring to the two services most commonly requested by this Office: car (up to 4 passengers) and 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 aimed at receiving offers and encourage the participation of the largest number of potentially interested economic operators, therefore it 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 service object of the agreement consists in the reservation and supply of:

- transportation services 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;

Ljubljana Office

- 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 travel for ITA delegations in Slovenia and abroad.

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. 36 paragraph 2 letter a) of Legislative Decree 50/2016 and subsequent amendments; 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:

The expected level of spending in the three-year agreement is no more than € 30.000,00 (thirty 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.

DURATION OF SERVICES:

The agreement will last three 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.

The duration of the contract may be modified in course of execution for the time strictly necessary to complete the procedures to identify a new operator (as per Art. 106, paragraph 11, of the above Italian Legislative Decree 50/2016). In this case the contractor is required to perform the services at the same - or even more favorable - prices, agreements and conditions of the contract itself.

PARTICIPATION REQUIREMENTS:

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

- a) to satisfy ITA requests in the shortest possible time, considering the nature of the request and the technical times associated with it;
- b) to respect the agreed pick-up and arrival times;
- c) to include in the specific offers the cost of fuel and any tolls;
- d) 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;
- e) 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 requisites and with a driving experience of at least five years. ITA reserves the right to highlight any unsuitable personnel.



Ljubljana Office

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 sent to:

ICE-Agencija Ljubljana
Oddelek Veleposlaništva Italije za gospodarsko promocijo
Cankarjeva cesta, 10, 1000 Ljubljana.

In case the requisites 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:

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 its publication.

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 5:00 p.m. of December 11th, 2020 with attached:

- 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.

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.

Ljubljana Office

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 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.

Mrs. Serenella Marzoli, Director of the Italian Trade Agency in Ljubljana, is responsible for this procedure.

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, e-mail lubiana@ice.it

Serenella Marzoli
Director
Italian Trade Agency Office in Ljubljana





ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy

Ljubljana Office

EXAMPLE OF APPLICATION

(to be written on company headed paper and returned via email to lubiana@ice.it by 5:00 p.m. of December 11th, 2020)

The undersigned _____

Born in _____

Resident in _____ postal code _____

Address _____

☐ Owner or ☐ Legal representative (tick 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 SERVICES OF PASSENGERS' ROAD TRANSPORT VEHICLES WITH DRIVER, AND ANCILLARY ASSISTANCE SERVICES FOR A PERIOD OF 36 MONTHS**, issued by the Italian Trade Agency in Ljubljana, published on ITA the web site, 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 - Ronchi dei Legionari Airport						
Ljubljana - Trieste						
Ljubljana - Milan						
Ljubljana - Verona						
Ljubljana - Bologna						
Ljubljana - Belgrade						
Ljubljana - Zagreb						
Ljubljana - Venezia Marco Polo Airport						
Ljubljana - Treviso Airport						

DOMESTIC	CAR			VAN		
	Euro without VAT	VAT		Euro without VAT	VAT	
		%	Euro		%	Euro
Ljubljana - Brnik Airport						
Ljubljana - Celje						
Ljubljana - Gornja Radgona						
Ljubljana - Postojna						
Ljubljana - Piran/Portoroz						
Ljubljana - Koper/Izola						
Ljubljana - Brdo pri Kranju						

OTHER	Euro without VAT	VAT in %	VAT in Euro
Estimated quotation per kilometre			



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy

Ljubljana Office

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 the 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.

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 _____