

Los Angeles Office

02.18.2021

**SERVICE OF TEMPORARY EMPLOYMENT AGENCY - EMPLOYEE
PAYROLLING SERVICES, YEARS 2021-2022” FOR THE ITALIAN TRADE
AGENCY (ITA) – LOS ANGELES**

OFFICE - CIG: 8606277C71

PUBLIC SESSION NOTICE

As stated in the Invitation for Bid above mentioned (point no.12 “Evaluation process”, page 7), the opening of the Envelopes A “ADMINISTRATIVE DOCUMENTATION” will take place **during an open session today February 18th, 2021 at 3:00 pm (PST)**, at the premises of the Italian Trade Agency – Los Angeles Office (1900 Avenue of the Stars, 90067 Los Angeles).

If everything will be in order in the Administrative documentation, ITA’s authorized officer will proceed to open, in Public Session, the Economic Offer enclosed in the Envelope B.

Due to the current restrictions related to the COVID19 pandemic, the ITA Office in Los Angeles is closed to the public. The public session attendance of the bidding companies will be granted through a video meeting Google Meet link.

Participating economic operators are invited to submit formal confirmation of their willingness to participate in the public session.

To participate, **please send your request, within 2:30 pm (PST), to losangeles@ice.it**, including:

- the name of the company
- the name of the legal representative or the person delegated by him to participate in the public session;

- the mobile phone number to be used in case of malfunctions or connection problems;
- a copy of a valid identification document of the participant.

In case of delegated person, please specify the role within the company and include a formal authorization to participate signed by the legal representative.

The technical requirements for participation in the video session are shown below:

- 1) Chrome browser;
- 2) "@ gmail.com" account where you can send the link useful for participation in the event;
- 3) In case of connection from a Desktop PC/Laptop, make sure that the "Google Meet" application is present on it;
- 4) In case of connection from Tablet / Mobile phone, make sure that the "Hangout Meet" application is present on it, downloadable from Playstore (Android) or Appstore (I Phone)
- 5) Webcam;
- 6) Microphone.

For any request, please write an email to: losangeles@ice.it .

