

UFFICIO ICE AMMAN

Date: 29/09/2019

Ref. N.: 0099857/19

REQUEST QUOTATION

INVITATION LETTER N. 8

SUBJECT: FDR – COLLETTIVA ALLA FIERA BIF 2019

AUT. DEL C.A. A527P19 DEL 11/9/2019 COAN: U166T059M1

Pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016 and subsequent amendments, in conjunction with Guidelines n. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, n. 50, containing "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators" (Resolution No. 1097 of 26 October 2016), and as regards D.Lgs. 19 April 2017, n.56, the Italian Trade Agency – Amman office (hereinafter referred to as "ITA") intends to initiate a direct procedure for the acquisition of the services in question, therefore, invites companies to submit their quotation towards the provision of services as specified below, for our event which will hold in Baghdad from 1 till 10 November 2019

We hereby solicit your Request quotation for service of hostess/steward, portorage, transportation and catering for ICE – Italian Trade Agency during the Baghdad International Trade Fair which is set to take place between the 1st and 10th of November 2019 at Al Mansour District – Al Harthya Quarter - Show Grounds, Baghdad – Iraq as follow:

	DESCRIPTION	QTY	COST
Hostess/steward	English/Arabic/	4	
Interpreter	English/Arabic/English	3	
Transportation	a) car with driver from Baghdad Airport to Hotel in Baghdad b) mini van with driver from Baghdad Airport to Hotel in Baghdad c) coaster (20 pax) from Hotel in Baghdad to Fair (2 way) d) car with driver from Hotel to Baghdad Airport	(depends on flight details)	
Transportation	1 car with driver for delivery items from Amman to Baghdad International Fair	1	
catering	Catering during the Fair: a) lunch box (3 option) for 7 days b) water (bottles)	30 50	

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	c) soft drink	50	
	d) juices	50	

SERVICE PROVIDER AWARD CRITERIA

Service Provider will be assessed against the following criteria:

LOWEST PRICE

Note: This letter is not to be construed in any way as an offer of contract. Your quotation could, however, form the basis for a contract between your company and ICE – Italian Trade Agency. The Illustrator/designer are encouraged to acknowledge receipt of this Request for quotation by E-mail to ICE – Italian Trade Agency’s specified contact person(s).

4) LANGUAGE OF THE QUOTATION:

The quotation prepared by the Companies and all correspondence and documents relating to the Request for quotation exchanged by the Bidder and ICE – Italian Trade Agency shall be written in English language.

DEADLINE: The quotation must be delivered by mail at: amman@ice.it before 07/10/2019
The deadline is compulsory.

Submit PDF formatted documents should be duly signed, stamped, and dated; provided on the Company’s letterhead with name and surname of responsible person.

FUTURE PRICE PROPOSAL

The quotation should ensure that all pricing information is provided in accordance with the following:
 The currency of the proposal shall be in JD or USD.
 All prices/rates quoted must be exclusive of all taxes as Italian trade Agency is a tax-exempt organization

6) PAYMENT:

NOTE.: Being a governmental agency, the Italian Trade Agency operates according to specific budgets received from Italy for each Exhibition/Event, therefore it cannot under any circumstances perform advance payments. Consequently, the total amount of the contract will be paid after, 30 days completion of the assigned works, upon receipt by company final original invoices duly signed and stamped.

The Commissioner
Filippo Covino



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REQUEST QUOTATION SUBMISSION SHEET

Must be duly completed by the Request quotation and returned with the Request quotation to: ICE - ITALIAN TRADE AGENCY/Amman Office, Jordan

Dear Sir/Madam,

Having examined the above referenced Request quotation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to build-furnish-dismantle the Italian Pavilion as described in Section 4 – Technical Requirements of this ITB in conformity with the said Request quotation documents as may be ascertained in accordance with the Price Sheet attached herewith and made part of this Request quotation.

If our Request quotation is accepted, we declare that we have everything needed to fulfil this contract and we undertake to deliver the work in accordance with the requested delivery terms and schedule specified in the Request quotation Documents.

We understand that if our Request quotation is successful, it does not oblige ICE - ITALIAN TRADE AGENCY to spend any dues whatsoever.

Provided that a work order is issued by ICE - ITALIAN TRADE AGENCY within the period of the Contract, the undersigned hereby offers, subject to the terms of such work order, to furnish any or all items at the prices offered and to deliver same to the designated point(s) within the delivery time stated in Section 2 – Request quotation Data Sheet.

We understand that you are not bound to accept any Request quotation you may receive.

Name of Request quotation:
Address of Request quotation:
Authorized Signature:
Date 26/09/2019

Name of Authorized Signature (type or print):
Functional Title of Signatory:

