



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e  
l'internazionalizzazione delle imprese italiane

ITALIAN TRADE AGENCY

Seoul Office

15th Fl., Cheonggye Hankook Bldg, 11 Cheonggyecheon-ro Jongro-gu,  
03187 Seoul, Republic of Korea

[seoul@ice.it](mailto:seoul@ice.it)

## **RULES AND REGULATIONS FOR SELECTION AND MANAGEMENT OF THE “REGISTER OF SUPPLIERS” OF THE ITALIAN TRADE AGENCY OFFICE IN SEOUL**

The present rules and regulations are intended to set up the official Register of Suppliers of the Italian Trade Agency Office in Seoul (ITA Seoul) for the procurement of goods and services, functional to its institutional tasks.

### **Art. 1 - INTERESTED PARTIES (COMPANIES AND INDIVIDUALS)**

Enterprises, companies, consortia, cooperatives, individual entrepreneurs and artisans with a stable presence in the country can enroll themselves in the Register of Suppliers of the Italian Trade Agency Office in Seoul.

### **Art. 2 - STRUCTURE OF THE REGISTER OF SUPPLIERS**

The Register of suppliers is divided into 5 Macro Sectors as follows:

Macro-Sector A - ORGANIZATION OF EXHIBITIONS AND TRADE SHOWS

Macro-Sector B - OFFICE SUPPLIES

Macro-Sector C - OFFICE FURNITURE AND MACHINES

Macro-Sector D - WORKS AND / OR MAINTENANCE

Macro-Sector E – TECHNICAL AND ADMINISTRATIVE ASSISTANCE

Within these Macro Sectors, there are sub-categories, detailed on the Italian Trade Agency official website ([www.ice.gov.it](http://www.ice.gov.it)) and available from ITA Seoul upon request.

Each supplier or contractor can apply for a maximum of 2 Macro-Sectors and maximum of 5 sub-categories. Each Sector/Category has to be coherent with the company objective.

ITA Seoul reserves the right to accept enrolment applications.

Suppliers or contractors must meet the following basic requirements and respect the following rules:

- have to be registered with the local Commercial and Business Register;
- have to comply with all the relevant labor and employment laws, and employ workers according to the applicable laws and regulations or national collective labor agreements;
- have to declare to be in possession of the requirements of professional competence, economic, financial and technical professional capacity;
- have a good record in paying taxes and social insurance according with the applicable laws and regulations;



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- have no record of material violations in its business activities in the past three years;
- should not be incurred in the three-year period prior to the application for registration verified and serious cases of non-fulfilment or shortcomings in the execution of contracts with the Agency which have led to the dissolution of the contract or the suspension of the contracted order.

In the case of a consortium of companies, the above requirements have to be possessed by the consortium and each of the associated companies.

#### **Art. 4 - APPLICATION PROCEDURE AND DOCUMENTATION REQUIRED**

Companies and individuals interested to be enrolled in the Register of Suppliers shall send the attached application form (Supplier Form) to the e-mail address [seoul@ice.it](mailto:seoul@ice.it).

The Application Form has to be signed by the applicant or by the Legal Representative of the applicant and has to be sent by an official e-mail address of the contractor and supplier.

If signed manually, the application form needs to be scanned together with a copy of the identity document of the person who has signed it. If signed in a digital way the application form needs to be scanned without any identity documents.

Further to the application form, individuals need to provide the following documents:

- a valid ID document (such as ID Card or passport);
- curriculum vitae (including information such as education, background, previous experiences, professional skills and certificates, etc.);
- references provided by previous employers or clients who purchased Goods or engaged Service from the individual applicants over the last three years.

Further to the application form, companies need to provide the following documents:

- a valid Company registration document (such as Business License, Certificate of Incorporation, etc.);
- valid financial statements over the last three years;
- Tax registration certificates;
- Professional Certificates;
- licenses or permits required in conducting sales of specific Goods or providing specific services;
- at least two references provided by previous clients who purchased Goods or engaged Service from the company applicants over the last three years.

Exhibition/Trade Fair Boost Setting Up/Preparation Contractor/Supplier are required to provide additional documents as follows:

- references related with the settings up provided during the last 3 years;
- technical specification of the most important settings up with relevant pictures and relevant information (such as information for each setting up, details of the design and measures of the area set up, materials used in the setting up, etc.).
- list of equipment required for Exhibition/Trade Fair Boost setting up usage owned by the contractor/supplier, included warehouse or the factories of the contractors/suppliers.

Please be informed that the fulfilment of the documents doesn't mean that the applicants have been selected or included in the Register of Suppliers. ITA reserves sole discretion to determine which contractor and supplier is selected.

#### **Art. 5. REGISTRATION**

ITA Seoul reserves the right to verify all information, prior to qualifying any applicant as Registered Supplier.

The documentation submitted will be evaluated within 30 working days from receipt. If needed and in case of incomplete or not in conformity documentation, the applicant will receive a request for clarification by e-mail.

Applicants selected to be enrolled in the Register of Suppliers have the obligation to inform ITA Seoul of any change in provided information, within 30 days of such occurred variation.

Every year ITA Seoul will require Registered Suppliers to review the information submitted at the time of registration and to update it, if necessary. In case of no feedback within 60 days, it reserves the right to cancel such Registered Supplier.

ITA Seoul reserves the right to verify all information and documents provided by the applicant even after qualification and to cancel registration at any time if requirements are not met.

#### **Art. 6. EVALUATION OF SUPPLIERS AND CONTRACTORS**

All Registered Suppliers are subject to evaluation by ITA Seoul on an on-going basis and assessed at its sole discretion.

The evaluation is assessed upon a score from 1 to 5 (1 very poor, 2 inadequate, 3 adequate, 4 good, 5 excellent), considering the overall level of the performance, referring for example delivery times, product/service conformity to requirements, problem solving, disruptions.

#### **Art. 7 - SUSPENSION OF REGISTRATION**

Registration can be suspended for a time period of no less than six months and no more than one year if the Registered Supplier reports an average rating of less than 3.

The suspension may occur even in case of failure of communication of changes regarding the information provided, if the Supplier has judiciary proceedings in progress or when the Supplier is in default with contractual obligations to the Italian Trade Agency.

The suspension is communicated to the interested party via e-mail.

#### **Art. 8 CANCELLATION**

The cancellation from the Suppliers and Contractors Register occurs in the following circumstances:  
- no compliance with one or more of the conditions of these Regulations;



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- with last three consecutive evaluations that do not reach the average level of 3 points;
- the registered subject has already undergone a non-revoked suspension or has reported at least 3 cases of suspension within a time frame of 3 years;
- the registered subject has been excluded from the tenders by other State Administration bodies or other Diplomatic representations;
- the registered subject is guilty of repeated breaches of contract with ITA;
- in case of absence of response, without explanation, to a request;
- the registered subject has not responded within one year to the annual updating requested;
- loss of requirements after the enrolment.

The cancellation will be communicated to the interested party via e-mail.

#### **Art. 9 - PARTICIPATION IN THE PROCEDURES – SELECTION OF THE REGISTERED SUPPLIERS**

In the selection of suppliers to be invited, ITA Seoul follows the indications mentioned in the Italian legislative decree 50/2016, in particular to article 36 – contracts below threshold - as well as in guideline no. 4 of ANAC (Italian Authority for the Supervision of Public Contracts).

ITA Seoul reserves the right to decide the convocation of enrolled subjects on the basis of the evaluations that take into consideration both of the company potentials as well as a rotation of invites amongst the enrolled members in the register for the relevant merchant category, in addition to the evaluations mentioned in the preceding art. 6.

The rotation will also take into consideration:

- the number of Suppliers and Contractors registered in the category;
- the existence of other contracts in progress and the quality of the service already provided;
- failure to reply to previous invitations;
- possession of specific requirements (such as technical-professional, economic-financial).

Participation to any tender will be separately regulated through a tender process.

#### **Art. 10 - PROCESSING OF PERSONAL DATA**

All the personal data received by ITA Seoul in execution of this regulation, will be collected and processed exclusively for the purposes permitted by local law and in compliance with the provisions contained in the local current legislation regarding the protection of personal data. The provisions of the Regulations must be considered replaced, modified, repealed or automatically disappplied, where the relative content is incompatible with local supervening, mandatory provisions of laws or regulations