



ITALIAN TRADE AGENCY

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

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

MARKET SURVEY NOTICE

ITALIAN TRADE AGENCY OFFICE IN LJUBLJANA: FRAMEWORK CONTRACT SELECTION OF AN ECONOMIC OPERATOR FOR PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR A PERIOD OF 36 MONTHS

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 to 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:

The Ljubljana Office of the Italian Trade Agency, Trade Promotion Section of the Italian Embassy, in accordance with ITA's internal administrative regulations, is initiating a direct assignment procedure to select an economic operator based in Slovenia to provide high-quality photographic and videographic services for publication in specialized media, on institutional websites, and on the YouTube channel.

REQUESTED SERVICES:

The required services are listed below:

Photography Services:

1. **Event Coverage:** Capturing moments from events organized by ITA Ljubljana office at various locations in Slovenia;
2. **Product Photography:** High-quality images in both high and low resolution for publication by ITA Ljubljana in specialized media, on institutional websites, and on the YouTube channel.
3. **Editing and Retouching:** Enhancing photos through colour correction, cropping, and other adjustments.
4. **Prints:** Providing physical copies of photos in various sizes and formats.

Videography Services:

1. **Event Filming:** Recording events such as conferences, seminars, dinners, gala events, etc. organized by ITA Ljubljana;
2. **Promotional Videos:** Creating videos for institutional purposes;
3. **Documentaries:** Producing documentary-style videos for various projects.
4. **Editing and Post-Production:** Cutting and assembling footage, adding music, effects, and colour grading;
5. **Live Streaming:** Broadcasting events in real-time over the internet;
6. **Highlight Reels:** Creating short, engaging videos that capture the essence of the event.



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The above listed services are indicative of those most commonly used during the Italian Trade Agency's activities. Any other requests will be quoted and addressed according to the specific needs of each project.

Above services will be ordered with a "service request letters" by the Italian Trade Agency in Ljubljana, within the framework of a contract that will be signed with the selected operator.

After signing the contract, a quotation will be requested and agreed upon in writing each time a service is needed. Should the services conform to those listed in this notice, it is understood that the price will be as quoted. Otherwise, the quotation will be assessed on a case-by-case basis based on the quantity needed.

OPERATOR REQUIREMENTS

Economic operators admitted in participating in the procedures to bid to tenders are those established in accordance with the Slovenian law.

Each economic operator willing to participate in the Italian Trade Agency Ljubljana Office tenders must be registered under the Slovenian Law as a juridical subject, have a fiscal position, not ever be declared bankrupted and comply to social and labour national collective agreements.

AWARD CRITERION:

The offers presented upon this notice will be evaluated solely on the criterion of the lowest price of the services offered. After identifying the best quotation, the Italian Trade Agency will award and execute the contract.

The Italian Trade Agency in Ljubljana reserves the right not to proceed with the assignment of the service object of this notice in case the received offers are not considered suitable.

The contract will be awarded through direct assignment according to the provisions of Art. 7, paragraph 2, let. a) of the Italian Ministerial Decree n. 192/2017 and subsequent amendments and additions (Italian Ministerial Decree n. 32/2024), and the Directive 214/24/EU by the European Parliament and Council, implemented in Slovenia on 1 April 2016 through the Public Procurement Act (ZJN-3).

CONTRACT DURATION

The framework contract will have the duration of three years (36 months) from the signing of the contract, upon verification of all participation requirements.

On the expiration date, or on reaching the assumed value of the contract, its effects will cease automatically, with no need for any notification between the parties and no tacit renewal.



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ASSUMED VALUE OF THE CONTRACT:

The expected level of spending in the three-year contract will not exceed € 37.000,00 (thirty-seven thousand Euros), net of VAT, corresponding to the total amount of services to be paid to the awarded company.

However, ITA is not bound to guarantee the above-indicated level of expenditure, as the use of the service by external parties and ITA personnel is conditioned by factors that prevent their precise definition in advance. The level of expenditure for the considered period is related to both the real needs of services and the actual availability of the budget.

The ITA will be under no obligation to purchase a minimum guaranteed amount at any time and the contract will not, by any means, guarantee any minimum expenditure.

No compensation is foreseen if the total expenditure does not reach the amount indicated. Conversely, if this maximum amount of spending is reached before the end of the 36 months, the framework contract will automatically be terminated by the Italian Trade Agency.

PARTICIPATION REQUIREMENTS

The selected company shall execute all services under the conditions set forth in this letter, in the sole interest of the Italian Trade Agency, abiding by the instructions and requests provided by the Italian Trade Agency and ensuring the feasibility of its proposals at every stage.

While fulfilling contractual obligations, the selected company agrees to comply with all applicable rules, regulations and laws, including any specific provisions for the sector of the services in question, especially any existing technical and safety provisions.

The Italian Trade Agency reserves the right to request all the changes deemed appropriate before the final delivery of a product, which may be revised based on the instructions provided by ITA until the project is approved.

The economic operator entrusted with the service will have:

- to satisfy ITA requests in the shortest possible time, considering the nature of the request and the technical times associated with it;
- to respect the agreed delivery times;
- to guarantee, for the execution of the service, its own personnel of proven reliability and competence at ITA complete disposal during the requested times, possessing the technical and professional requisites and with an experience in the sector;

ITA reserves the right to highlight any unsuitable personnel.

The photos and videos produced will be the exclusive property of the Italian Trade Agency, and their publication or further distribution without written consent will be prohibited.



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All materials, images and their copyrights shall be transferred to the Italian Trade Agency, allowing it to use and reproduce them for any purpose without limitations. Additionally, the Italian Trade Agency will be held harmless from any legal actions and/or claims by third parties alleging violations of rights, including but not limited to intellectual property rights, patents, copyrights, trademarks and similar industrial property rights, as well as violations of privacy and damage to public image.

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, 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 by 10.00 am, January 13th, 2025 with attached:

- the offer (see form below – Attachment 1),
- a copy of the signer's valid identity document,
- Declaration - Single Document on Requirements for Direct Assignments, signed on each page (see form below – Attachment 2),
- a company profile.

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

Please fill out each line item of the attached Application Form with your company's price quotation in Euro according to the given specifications. The awarded company will be requested to adjust prices proportionally when quantities of the requested services are not listed on the form.

PAYMENTS AND PENALTIES:

During the three years of validity of the contract, ITA will process the payment for each service within 30 days from the receipt of an invoice. The invoice should be issued following confirmation from ITA of regular execution of the contract upon completion of the services. The invoice must include the number of the letter of appointment, the CO.AN and CIG codes (provided by ITA), and the name of the initiative.

It should be **addressed to:**

ICE–Agenzia

Via Liszt, 21

IT – 00144 Roma

ID za DDV: IT12020391004

Ref.: **ICE–Agencija Ljubljana**



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and sent to:

ICE–Agencija Ljubljana
Oddelek Veleposlaništva Italije za gospodarsko promocijo
Cankarjeva 10
SI – 1000 Ljubljana
or **by email** to: lubiana@ice.it

If the requirements indicated in this notice are not respected, ITA reserves the right to apply a penalty, determined on the gravity of the event, and in any case, up to 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 and its subsequent amendments, **are excluded from the present procedure**, 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 trafficking
- f) non-compliance with the obligations related to the payment of taxes or social security contributions, if established by a judicial or administrative decision, with definitive and binding effect, based on Slovenian and Italian legislation
- g) economic operators sanctioned by Slovenian and/or Italian regulations with the prohibition of signing agreements and stipulating contracts with public administrations.

CONFIDENTIALITY NOTICE:

The company that will sign the contract is obliged to keep all data and information in its possession confidential and not to disclose them in any way or use them for any purpose other than those necessary for its execution.

All confidentiality obligations must be respected even after the contract with the Italian Trade Agency ends.

The Contractor is also responsible for ensuring that their employees and consultants observe these confidentiality obligations. In case of non-compliance with the confidentiality obligations, ITA has the right to declare the contract automatically terminated, and the Contractor will be obliged to compensate for any 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



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in this notice. The Italian Trade Agency is responsible for the data processing. For more information, please refer to: www.ice.it/en/privacy.

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 can an offer give rise to preferential rights or titles for the assignment of the contract by the Agency.

Mr. Giacomo Ricciotti, 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

Thank you for your interest, and we look forward to receiving your quotation.

Electronic signature:

Giacomo Ricciotti
Director
Italian Trade Agency Office in Ljubljana



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Attachment 1

APPLICATION FORM

(to be filled, signed, dated, stamped and returned via email to lubiana@ice.it by
10.00 am on Monday, January 13th, 2025)

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 PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR A PERIOD OF 36 MONTHS** issued by the Italian Trade Agency in Ljubljana, published on ITA web site, presents its best offer below.

The proposed rates are the following:

SERVICE DESCRIPTION		QUANTITY IN HOURS	PRICE PER HOUR IN EURO (without VAT)
1	Photography Services (event coverage + product photography + editing and retouching)	1	
2	Videography Services (event filming + editing and post-production)	1	

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 unconditionally approve its the contents.

I hereby authorize a background check and I agree to sign each and every document necessary to enable ITA to conduct a verification and background check with the Slovenian



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competent authorities.

Furthermore, I am specifically aware that the Notice does not imply any obligation on the part 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.

As requested, I attach to this offer:

- a copy of my identity document,
- Declaration - Single Document on Requirements for Direct Assignments, signed on each page,
- a company profile.

Place and date _____

Signature and company stamp _____



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Attachment 2

SINGLE DOCUMENT ON REQUIREMENTS FOR DIRECT ASSIGNMENTS UNDER THE THRESHOLD OF 40.000,00 EURO

**All the requested information must be entered by the economic operator, except
where expressly indicated**

PART I INFORMATION ABOUT THE PROCUREMENT PROCEDURE AND THE PROCURER

Identity of the Procurer	Answer:
*Name:	
*Title and short description of the procurement:	
*CIG:	

* **To be completed by ITA**

PART II: INFORMATION CONCERNING THE ECONOMIC OPERATOR

A. Identification data of the economic operator	Answer:
Name:	
National identification number, if required (tax code, VAT number, registration ...)	
Postal address:	
Contact persons: Phone: Certified mail or e-mail: (web address) <i>(if applicable)</i> :	



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B. Representatives of the economic operator:	Answer:
Full name	
Date and place of birth	
Position/Acting in the capacity of:	
Postal address:	
Phone:	
E-mail:	
If needed, please provide detailed information on the representation (its forms, extent, purpose ...):	

PART III: EXCLUSION GROUNDS

A: Grounds relating to criminal convictions

Excluded from participation in the selection are those who have been the subject of a conviction by final judgement, in Italy or in Slovenia, for one or more of the following reasons: (1) Participation in a criminal organisation; (2) Corruption; (3) Fraud; (4) Terrorist offences or offences linked to terrorist activities; (5) Money laundering or terrorism financing; (6) Child labour and other forms of trafficking in human beings; (7) any other crime that results in the inability to negotiate with the public administration.

The situations relevant to exclusion are those provided for by Italian law, as well as the 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 economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein have not been the subject of a conviction by final judgment, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable.

B: Grounds relating to the payment of taxes or social security contributions

The economic operator has satisfied all the obligations relating to the payment of taxes or social security contributions in Italy and in Slovenia, where the procurement takes place.

C: Grounds relating to insolvency, conflicts of interests or professional misconduct

- 1) The economic operator has not, to its knowledge, breached obligations in the field of health and safety at the work place, of environmental, social and labour law.
- 2) The economic operator is not in any of the following situations and is not subject to a procedure of assessment for one of the following situations:
 - a) bankruptcy, insolvency procedure, winding-up, arrangement with creditors, assets being administered by liquidator or another similar situation



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- b) has suspended its business activities
- 3) The economic operator is not guilty of serious professional misconduct
- 4) The economic operator has not entered into agreements with other economic operators aimed at distorting competition
- 5) The economic operator is not aware of any conflict of interest related to its participation in the above-mentioned procurement procedure
- 6) The economic operator or a company related to it has not advised the procurer or has not otherwise been involved in the preparation of the assignment procedure
- 7) The economic operator did not have a direct experience that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed to the same operator, in connection with that prior public procurement
- 8) The economic operator confirms that:
 - a) It has not been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,
 - b) It has not withheld such information,
 - c) It has been able, without delay, to submit the supporting documents required by a procurer
 - d) It has not undertaken to unduly influence the decision-making process of the procurer, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning the procurement procedure.

D: Exclusion grounds foreseen by the Italian legislation and equivalent situations foreseen by the law of Slovenia, where the procurement is carried out.

The economic operator is **not** in any of the following situations:

- 1) there are grounds against it for revocation, suspension or prohibition provided for by anti-mafia legislation
- 2) is subject to infiltrations of organized crime
- 3) has been subject to the interdiction of its activity or to another sanction that involves the prohibition of contracting with any public administration
- 4) is present in the electronic register kept by the National Anti-Corruption Authority for having submitted false declarations or false documentation to issue the qualification certificate, for the period during which the registration persists
- 5) violated the prohibition of custodian capacity
- 6) does not respect the rules on the right to work of the disabled
- 7) has not denounced (except in case of necessity or self-defence) to the judicial authority that was victim of bribery offenses and/or extortion committed by organized crime or by those who intended to facilitate the activity of organized crime
- 8) in relation to another participant to the same assignment procedure, is in a control situation or in any kind of relationship, if the control situation or the relationship implies that the offers are attributable to a single decision-maker
- 9) has assigned an employment labour contract and, in any case, has assigned tasks to former employees of the Italian Trade Agency who have ceased their working relationship less than three years ago and who, during the last three years of service,



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had authoritative or negotiating powers on Italian Trade Agency's behalf towards the same economic operator (*pantouflage* or *revolving door*)

PART IV: SELECTION CRITERIA

The economic operator satisfies all the selection criteria required by the documentation related to the selection.

PART V: CONCLUDING STATEMENTS

I undersigned formally declare that the information stated under Parts II – IV is accurate and correct and that I am fully aware of the consequences, also of penal nature, of serious misrepresentation, of serious false declaration, foreseen by the Italian legal system and by the Slovenian law.

I undersigned hereby certify the absence of the grounds for exclusion provided for in Part III and the possession of the requirements set out in Part IV.

I undersigned formally consent to the Italian Trade Agency, to carry out the verifications with the competent local authorities on the veracity of the declarations stated about the requirements.

I undersigned accept without reserve or exception the provisions and conditions contained in the letter of assignment and in Attachment 1 to the same letter, which is its integral part.

[Place and date]

[name, surname and quality of the signatory]

PLEASE ATTACH A COPY OF THE IDENTITY DOCUMENT OF EACH SIGNATORY.



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**PROTECTION OF NATURAL PERSONS WITH REGARD TO THE
PROCESSING OF PERSONAL DATA
*Regulation (EU) 2016/679, Art. 13***

The processing of personal data is based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of natural persons. To this end, the following information is provided:

1. The data controller is l'ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane (hereinafter only ICE – Agenzia) which, in this specific case, operates through its Office in Ljubljana: Agencija za promocijo v tujini in internacionalizacijo italijanskih podjetij, Oddelek Veleposlaništva Republike Italije za gospodarsko promocijo, Cankarjeva 10, 1000 Ljubljana, Slovenija.
2. ICE – Agenzia has a data protection officer that, in case of questions or complaints, can be contacted at the following addresses: ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane – Via Liszt, 21 – 00144 Roma; e-mail: privacy@ice.it.
3. The personal data requested are necessary for the selection of the economic operator to whom the procurement service will be entrusted.
4. The provision of data is an obligation provided for by Italian law and any refusal to provide the requested data will result in exclusion from the selection procedure or from the award.
5. The processing will be carried out manually or electronically by specially appointed personnel.
6. The data will be communicated to the internal and external control bodies of the ICE – Agenzia. By signing this statement, the interested party gives its consent to the communication of the aforementioned data also to the competent local authorities for their verification and to the publication of the essential elements of the stipulated contract on the procurer's website in accordance with the Italian law on public contracts' transparency.
7. The data will be stored for a minimum period of 5 years from the moment in which the contractual relationship ends due to completion of the execution or for another reason, including termination due to non-compliance. This deadline is suspended if a judicial procedure is initiated.
8. The economic operator may request access to its personal data and their rectification. In this case, a specific request must be submitted to the address indicated in point 1,



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and in copy to the personal data protection officer at ICE – Agenzia at the addresses indicated in point 2.

9. If the interested party believes that its rights have been violated, it can file a complaint to the personal data protection officer at ICE – Agenzia. Alternatively, it can contact the Guarantor for the protection of personal data (Piazza di Monte Citorio 121, 00186 Rome, phone 0039 06 696771 (switchboard), e-mail: garante@gpdp.it , certified mail: protocollo@pec.gpdp.it) or to the judicial authority.

[Place, date]

Signature of the interested party for
acknowledgment and acceptance

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