

# REGULATIONS FOR ENROLMENT AND MANAGEMENT OF THE REGISTER OF SUPPLIERS

## HOW TO BECOME A REGISTERED SUPPLIER FOR THE ITALIAN TRADE AGENCY IN SYDNEY

### Introduction

ITA-Italian Trade Agency is the Italian Government Agency that supports the development, growth and expansion of Italian businesses abroad, promotes the attraction of foreign investments to Italy, and implements the strategies introduced by the Italian Ministry for Economic Development.

As an entity that forms part of the Italian public sector, ITA must apply the principles of loyalty, fairness and transparency in any transaction or dealing with partners, customers and suppliers (“Contractual Partners”).

With the present Regulations, ITA intends to set up an official Register of Suppliers for the procurement of goods and services that are functional to its institutional tasks.

### 1. How to become an ITA Registered Supplier

All Companies with a stable presence in New Zealand and interested in pursuing opportunities to work with ITA-Sydney Office, should complete a registration application (“Application Form”). The application represents an expression of interest to conduct business with ITA.

Should the application be successful, the Supplier will be included in a list of prospective suppliers that will be considered by ITA for the purpose of providing goods and services to its office located in Sydney, from time to time and in accordance with ITA’s needs.

### 2. Right to Privacy

All information provided to ITA in the Application Form will be collected, treated, and used solely for the purpose set forward by these Regulations.

For any additional information about the processing of data, you can contact: ITA – Italian Trade Agency, 19/44 Market Street, Sydney-NSW 2000, Attn: Simona Bernardini, Trade Commissioner (sydney@ice.it).

### 3. ITA Register of Suppliers

ITA Register of Suppliers is divided into 5 Macro Merchant Sectors, comprising a number of sub-contractual categories (see Annex 1).

- **Macro-Sector A ▶ EXHIBITIONS, FAIRS AND RELATED SERVICES**
- **Macro-Sector B ▶ OFFICE SUPPLY**

- **Macro-Sector C ▶ FURNITURE AND ELECTRONIC MACHINERY**
- **Macro-Sector D ▶ WORK AND MAINTENANCE**
- **Macro-Sector E ▶ SERVICES AND CONSULTANCY**

Each Supplier can apply for a maximum of 2 Macro-Sectors. It is mandatory to indicate a sub-category (Annex 1). Each Sector/Category has to be coherent with the company objective.

Please note that registration and qualification as ITA's Supplier does not guarantee a contractual agreement with ITA for future services.

ITA will acknowledge registration only for such categories within the scope of its institutional activities, and reserves the right to accept enrolment requests.

#### **4. General Requirements**

To develop a mutually beneficial business relationship with ITA, the Supplier must meet some basic requirements and respect the following principles:

**Business Ethics:** serving the needs of the business without harmful or unlawful activities; not being involved in any corrupt, collusive or coercive practices.

**Correctness:** complying with all necessary regulatory requirements and ensuring that all processes are verified and documented.

**Transparency:** not being involved in any fraudulent activities or misrepresenting information for the purpose of influencing the selection and contract awarding processes in its favour.

**Cost-effectiveness:** complying with the principles of sound financial management.

If at any time ITA determines that the Supplier is in violation of the above-mentioned principles, registration may be rejected as ineligible.

The respect of fundamental human rights and labour standards must be accepted as a condition of contracting with ITA. Any refusal of these terms shall constitute grounds for rejection of the Supplier's registration.

#### **5. Requirements for Registration**

To become a Registered Supplier, the Company must:

- have had no serious breaches of contract with ITA over the last 3 years;
- be registered with NZCO – New Zealand Companies Office;
- comply with the New Zealand employment laws;
- fill in the "Application Form" (including Annex 1);
- subscribe the attached "Terms and Conditions";
- subscribe the attached "Statutory Declaration".

## **6. Additional Documentation Required**

For specific categories of supplier/service, additional documentation is required, as follows.

### INDIVIDUAL – SOLE TRADER

- Curriculum vitae;
- permanent VISA and/or citizenship (ITA doesn't offer visa sponsorships);
- at least two letters of references, released during the last 3 years, for services provided within the category of application.

### EXHIBITIONS, FAIRS AND RELATED SERVICES CATEGORY

- Reference to exhibition set ups constructed over the last 3 years (technical features; materials utilized; net surface; graphics; photographic documentation, location);
- list of equipment owned and warehouse (if any).

Registration will be finalized upon evaluation of the additional requested documentation. Registration in this category will allow the company to be selected for invitations to participate in tenders for Italian Pavilions at International Trade Shows in New Zealand.

## **7. Registration and Quality of Information**

ITA reserves the right to verify all information submitted therein, prior to qualifying any prospective Supplier as approved contractor. The documentation submitted will be evaluated within 30 working days from receipt: if found to be incomplete or not in conformity, the prospective Supplier will receive a request for clarification by e-mail.

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

Prospective Suppliers selected to become Registered Suppliers have the obligation to inform ITA of any change in provided information, within 30 days of such occurred variation.

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

## **8. Evaluation of Suppliers**

All Suppliers are being evaluated by ITA on an on-going basis, and assessed at ITA's 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, including delivery time, problem solving, product/service conformity to requirements, disruptions.

If a Supplier stipulates more than one contract with ITA, these will be subject to several evaluations, and the average will be considered.

## **9. Suspension of Registration**

Registration can be suspended through a formal communication for a period of no less than 6 months and no more than 1 year, if the Supplier reports an average rating of less than 3.

Suspension can occur also in case of failure to communicate changes concerning the information provided for the Supplier's records, if the Supplier has a legal proceeding in progress, or if he is in default with contractual obligations to ITA.

The suspension provision can be revoked at ITA's sole discretion when the Supplier provides documented proof that the conditions that led to its adoption have lapsed, or it can be turned into cancellation, when it is established that these conditions have not lapsed.

## **10. Cancellation of Registration**

Cancellation from the Register of Suppliers may occur in the following circumstances:

1. the Supplier did not comply with one of the conditions of these Regulations;
2. in the presence of 3 consecutive evaluations that do not reach the average level of 3;
3. 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. the Supplier is guilty of repeated breaches of contract with ITA;
5. manifested and persistent lack of interest in contracting (not motivated, failure to respond to at least three requests in a two-year period);
6. the Supplier has not given feedback for two years to the requested annual update;
7. loss of Requirements of Registration after enrolment.

The cancellation from the Register of Suppliers will be formally communicated to the Company, except in reference to circumstances outlined above at points 5 and 6. The Supplier cancelled in circumstances outlined at points 6 and 7 can present an application for a new registration after a period of no less than 12 months from the date of the relevant provision.

## **11. Participation in tenders**

Only Companies enrolled in ITA Suppliers Register can be invited to participate in tenders. Nevertheless, the enrolment in itself does not include any automatic entitlement to be invited. ITA reserves the right to decide which Registered Suppliers to invite to participate, on the basis of evaluations that take into account both the Supplier's potential and the rotation of the calls for the same product category. The rotation will also take into account:

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

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