



ITALIAN TRADE AGENCY

Houston Office

February 12th, 2025

Prot. No 0017869/25

RUP: Filippo Fusaro (CdC:3CB5)

CIG: B59F1F3EEC

COAN: U24AC007C1 ; COGE 650902004

EXPRESSION OF INTEREST NOTICE

RE: LEASING OF DISPLAY STRUCTURES - FURNITURE AND OTHER RELATED SERVICES
ITALIAN PAVILION at OTC HOUSTON
MAY 5-8 2025 – NRG CENTER HOUSTON (TX)

The Italian Trade Agency (ITA) will be organizing the Italian Pavilion, at the **OTC HOUSTON 2025 January 7-10, NRG CENTER, Houston, TX.**

The Italian Pavilion covers a total exhibit of **3,200 sq.ft: Booth 1149, 1249, 1349, 1449 (all of them 20 x 40)** ITA is therefore selecting a contractor for the leasing of display structures and services.

The expression of interest is open to all companies that meet the qualifying criteria as specified in point 4 below.

The estimated maximum budget for the contract is USD 237,996.00 to be considered valid, quotations must be equal or inferior to the total available budget).

The contract will be awarded to the lowest price, if all conditions are met.

Your Expression of Interest should be received by ITA through the platform Traspare (<https://ice.traspire.com>).

If you have any questions, please contact our office via email at houston@ice.it.

1. BACKGROUND

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. ITA is headquartered in Rome and operates with a net of offices worldwide linked to Italian Embassies and Consulates and works closely with local authorities and businesses. In the US, ITA is present in the following cities: New York, Chicago, Los Angeles, Houston and Miami.

For more information on the Italian Trade Agency and its presence in Italy and the world, please visit our website <https://www.ice.it/en/> (Italian/English).

2. AWARDING ENTITY

The Italian Trade Agency ("ITA") - Houston Office, 777 Post Oak Blvd. Ste #230., Houston, TX, 77056, USA Website: <https://www.ice.it/en/markets/usa/houston> E-mail: houston@ice.it Tel (281) 888 4288

The ITA Houston Chief Procurement Officer (CPO)/ *Responsabile Unico del Procedimento* (the acronym is RUP in Italian) is Filippo Fusaro, the ITA Houston Trade Commissioner.

ITA – Trade Promotion Section of the Consulate General of Italy
777 Post Oak Blvd, Suite 320
Houston (TX) 77056
T +1 281.888.4288
E-mail: houston@ice.it
www.ice.it

3. DESCRIPTION OF SERVICES REQUESTED

Leasing of display structures-furniture and other related services for the Italian Pavilion at CES 2025 are the following:

- Design and leasing of display project;
- On-site supply and set up of all display, furnishing and decorating structures.
- All transportation, costs (inbound and outbound), insurance;
- All the necessary custom duty procedures;
- Electrical hook up and usage;
- Maintenance during the show;
- Dismantling of the display after the show;
- All other related labor and material.
- Wi-Fi services (for each company and ITA Area and Arena)
- Drayage fees

4. ESTIMATED BUDGET

The overall estimated budget, all included, is **USD 210,000.00 (two hundred and ten thousand dollars)**, equal to **Euro 201,600.00** (at the official exchange rate of \$/Euro 1.0370, published on February 12th 2025, by Banca d'Italia).

5. REQUIREMENTS FOR PARTICIPATION

To participate in this Expression of Interest, the Company shall meet the following eligibility requirements: referred to in art. 9 of the *of Ministerial Decree 32/2024*

- a) It shall be eligible and possess all the necessary qualifications, in full compliance with local laws.
- b) It shall be located, authorized, and licensed to do business in the United States.
- c) It shall be of sound economic and financial status.

The awarding of the contract will be subject to the verification of these general requirements. The possession of general requirements must be maintained for the duration of the contract.

6. SUBMISSION PROCEDURE

According to the applicable Italian law, and under penalty of exclusion, requests for participation by economic operators interested in the selection procedure in question must be signed by the legal representative of the company, or his delegate, and uploaded to the ice.traspere.com platform no later than 12:00 PM on February 27th, 2025.

7. AWARD CRITERIA AND EVALUATION PROCESS

According to art. 11 of the above DM 32/2024, **the contract will be awarded on the basis of the LOWEST PRICE.**

7.1 The Awarding Authority will evaluate all valid proposals and will assess the fairness of the offers pursuant to the provisions of art. 13 c. 1 lett. b) of DM 32/2024. This is without prejudice to the right of the contracting station to verify the fairness of any other offer that, based on specific elements, appears abnormally low pursuant to art. 13 c. 2 of DM 32/2024.

The Contracting Authority has the authority to award the contract even if only one contract has been submitted, provided it is deemed valid and worth accepting. Moreover, ITA has the authority not to award the contract, if it deems it appropriate to exercise the right of self-protection and if it finds that the contracts received do not comply with the technical and financial contents set forth herein.

No compensation or reimbursement of expenses will accrue to the invited contractor because of the submission of the contract.

8. NO SUBCONTRACTS OR TRANSFER OF SERVICES

It is expressly forbidden to resort to subcontracts, in consideration of the particular nature of the services, which need a trustworthy interlocutor.

9. TERMS OF PAYMENT

The Italian Trade Agency will issue payment per the following schedule:

- 20% of the total amount upon signing the contract and presentation of an original invoice;
- 80% balance after the conclusion of the trade exhibition and upon presentation of an original invoice, after a successful final inspection of all work and supplies and on receipt of confirmation from the exhibition organizers attesting the removal was completed on time without causing any damage, and the area was returned to pre-exhibition conditions.

Please note: prior to the payment of the final invoice, a “Certificate of Regular Execution” will be issued by ITA, to certify that the service was fully completed in accordance with the terms agreed.

The net surface (8,100 sq. ft.) will not be subject to changes, but the layout may slightly vary. The Italian Trade Agency therefore reserves the right to apply changes in a range of +/- 20%, based on the cost in proportion to the winning contract.

10. SECURITY DEPOSIT

The winner of the contract must submit a performance surety bond or a non-transferable cashier's check that amounts to 10% of the contract value before signing the agreement. The expenses to obtain the performance surety bond shall be the responsibility of the contractor.

The performance surety bond or a non-transferable cashier's check, whichever you choose, must be issued in favor of: **Italian Trade Agency, Houston Office, 777 Post Oak Blvd. Ste #230., Houston, TX, 77056.**

Submitting a security deposit is mandatory.

The down payment Contractor already disbursed (according to the IFB) even if in the form of a security bond shall be returned after conclusion of the contractual obligations and after ITA Office confirmation that the company has duly provided the services in accordance to the contract.

11. SIGNING OF THE CONTRACT

The signing of the contract will take place after the official notification and after receiving the requested security deposit

(see point 10) within the maximum time limit of 10 days.

IMPORTANT: in case your company is chosen to provide the service, it will be required to register in the ITA's Vendor list (see more details at the following link [Business Vendor Registration](#)).

12. COMPETENT JURISDICTION

In case of dispute between the Italian Trade Commission and the Appointed Contractor, the Court of Law of California will be the competent jurisdiction.

13. PAYMENT OF THE CONTRIBUTION TO ANAC

Pursuant to art. 1 of the ANAC Resolution no. 1174 of 19 December 2018, when the contracting Authority is operating abroad; the contracting Authority and the economic operators are exempt from paying the contribution.

14. RULES OF CONDUCT OF THE AGENCY

In the execution of the contract, the Provider undertakes to fully respect the Code of Conduct approved by resolution of the Board of Directors no. 619/23 of 01/27/2023. The Code of Conduct is available on the website <https://www.ice.it/it> at the section "Amministrazione Trasparente" (Transparent Administration) — "Disposizioni generali" (General provisions) — "Atti generali" (Acts of general application) "Code of Conduct".

For any breach of obligations under the code, if the same is considered serious, ITA will have the option to terminate the contract.

By signing you agree to the terms outlined in this document and, to the best of your knowledge, affirm that you have not retained or engaged professionally anyone who has ceased his or her employment with the Italian Trade Agency within the last three years and whom had occupied a management role in said organization or had been delegated management powers to execute contracts or other commercial transactions on behalf of the said organization.

15. REFERRAL RULES

For all other terms and conditions not regulated herein, please refer to the provisions of Ministerial Decree 192/2017; the civil law governing the conclusion of the contract and the execution phase shall be determined in accordance with the applicable rules of private international law.

16. PRIVACY

The awarded Company is invited to read the Information on the processing of personal data pursuant to Regulation (EU) 2016/679 ("RGPD"), available on the institutional website of ICE Agenzia at <https://www.ice.it/it/privacy>.

Access to tender documents is governed by Law no. 241 of August 7, 1990.

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/Responsabile Unico del Procedimento (RUP)] is **Mr. Filippo Fusaro — Italian Trade Agency – Los Angeles, Italian Trade Commissioner.**

ITA is an instrumentality of the Government of the Republic of Italy. The interpretation of all of the foregoing terms and conditions shall be made by ITA in its sole discretion. Such interpretation shall be final and binding upon all contractors.

Notwithstanding the above, please note that ITA, as a foreign governmental entity with full diplomatic and immunity status, maintains power to irrevocably withdraw the present invitation to contract and/or therefore annul the awarding procedure for any reason and at any point in time without incurring in any liability under any circumstances.

In submitting an offer to the current contract, you understand and expressly agree to waive any claim, legal action, and/or remedy based in law or equity that you may have at the time ITA decides or is forced to withdraw and therefore annul the awarding procedure.

17. WHISTLEBLOWING

The Italian Trade Agency, in compliance with applicable legislation, is committed to taking all reasonable steps to protect whistleblowers who report or disclose information on breaches of the law observed in the context of their work-related activities. The reports, which are kept fully confidential, are managed through an IT application available on the Homepage of the Italian Trade Agency – ICE website - Whistleblowing section.

18. CONTACT REFERENCE

If you have any questions regarding the contract documents, please send a written communication to the following email: houston@ice.it.

Questions will be answered by written communication.

All queries (FAQ) will be published on [Traspare](#).

We look forward to receiving your proposal.

Sincerely,
Filippo Fusaro
Trade Commissioner