



ITALIAN TRADE AGENCY

Sydney Office

Date Published: 8/1/2020

Closing Date: 22/1/2020

MARKET SURVEY NOTICE – GENERAL OFFICE SERVICES

Selection of economic operators for amounts below 40,000.00 euros, for the supply of General Office Services to the Italian Trade Agency in Sydney – January/December 2020.

ITA, Italian Trade Agency - Sydney Office, intends to initiate a negotiated procedure for the acquisition of general services, proceeding with the preliminary identification of economic operators based in Australia and interested to participate, who are in possession of professional competence in the specific sectors and for the requested services, and in compliance with the principles of non-discrimination, equal treatment, fair competition, rotation and transparency.

This procedure is carried out pursuant to art. 36, paragraph 2, lett. a) of Italian Legislative Decree 50/2016, as amended by art.7, paragraph 2, lett.a) and art. 10, paragraph 1 of Legislative Decree 192/2017, in conjunction with the Guidelines issued by the Italian Authority ANAC, specifically Guideline n.4 - "Procedures for the awarding of public contracts for the amount below the EU threshold relevance, market survey and training and management of lists of economic operators" (Resolution n. 1097/2016).

This notice is published on the website of the Contracting Authority for a period of 15 days starting from the day following the date of publication.

CONTRACTING AUTHORITY

Italian Trade Agency, located on Level 19, 44 Market Street, Sydney NSW 2000. The person responsible for this procedure is Ms Paola De Faveri, Italian Trade Commissioner.

DESCRIPTION OF REQUESTED SERVICES

- 2020 Office supplies (stationary)
- 2020 STP Payroll Service
- 2020 IT Services
- 2020 National & International Courier
- 2020 All Risks & Public Liability Insurance

DURATION AND VALUE OF CONTRACT

The contract will start from the date is signed to 31st December 2020. There is a tentative maximum budget allocated for these 2020 Services:

- 2020 Office supplies (stationary): Aud\$ 1,370.00
- 2020 Payroll Service: Aud\$ 960.00
- 2020 IT Services: Aud\$ 2,400.00
- 2020 Courier: Aud\$ 2,250.00
- 2020 All risks & Public Liability Insurance: Aud\$ 2,250.00

ITA reserves the right to increase or decrease the contractual amount by 20% as needed, without any further obligation toward the awarded Contractor.

EXPRESSION OF INTEREST

The expression of interest to participate in the selection procedure must be sent by email to: sydney@ice.it no later than 5:00 pm of the closing date, 21th of January 2020, along with the Company profile, dated and signed by its legal representative.

Applications received after the deadline will not be considered and will be excluded from the selection.

Companies invited will have to meet the following requirements to participate:

- 1 – enroll in ITA Sydney's Register of Suppliers: see <https://www.ice.it/en/markets/australia/register-suppliers> for related documents and instructions.
- 2 – possess the necessary qualifications, in full compliance with local laws
- 3 - be authorized and licensed to do business in Australia.

The expression of interest will be examined by the person in charge of the procedure and it will not imply the right to an automatic invitation: this notice is a market survey and it does not constitute a contractual proposal.

ITA Sydney is willing to invite not less than five candidates, after verifying the participation requirements. If this minimum number is not reached, ITA reserves the right to proceed with a number lower than the above-mentioned minimum. The letter of invitation will outline the tender information and the instructions to participate.

For any information please contact the Italian Trade Agency at email: sydney@ice.it)

Sydney, 7/1/2020

Paola De Faveri
Italian Trade Commissioner
(signed in original)

