



Johannesburg

Notice of invitation to tender for recruitment agencies to stipulate a framework contract with a duration of three years (03) for the recruitment service of temporary and/or permanent employees in favour of the Italian Trade Commission - ITA Agency - Johannesburg Office.

THE CONTRACTOR

The Italian Trade Commission - ITA Agency Johannesburg Office, referred to hereafter as ITA Agency, is the governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. With a motivated and modern organization and a widespread network of overseas offices, ITA Agency provides information, assistance, consulting, promotion, and training to Italian small and medium-sized businesses. By using the most advanced multi-channel promotion and communication tools, it strives to demonstrate the excellence of Made in Italy around the world.

OBJECTIVE OF THE TENDER

ITA Agency intends to stipulate a framework contract lasting three years (03) for the recruitment service of temporary and/or permanent employees. The purpose of this announcement is to receive offers to promote the participation of the largest number of potentially interested companies and therefore not binding on ITA Agency that reserves the right not to proceed with the assignment of the service subject to this notice if the offers are not considered adequate.

SERVICE DESCRIPTION

The framework contract covers the service of:

1. Receive all electronic applications for the advertised positions.
2. Capture and screen all applications for the advertised positions based on the advert.
3. Verify that all required documents have been submitted with each application.
4. Prepare a Master List for each of the advertised positions indicating compliance to all requirements.
5. Provide three (3) types of schedules per position:
 - Candidates who fully comply with the selection criteria (competencies required).
 - Candidates who do not fully comply with the selection criteria.
 - Candidates who do not meet the selection criteria.



ITALIAN TRADE AGENCY

6. Prepare shortlist files and attend and assist the relevant HR department to prepare the interview shortlist of candidates.
7. Schedule interviews with the candidates and ensure follow-ups etc.
8. Prepare for and participation in interviews.
9. Assist as a panel member for the interviews if required.
10. Draft and forward regret letters to unsuccessful applicants.
11. Conduct head hunting where necessary.
12. A comprehensive electronic file for all candidates received detailing the full process from start to end that must be submitted to ITA Agency at the conclusion of each position recruitment process.
13. Provide ITA Agency with the Master Folder of all applications received for each position for record-keeping purposes.

The company awarded with the contract should indicate one or more contact persons available on working days from 8.00 to 17.00.

Each service request will be commissioned through "written orders" signed by the Director of ITA Agency.

SELECTION PROCEDURE AND AWARD CRITERIA

The proposal will be selected considering the U.E. Legislative Decree 50/2016 on Public Procurement and Ministerial Decree 192/2017 (Regulation of the Italian Ministry of Foreign Affairs and International Cooperation with general directives governing the selection process of the Contractual Partner and the performance of the contract abroad).

And shall be awarded based on the lowest price criterion, on the commissions or service charges, and any other applicable fees according to the specified criteria as indicated in this notice (award criteria).

In case of equal offers, the companies that have proposed the same price, will be summoned in ITA Agency to proceed with further interviews.

ESTIMATED CONTRACT'S AMOUNT

In the absence of previous experience, the maximum estimated annual spending that ITA Agency could sustain during the three years period is 6 months of administration subject to availability of budget and to the objective conditions of need, VAT excluded.

ITA Agency is not required to guarantee the estimated spending, as the use of the requested services rely on factors that prevent a more precise preliminary definition.

No compensation is provided if the expenditure is different from that indicated.

PERIOD OF VALIDITY OF THE FRAMEWORK CONTRACT

The contract will be valid for three years (03) from the date of acceptance of the contract. On the expiration date, the contract will cease automatically, without any notification between the parties.



If needed, the duration of the contract may be modified for the time strictly necessary to conclude the procedure required to search for a new agency (according to art. 106, paragraph 11 of the Italian Public Procurement Code). In this case, the services covered by the contract must be maintained in terms of prices, terms and conditions, or even improved.

TERMS AND CONDITIONS OF PAYMENTS AND PENALTIES

Payments for services made during the three (3) years period of the framework contract will be made by presentation of an invoice (which reflects the code of written orders, CIG, CO.AN, and the name of the initiative) issued to:

The Italian Trade Commission
ITA Agency Johannesburg Office
42 Chester Road corner Jan Smuts Avenue – Parkwood 2193

Payment will be made by bank transfer at thirty days (30) upon receipt of the tax invoice. If the requirements of the requests are not met, the ITA Agency reserves the right to impose a penalty depending on the seriousness of the incident, to determine, which will not exceed 3% of the amount relating to the service incorrectly provided.

REQUIREMENTS FOR THE SUBMISSION OF TENDERS

Companies wishing to submit a tender must reside and be registered in South Africa.

EXCLUSION

Company undertaking a criminal proceedings or litigation under the Italian and/or South African Law, for the following, may not submit a tender:

- Participation in a criminal organisation
- Corruption
- Fraud
- Money laundering and criminal activities
- Any kind of illegal trafficking
- Tax evasion

PROCEDURE FOR SUBMITTING TENDERS

It is necessary for the companies submitting their application for tender in context, considering the instructions given in this notice and the documents needed for the invitation to tender.

Unless excluded from the tender, bids must be submitted in a sealed envelope, to the Italian Trade Commission - ITA Agency Johannesburg Office, at the address: **42 Chester Road corner Jan Smuts Avenue Parkwood – 2193.**

The proposed deadline is the 8th of November 2023 at 12.00 pm. The envelopes will be opened on the 9th of November 2023.



ITALIAN TRADE AGENCY

Envelopes must bear the following description:

"DO NOT OPEN - CONTAINS AN OFFER FOR RECRUITMENT SERVICE OF TEMPORARY AND/OR PERMANENT EMPLOYEES, and it will include two sealed envelopes containing the sender details (addresses, tel, fax, e-mail), and the following description:

- Envelope one: "A - ADMINISTRATIVE DOCUMENTATION".
- Envelope two: "B - ECONOMIC OFFER".

The correct delivery of the tenders is the responsibility of the sender, and ITA Agency assumes no responsibility for tenders not received before the deadline or not completed. Invited companies shall not receive any compensation or reimbursement for the costs resulting from the submission of the tender.

CONTENTS OF THE ENVELOPES

A - ADMINISTRATIVE DOCUMENTATION

The envelope must contain - under penalty of exclusion:

- Company profile and presentation.
- Declaration by the legal representative that they are not in any criminal proceedings or litigation.
- Declaration of possession of registration of the Agency with the Department of Labour.

"B - ECONOMIC OFFER"

The tender drawn up in accordance with the model annexed hereto and considering the information contained in this notice.

The offeror undertaking's signed documents must be dated and signed by an authorized legal Representative of the Company.

Please note that all documents requiring the signature of the representative must be signed by one of the following:

- director with power of legal representation;
- by special delegation as indicated.

Will not be considered valid offers if:

- is submitted after the deadline or in a form other than that indicated;
- subject to condition or that do not accept the conditions indicated or higher than the price indicated do not contain one or more elements required in this notice;
- multiple offers are not allowed. Each company must participate by submitting a single offer.
- The award shall also be made in the event of the receipt of a single tender if it is valid and deserves approval. In accordance with the principle of self-protection, ITA Agency has the right to not award the tender if necessary.

In the event of a tie between bids, the Companies that obtained the same score will meet at the ITA Agency headquarters for further interviews.



ADDITIONAL INFORMATION

For information, please contact the ITA Agency (e-mail: johannesburg@ice.it). The person in charge is the Italian Trade Commissioner of ITA Agency, Dr. Giovanni Atena.

PROCUREMENT AND PROVISIONS

The selected company will be announced on the website by the 14th of November 2023.

No compensation or reimbursement of costs shall be due to applicants for the submission of tenders.

The administration will proceed with the award after verification of the proposals. The best economic offer will be awarded the contract,

In the event that the competition cannot be awarded to the tenderer who has obtained the first place in the provisional graduation, the second is awarded in order of qualification.

Tacit renewal is excluded.

Within a maximum of seven (7) calendar days from the notification of the award, the selected Company shall submit the following documentation:

- [Annex a - causes excluding applicants from ITA Agency procurement;](#)
- [Rules and regulations for the registration and selection of contractors/suppliers by ITA Agency;](#)
- [Supplier Registration Form \(company and professionals\);](#)
- Company Profile;
- Copy of company registration certificate;
- Copy of tax registration certificate;
- Copy of professional certificate (if applicable);
- Copy of quality certificate (if any);
- Two or more references, over the last three years, issued by companies, including state-owned entities, or individuals for which/whom the applicant has performed the same services as those for which he/she is applying for registration, or alternatively a list of major corporate clients the applicant is currently working with.

The payment of the service is made by bank transfer to the bank account indicated by the agency for the number of services invoiced.

METHODS OF PAYMENT, PENALTIES AND TERMS & CONDITIONS FOR TERMINATION OF THE CONTRACT

The payments will be made subject to the successful completion of the service, which must be endorsed by the Sole Processor of the procedure.

Payment will be made on receipt of the invoice to be sent to the Italian Trade Commission ITA Agency Johannesburg Office

PROHIBITIONS ON SUBCONTRACTING AND ASSIGNMENT OF CONTRACTS

Subcontracting or transfer of contract is prohibited.

CONFIDENTIALITY AGREEMENT

The contractor undertakes to maintain the confidentiality of the data and information to which it has access and to use them exclusively for the performance of this contract. Even In the event of the service cancellation with the ITA Agency, it is stated that all confidential obligations must be respected. The contractor is responsible for the respect of confidentiality and by its employees or consultants. In the event of breach of confidentiality obligations, ITA Agency shall have the power to resolve the contract, without prejudice to the claim for damages arising from such an act.

REGISTRATION

The registration of this contract, the related costs and additional costs for signing the contract shall be borne by the contractor.

COMPETENT JURISDICTION

Any dispute relating to the selection procedure is subject to the jurisdiction of Italian law.
Any dispute relating to the performance of the contract is subject to the jurisdiction of South African law.

PROTECTION OF PERSONAL DATA

The data collected will be processed exclusively within the framework of this procedure (pursuant to the General Law on the Protection of Personal Data held by obliged parties, published in the DOF 26/01/2017)



ITALIAN TRADE AGENCY

ECONOMIC OFFER FORM

the undersigned _____
born in _____, the _____
resident in _____, postal code _____
Address: _____
Owner or legal representative (underline the correct definition) of the company: _____

With registered office in _____
VAT number: _____, C.K. number: _____

In relation to the tender for a three years (03) contract for international and domestic air ticket service, hotel bookings and transfer/transport services in favour of the Italian Trade Commission ITA Agency Johannesburg Office present, below, your best offer.

The proposed agency fees or services are as follows:

Table with 4 columns: Temporary position, %, RAND (per position ex VAT), Comments. Rows include Sr. Trade Analyst, Trade Analyst, Jr. Trade Analyst, Accountant, Bookkeeper, Secretary, Receptionist for both temporary and permanent positions.

The undersigned declares to be aware of what is indicated and foreseen in the direct award notice and to unconditionally approve the contents. Furthermore, he is aware that the announcement does not entail any responsibility for the ICE Agency towards interested parties and that any offers do not entail any preferential rights for the award with contract by the ICE Agency.

As required, please attach a copy of your identity card to this offer:

Signed at (place): _____ on (date): _____

Signature and stamp of the company:

