



ITALIAN TRADE AGENCY
Hong Kong Office

Date: 15/12/2021
Prot. n°: 0141883/21

REQUEST FOR PROPOSAL

ADMINISTRATIVE ASSISTANCE SERVICES ON PROCUREMENT ISSUES

The Italian Trade Agency (also known as Italian Trade Commission), Hong Kong Office (hereinafter “ITA”), is looking for the captioned services with the following specifications, terms and conditions:

Description of the requested services

The services shall include mostly, but not limited, to research, analysis and interpretation of Hong Kong laws and regulations in order to comply with them, namely in the areas of procurement and labour, employment contracts, work place safety, anti-corruption terms that apply to contract for tenders, and the recent and upcoming regulations related to COVID-19 emergency; and supporting ITA in drafting contracts to supplier, service tenders, labour and administrative documents for conducting its activity in Hong Kong.

Date of Period

1 January 2022 – 31 December 2022

Budget Limit

Estimated budget for the requested services would not exceed **HKD\$ 90,000.00**

Vendors' selection criteria

Services will be assigned to the law firm who will submit the offer with **lowest hourly rate** offer.

Vendor's general requirements:

Interested law firms should also be already qualified in the ITA's Vendors List.

If not, they should register to the **ITA's Vendors Registration Portal** at the following web link:

https://www.ice.it/en/sites/default/files/inline-files/0012323-19regolamento-albo-fornitori-english-version-protocollato-1_2.pdf

Please pay extra attention to the registration instructions and to the documents to be submitted.



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Professional requirements:

Knowledge of Hong Kong Laws and Italian Laws; being able to write memos and documents by using the appropriate legal and administrative terms in compliance to the Hong Kong Laws.

Proposal submission deadline

Kindly provide ITA your offer expressed with **hourly rate** by **31 December 2021**.

IMPORTANT DISCLAIMER

This request of Proposal remain subject to the approval of the budget by ITA's Headquarters in Rome and does not lead ITA having any specific obligation regarding the continuation of the negotiation and the stipulation of a contract.

Each service will be upon request for the period from 1 January 2022 to 31 December 2022. ITA will entrust the selected law firm through single contracts based on the quotation provided, in terms of hour(s) required at the hourly rate quoted and confirmed according to this proposal for each specific service requested. Each single contract will specify the services needed, as well as the time frame of the service and the related cost.

Payment

Payment will be settled after completion of each single service confirmed through bank transfer upon presentation of the related invoice.

For any further information required, please contact :

Mr. Tyrone Mong Tel: 2846 6500 Email: hongkong@ice.it

Yours sincerely,

Gioia Morena Gatti
Trade Commissioner