

Vendor Registration Regulation

The Italian Trade Agency in Riyadh is pleased to announce that have worked to provide vendors with a powerful yet easy-to-use tool to prepare and submit application for registration with Italian Trade Agency.

This regulation summarizes the methods of registration and current management of the Supplier Register established at the ICE AGENCY Office in Riyadh.

The same considers the contents of the Guidelines nr. 4 of implementation of the legislative decree of 18 April 2016 nr. 50 approved by the National Anti-corruption Authority with resolution 1097 of October 26, 2016, which also refer to the formation and management of the lists of economic operators.

Why Register?

After making yourself familiar with the ITA Riyadh business opportunities at the ITA Riyadh [Expression of Interest](#) website, registering is the first step to be considered for participating in tendering exercises in an easy and systematic way.

Interested Parties (Economic Operators)

The subjects referred to in the art. 45 paragraph 1 and paragraph 2 letters a), b), c), d), e), f), g) of Legislative Decree 50/2016.

The registration criteria allow vendors to select the level of business activity they wish to participate in that best matches their capacities, business scope and commercial strategy.

Art, 1 - Basics for Applying

Pre-requisites for Eligibility: As part of the registration process, vendors are required to declare that they meet the pre-requisites for eligibility as this commercial criterion:

1. Have adequate financial resources to perform the contract or the ability to obtain them.
2. Be able to provide audited financial statements for completed fiscal years upon request.
3. Be able to comply fully and effectively with Italian Trade Agency in Riyadh general terms and conditions of contract.
4. Have the necessary organization, facilities, experience, accounting and operational controls; adequate insurance and technical skills (including, as needed, quality controls, property and production control systems, standards and safety programs applicable to goods produced or services performed).
5. Have a record of satisfactory performance with ITA when applicable.

6. Have sufficient material and financial resources to meet all existing commercial commitments.

Supplier Code of Conduct: Vendors are also required to comply with the ITA Riyadh Supplier Code of Conduct.

Meeting the Registration Criteria: It is highly recommended that your company prepare in advance to meet the registration criteria for applying in order to efficiently process your application.

Art 2 - STRUCTURE OF THE SUPPLIERS 'REGISTER

The Suppliers Register is subdivided into 5 commodity macro-sectors, which are divided into sectors, product categories and sub-categories of products / services. The subdivision into macro-sectors is as follows:

Macro-Sector A ORGANIZATION EXHIBITIONS AND EXHIBITIONS

Macro-Sector B OFFICE OFFICES

Macro-Sector C FURNITURE AND OFFICE MACHINES

Macro-Sector D WORKS AND / OR MAINTENANCE

Macro-Sector E SERVICES AND CONSULTATIONS

It is possible to request the insertion in a maximum of 2 commodity macro-sectors among those indicated above and it is mandatory to indicate the related sectors - interest categories and sub-categories - in a maximum number of 5. Each sector / product category for which economic operators require registration, must be consistent with the corporate purpose of the company, resulting from the registration of the operator at the Chamber of Commerce Jordan and refer to the prevailing activity.

The detailed list of the product division is in attachment.

The ICE-Agency reserves the right to accept requests for registration only for those goods and services that may be needed.

For Basic Level - Estimated Contract Award less than Euro 40,000

Information that will be requested (see vendor form attached):

- Company Name, Company's most senior official, Company type, License number, Country/Area, Telephone number, Number of employees
- Company address
- Registration type
- Contacts: including name, title, telephone, e-mail, etc.
- Commodity Codes
- Declaration of eligibility

Art. 3 - Requirements for Registration

For accepting the application for registration, the economic operator:

- must be registered with the Saudi Arabia Chamber of Commerce, for the category of service or supply for which registration is requested or with the competent professional associations;
- must not be in one of the grounds for exclusion provided for by art. 80 of Legislative Decree 50/2016;
- must comply with the labor contracts in force in Saudi Arabia
- must declare to be in possession of the requisites of professional competence, economic and financial capacity and technical-professional capacity, as per art. 83 of the mentioned decree;
- must not be incurred in the three-year period prior to the application for registration in ascertained and serious breaches and deficiencies in the execution of contracts with the Agency that have led to the termination of the contract or the revocation of the award.

N.B. In the case of a consortium the above requirements must be possessed by the consortium and each of the associated companies

Important Tips and Information

Selection of codes from the Italian Trade Agency Standard Product and Services Code: . It is important for vendors to note that, **they are limited to select max 2 macro-sector.**

Therefore, vendors are encouraged to prioritize and limit their selection of the codes to ensure that their “core” goods and/or services are fully represented.

Change of Company Status/Information: When the status of your company changes from the time of registration, you are required to update your company profile by submitting an e-mail at riyad@ice.it the new and valid copy of the document issued by your public authority that confirms the status without delay.

Invitations to tendering exercises: Submitting a completed application at Italian Trade Agency does not mean that you will be automatically included in the Database. Registration will depend on the result of the evaluation. ITA Riyadh will attempt to include all registered vendors in vendor solicitations for each commodity category.

Art. 4 Evaluation of Registered Suppliers

It should be noted that the registered suppliers who are entrusted with the supply of a good, the provision of a service, or the realization of a work for the ICE-Agency, are subject to assessment by the Head of the ITA Office of Riyadh . This evaluation is expressed in scores from 1 to 5 (1 very poor, 2 insufficient, 3 sufficient, 4 good, 5 excellent). For each type of supply different elements of evaluation are foreseen (not only technical, but also referred, for example, to delivery

times, to the conformity of the product-service rendered, to the percentage of disservices created, to problem solving). The evaluations are then re-elaborated by the Administration Office of the ITA Office of Riyadh, which develops an average for each contract with respect to the various elements assessed, also for the purposes of future selections. Moreover, in the event that a supplier stipulates more than one contract with the Administration, these will be subject to several evaluations, on which the average will be executed.

At the request of the operator, it is possible to receive a copy of the evaluation form whose facsimile can be viewed online on the pages dedicated to the Supplier Register.

Art. 5 Participation in Economic Procedures

In consideration of the obligation for the Public Administrations to verify at a preliminary stage the presence on the Electronic Market of the Public Administration (MEPA) of the products / services to be acquired, the selection of the operators through the Register of Suppliers will take place mainly because there are no economic operators registered at MEPA in Saudi Arabia. In selecting suppliers to invite the ITA AGENCY, it complies with the indications contained in the Legislative Decree 50/2016, in particular article 36 - contracts below threshold - as well as in the guidelines nr. 4 of the ANAC mentioned in the introduction.

The ITA-Agency reserves the right to decide the convening of the registered subjects on the basis of assessments that take into account both the company's potential, and a rotation of the calls between the members of the Register for the same product category, as well as the assessments referred to in previous art.12. Regarding the rotation, in addition to the comparison in the supplier list, we will also consider:

- the number of members in the category;
- the existence of other contracts in progress and the quality of the service already rendered;
- the principle of the exceptionality of the invitation addressed to the outgoing supplier (with the relative admissible exceptions);
- failure to reply to previous invitations;
- possession, in some cases, of requirements (technical-professional, and economic-financial).

In some cases, the draw or scrolling of names in alphabetical order can also be envisaged for groups of ten to fifteen operators. In case of recourse to the draw system, this will be carried out in a public session which will be announced in the transparent administration section, section calls for tenders and contracts, notices, present on the page [https://www.ice.it/it/mercati /Saudi Arabia](https://www.ice.it/it/mercati/Saudi%20Arabia).

The registration itself does not entail any automatic title to receive invitations.

Art. 6 - SPECIAL DOCUMENTATION

For the merchandise sector A01 - "Exhibition layouts" (the on-line sheet also contains technical information on the company structure and the set-ups) must be produced:

1. the references relating to the main exhibits made over the last three years, a detail with all the technical characteristics of the most representative stands, possibly supplemented by photographic documentation (it is recommended to indicate detailed information on at least one set-up made for each geographical area for which requires registration with the indication of the net area set up, the place of execution and the materials used (eg: octa norm, tall pole, wood, etc.), where these documents are too heavy, they can be forwarded via multiple mailings;

2. the list of equipment owned and the extension of plants and warehouses. Attention - The insertion in sector A01 will take place by the competent office only after having carried out the evaluation of the documents referred to in points 1) and 2).

Following this evaluation, the enrollment parameters will be identified, concerning:

Surface in sqm.	Geographical area	Materials used In base
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to these elements, the registered company may be selected for the purpose of the invitation to tender prepared by the Agency.

Art. 7 SUSPENSION OF THE REGISTRATION

The effectiveness of the registration in the Suppliers Register is suspended for a period of time, not less than six months and not more than one year, if the supplier reports an average rating of less than 3. The suspension can also be arranged when verify an omission to communicate the changes concerning the information contained in the company registry, if the supplier has a legal and / or arbitral proceedings with the Agency (until the end of the same), or if the supplier is guilty of delays in deliveries, negative inspections, temporarily fails to fulfill one of the obligations provided for in the execution of the contract entrusted to him.

The suspension provision is adopted by the Director of the ICE Office of Riyadh and may be revoked for:

beginning of the term indicated in it,

when the interested party provides documented evidence that the conditions that led to its adoption have lapsed, or may be converted into cancellation, when it is established that these conditions have not lapsed.

The suspension will be communicated to the interested party by e-mail

Art. 8 CANCELLATION

The cancellation from the Suppliers Register is arranged if the registered supplier is:

1. If [they](#) did not do their duty with one of the situations reported in the art.3 of this regulation;
2. in the presence of assessments that do not reach level 3, referring to more than one supply / service;

3. if the registered subject has already undergone a suspension measure that has not been revoked or has reported at least 3 suspension measures over a 3-year period;
4. if it has been excluded from tenders by other State Administrations;
5. is guilty of repeated breaches of contract;
6. manifested and persistent disinterest in contracting (failure to respond, not motivated, to at least three requests for an estimate in a two-year period);
7. if it has not given feedback for two years to the requested annual update;
8. ascertained loss of access requirements after registration. The cancellation will be communicated to the interested party via PEC, in cases 1 to 5; no communication will be given in reference to cases 6 and 7.

The cancellation order is adopted by the Director of the Organization, Administration and Human Resources Coordination Office on the proposal of the Director of the Office for Heritage, Procurement and General Services. The person canceled in cases 6 and 7 can present an application for a new registration after a period of no less than two years from the date of the relevant provision.

TREATMENT OF PERSONAL DATA

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

RULES OF CONDUCT OF CONTRACTORS AND/OR STAFF OF THE CONTRACTOR -CONCESSIONARIE

In the execution of the contract/assignment/agreement, the trader/professional/contractor undertakes to fully respect the Code of Conduct adopted by ITA (Italian Trade Agency) with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Directors by resolution no. 402/17 on 24 January 2017. The Code of Conduct and Disciplinary procedure of the ITA is available on the website www.ice.gov.it – at the section "Amministrazione Trasparente"- "Disposizioni generali"- Atti generali:

http://ww2.gazzettaamministrativa.it/opencms/export/sites/default/_gazzetta_amministrativa/amministrazione_trasparente/agenzie_enti_stato/agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_1389874530679/1494585254145_code_of_conduct_for_ice-agency_employees-2017.pdf