

Los Angeles Office

11.04.2022  
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**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: 89452222C57**

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**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 November 4<sup>th</sup>, 2022 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](mailto: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](mailto:losangeles@ice.it) .

