

MARKET SURVEY NOTICE

RE: SELECTION OF ECONOMIC OPERATORS TO BE INVITED TO TENDER FOR THE “2020/2021 SERVICE OF TEMPORARY EMPLOYMENT AGENCY – EMPLOYEE PAYROLLING SERVICES RELATED TO THE ITALIAN TRADE COMMISSION (ITC) OFFICES IN TORONTO AND MONTREAL”.

The Italian Trade Commission (ITC) in Canada intends to initiate a negotiated procedure for the acquisition of the service in question, proceeding with the identification of economic operators - **Temporary Employment Agencies** - located in Canada, 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 awarded entity must be able to provide recruitment and payroll services **Canada-wide** for the positions indicated below (estimate):

Positions ON SITE: <ul style="list-style-type: none">• 480 University Ave. Suite 800 Toronto <i>or</i>• 1000 rue Sherbrooke ouest, bur. 1720 Montreal	Estimated starting rate
1. Entry level (data entry, receptionist, photocopying)	\$16.00
2. Intermediate level (Administrative assistant, including accounting)	\$20.00
3. Experienced level (Junior Trade Analyst)	\$22.00
4. Advanced level (Trade Analyst)	\$25.00
5. Expert level (Data Analyst)	\$30.00



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Positions OFF SITE (to be determined as needed)	Starting rate
6. Porter Off-site (moving boxes and promotional material during events), on hour basis	\$18.00
7. Hostess off-site (preferably trilingual: French, English, Italian)	\$18.00
8. Interpreter off-site (bilingual or trilingual)	\$25.00

The above service will be requested with a “letter/form for service request or a Purchase Order (PO)” by the Commissioner of the ITC Toronto or Montreal offices. A service is deemed to have been activated upon request dispatched by email or fax containing all the relevant data necessary to identify the essential conditions of each service.

DURATION OF THE SERVICES/LIFE OF THE CONTRACT

The contract will last one year starting from the signing date thereof.

The contract will automatically end on its expiration date, without any notification between the parties. Whether the contract expires on its original date or earlier, the Company, at the request of ITC, agrees to guarantee the continuation of services for up to 90 days, in order to allow for the gradual transfer of services to the new Company.

BUDGET

The total estimated amount for recruitment and payroll services for the duration of this contract (12 months) will be **CAD \$220,000.00**. This amount includes pay rates, agency fees, WSIB, CPP, EI, vacation pay and all other contributions as per Employment Standards.

The ITC 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.

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.

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 toronto@ice.it no later than 12:00 noon on July 22, 2020 clearly indicating in the subject of email the following statement:

2020/2021 SERVICE OF TEMPORARY EMPLOYMENT AGENCY

And must include the following attachments:

- Enclosed application form “A”;
- Enclosed declaration Form “B” duly completed, dated and signed by the legal representative or its delegate with power of representation accompanied by a valid photocopy of the ID, in compliance with:
 - General requirements (pursuant to Article 80 of Legislative Decree 50/2016);
 - Requirements for professional competence in the sector of reference for the service requested (pursuant to Article 83, paragraph 1, letter a) of Legislative Decree No. 50/2016);
 - Technical and professional skills (pursuant to Article 83, paragraph 1, letter c) of Legislative Decree 50/2016).

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 by 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 ITC 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 companies that meet the selection criteria is not reached, ITC 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 hourly price offer (Mark-up %/hour)** pursuant to art. 11, of the Ministerial Decree no. 192 of November 2nd, 2017. The detailed procedures for evaluating offers will be indicated in the letter of invitation to the Request for Proposal (RFP).

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.



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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 ITC towards the interested parties.

The Office of reference for the selection procedure is the ITC Toronto Office (email: toronto@ice.it).

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/Responsabile Unico del Procedimento (RUP)] is **Mr. Matteo Picariello – The Italian Trade Commissioner to Canada.**

Matteo Picariello
Italian Trade Commissioner to Canada