

Los Angeles Office

03.27.2023
P. 0037562/23

**FRAMEWORK CONTRACT (1 YEAR) FOR THE “SERVICE OF TEMPORARY
EMPLOYMENT AGENCY”
(FULL SERVICE OR PAYROLLING SERVICE)
FOR THE ITALIAN TRADE AGENCY (ITA) – LOS ANGELES**

OFFICE - CIG: 9707765D18

PUBLIC SESSION NOTICE

As stated in the Invitation for Bid above mentioned (point no.10 “Evaluation process”, page 7), the opening of the Envelopes A “ADMINISTRATIVE DOCUMENTATION” will take place **during an open session today March 27th, 2023 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.**

For precautionary measures related to the COVID19 , 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 .

