

30 Maggio 2024

PUBLIC NOTICE FOR EXPRESSION OF INTEREST

for the execution of a negotiated procedure without prior publication of a tender notice (art 7 com. 2 lett. b) del Dlg. n.32/2024 from the Ministry of Foreign Affairs and International Cooperation for

“TEMPORARY EMPLOYEE PAYROLLING SERVICES RELATED TO THE ITALIAN TRADE COMMISSION (ITC) OFFICES IN TORONTO, MONTREAL AND VANCOUVER”.

ITC (Italian Trade Commission) is a governmental organization dedicated to promoting the international presence of Italian businesses, aligning with the strategies of the Italian Ministry of Foreign Affairs and International Cooperation. With its headquarters situated in Rome, ITC extends its reach globally through an extensive network of trade promotion offices connected to Italian embassies and consulates. For more details, please visit our website at <https://www.ice.it/en/>.

The ITC Toronto Office is initiating a negotiated procedure for service of temporary employee payrolling services. This process is conducted in strict accordance with principles of non discrimination, equal treatment, fair competition, rotation and transparency. We are commencing this by preliminarily identifying economic operators interested in bidding and who possess the requisite technical and professional qualifications.

This procedure is in accordance with Legislative Decree No. 32 of the Minister of Foreign Affairs and International Cooperation dated 17 January 2024, titled "Regulation containing amendments to Ministerial Decree No. 192 of 2 November 2017 on the selection procedures and execution of contracts to be carried out abroad, following the entry into force of the new Public Contracts Code (Legislative Decree 31 March 2023,n. 36)".

The notice is accessible on the contracting Traspare website at the following URL: (<https://ice.traspare.com>) for a duration of 15 days, commencing from the day following its publication. The portal has an English version. In order to participate in the tender, registration to the Traspare portal is required. Please click on the URL https://ice.traspare.com/employees/sign_in and follow the steps to register and, after registration, to access the portal. A user manual is available at this URL https://ice.traspare.com/public_tutorial_and_manual (pdf document on the right side).

After registration please refer to the ***How to access the tender procedure Manual***, available on our website ice.it/manual.

CONTRACTING AUTHORITY

The contracting authority is the Italian Trade Commission, located at 480 University avenue, suite 800, Toronto, M5G 1V2 ON. The person responsible for this procedure is Mr. Marco Saladini, Italian Trade Commissioner.

DESCRIPTION OF THE SERVICES REQUESTED

The Italian Trade Commission (ITC) will invite interested Temporary Employment Agencies located in Canada (the "Agency") which have successfully expressed their interest in being invited to bid, to submit their bid for the hourly fee ("Mark-up in % per hour" on top of the gross hourly salary) for the **"2024/2025 SERVICE OF TEMPORARY EMPLOYMENT AGENCY"**. The **"Mark-up in % per hour"** must include the agency fees, all the employer federal and provincial contributions (CPP, QPP, EI), WSIB and vacation pay of 4 %, for each of the provinces of Ontario, Quebec and British Columbia.

The service requested is **Employee Payrolling Services Canada-wide** for temporary employees recruited by ITC.

Types of temporary positions which might be requested during the life of the contract. The following list is not exhaustive.

Positions ON SITE (480 University Ave. Suite 800 Toronto or 1000 rue Sherbrooke ouest, bur. 1720 Montréal or 1199 West Pender Street, suite 785 Vancouver)	
1.	Administrative - Entry level (Receptionist, data entry, photocopying)
2.	Administrative - Intermediate level (Administrative assistant, including accounting)
3.	Trade Analyst - Entry level (Junior Trade Analyst)
4.	Trade Analyst - Intermediate level (Trade Analyst)
5.	Trade Analyst - Expert level (Senior Trade Analyst)
Positions OFF SITE (to be determined as needed)	
6.	Porter Off-site (moving boxes and promotional material during events), on an hourly basis

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| 7. Hostess off-site (preferably trilingual: French, English, Italian) |
| 8. Interpreter off-site (bilingual or trilingual) |

A service will be deemed to have been activated upon request dispatched by email or fax containing all the relevant data necessary to identify the essential conditions of each service. Existing temporary employees will be transferred from the current provider to the awarded bidder.

BUDGET ALLOCATED AND AWARD CRITERION

The total estimated amount for services rendered during the life of the framework contract by the awarded bidder will not exceed **CAD \$ 250,000.00** (168.486,32 Euro at the official Bank of Italy exchange rate 1.4838 of 29th May 2024). This amount includes the gross salary or all inclusive cost of labour of all temporary employees managed by the awarded bidder(s), i.e. the sum of pay rates, WSIB, CPP, EI, vacation pay, all other contributions as per Provincial Employment Standards and agency fees for services described.

The ITC is not bound to guarantee the level of expenditure indicated herein, which is a mere estimate, because the services needed by our personnel are subject to various factors that make it impossible to set a specific amount. Therefore, the actual level of expenditure at the end of the contract will be based on needs and available budget but will not exceed the above indicated amount. Thus, there will be no monetary adjustments if the expenditure for services is below the amount set forth herein.

Each compliant bid will be evaluated based on the lowest Mark-up % / hour. Non compliant bids will not be evaluated.

The award will take place even in the presence of a single bid, as long as it is deemed valid.

LIFE OF THE CONTRACT

The framework contract will last for 1 (one) year, or until the date when the estimated amount for the service is reached, whichever comes first, will end automatically, without any notification between the parties, and will be effective starting after signature from both parties.

There will be no tacit renewal of this contract.

Whether the contract expires on its original date or earlier, the Agency, at the request of ITC, agrees to guarantee the continuation of services for up to 90 days, at the same prices and conditions, in order to allow for the gradual transfer of services to a new Agency.

At the end of the framework contract, the Agency will refrain from preventing any existing temporary employees it previously placed with ITC to continue working with the ITC

through any new provider of temporary employment service which may be contracted pursuant to a lawful selection carried out by ITC.

SECURITY DEPOSIT

The awarded company will be required to provide a security deposit, equal to 10% of the contract value, before signing the contract which can be paid in the form of a bank guarantee or insurance policy. Any costs for obtaining the guarantee will be borne by the company. The security deposit will be released and returned at the end of the contract. Taking also into account the framework contract nature of the agreement to be established, the ITC will evaluate the possibility to waive such a requirement for companies of proven financial solidity; such an evaluation will be part of the negotiation process with the awarded bidder.

EXPRESSION OF INTEREST

To express interest, please reply through the Traspare website (<https://ice.traspare.com>) no later than **5:00 p.m. (EDT)** on the closing date of **13 June 2024**. Include a company profile detailing your company's experience in the provision of temporary workforce management as well as a short note on how you envision to provide the requested services outlined in this request for Expressions of Interest (EOI). The individual overseeing this process will review your submission.

Expressions of interest received after the deadline will not be considered.

To participate, companies must meet the following requirements.

- 1 Be located in Canada and authorized and licensed to operate in all provinces
- 2 Possess the required qualifications, fully compliant with local laws

This EOI does not imply any commitment on the part of ITC, whether financial or otherwise. ITC reserves the right to accept or reject all or part of the EOI without any obligation to inform the concerned applicant(s) of the reasons.

The submission of an expression of interest does not automatically warrant an invitation to bid. This notice serves as a market survey and does not constitute a contractual proposal. The ITC Toronto Office is prepared to invite a minimum of five candidates to bid. ITC reserves the right to proceed with a number lower than the aforementioned minimum if it is not reached.

The invitation letter, tender information and participation instructions will be dispatched to interested operators by **June 14 2024**, via the Traspare website (<https://ice.traspare.com>), after the verification of eligibility requirements.



For any information and technical issues with the platform, please contact the Italian Trade Commission at toronto@ice.it

Marco Saladini
Italian Trade Commissioner

