

REGULATIONS FOR THE ENROLMENT AND MANAGEMENT OF THE REGISTER OF SUPPLIERS FOR THE ITA - ITALIAN TRADE AGENCY IN CANADA: TORONTO AND MONTREAL OFFICES

Introduction

The current modalities of formation and management of the register of suppliers instituted by the ITA – Italian Trade Agency offices in Canada are summarised in these internal regulations.

1. Procurement Policy

The ITA - Italian Trade Agency is the Italian Government Agency that supports the development, growth and expansion of the Italian businesses abroad, promotes the attraction of foreign investments to Italy, and implements the strategies introduced by the Italian Ministry for Economic Development. It operates in Canada, Toronto and Montreal offices, as the Economic Section of the Consulate General of Italy. It has to adopt the fundamental principles of transparency, fairness, meritocracy and competitiveness for its procurement policies, and conducts itself in accordance with prevailing legislation in Canada.

2. Interested Parties

All enterprises, companies and consortia that wish to supply good and/or services to the ITA - Italian Trade Agency, have to enroll themselves in the Suppliers Register, in accordance with the process outlined below.

3. Structure of the suppliers register

The ITA - Italian Trade Agency Register of Suppliers is divided into 5 Macro Merchant Sectors, distinguished internally in sectors, that represent merchant categories of products/services. The division in the macro-sectors is as follows:

- 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

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- 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 the registration and qualification as the ITA - Italian Trade Agency's Supplier does not guarantee a contractual agreement with the ITA - Italian Trade Agency for future services.

4. Requirements for registration

For the purpose of accepting requests for enrolment, the company:

- has to possess a univocal identification code of the company for taxation purpose (Business Number);
- comply with the employment laws;
- fill in and attach the "Application Form"
- subscribe and attach the "Terms and Conditions"
- subscribe and attach the "Declaration Statement"

In the case of aggregation amongst companies/consortia, each company in the group or consortium, as the case may be, are required to satisfy the requirements above.

5. Additional Documentation Required

Additional documentation may be requested like references issued by Public or Private sector clients for whom the company has carried out work, services or supplies similar to the ones for which it is requesting enrolment;

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

Individual – Sole trader

- curriculum vitae;
- permanent VISA and/or citizenship;
- residence declaration form;
- at least two letters of reference, released during the last 3 years, for services provided within the category of application.

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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).

6. Procedure to apply for enrolment

The process of application for enrolment commences with the Supplier compiling and submitting the following documents.

The enrolment form and all attached documentations, as per paragraph 4, must be completed, printed and approved by the legal representative. They must be signed and scanned together with the identification document of the signatory and sent to the following email address: toronto@ice.it. The Supplier will receive an email confirming registration is complete.

Any queries on the procedure or documentation required for enrolment should be directed to the following email address: toronto@ice.it.

7. Registration and Quality of Information

The ITA - Italian Trade Agency 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.

The ITA - Italian Trade Agency 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 the ITA - Italian Trade Agency of any change in provided information, within 30 days of such occurred variation.

Every year the ITA - Italian Trade Agency 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, the ITA - Italian Trade Agency reserves the right to cancel such Registered Supplier.

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8. Evaluation of Suppliers

All contracted Suppliers will be evaluated by the ITA - Italian Trade Agency on an on-going basis, and assessed at the ITA - Italian Trade Agency's sole discretion.

The evaluation is based 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 the ITA - Italian Trade Agency, these will be subject to several evaluations, and the average will be considered.

9. Suspension of enrolment

The effectiveness of the enrolment to the Suppliers Register is suspended for a time period of no less than six months and no more than one year if the evaluation results for the supplier are less than 3.

The suspension may take place even in case there is an omission of communication of variation regarding the information contained in the company profile, if the supplier has judiciary proceedings in course or when the supplier is defaulting with delays in deliveries, negative tests, is not completing on time the execution of obligations listed in the contract entrusted to him.

The application of the suspension is communicated to the company through a formal communication.

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 of a 3-year period;
4. The supplier is guilty of repeated breaches of contract with the ITA - Italian Trade Agency;
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 at points 5 and 6. The supplier cancelled in circumstances

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outlined at points 6 and 7 can present an application for a new registration after a period of no less than 12 months from date of the relevant provision.

11. Participation in tenders

In the selection of suppliers to be invited, the ITA - Italian Trade Agency follows the indications mentioned in the Italian legislative decree 50/2016, in particular to article 36 – contract below threshold – as well as in guidelines no.4 of ANAC and the decree 192/2017 issue by the Ministry of Foreign Affairs and International Cooperation.

The ITA - Italian Trade Agency reserves the right to decide the convocation of the enrolled subject on the basis of the evaluations that take into consideration both of the company potentials as well as a rotation of the invites amongst the enrolled members in the register for the relevant merchant category, in addition to the evaluations mentioned above.

With regard to the **rotation**, one will also take into account:

- The number of enrolled parties in the category
- The existence of other active contracts and of the quality of the services already provided;
- The principle of exceptionality of the invite extended to the exiting supplier (with the relative admissible exceptions);
- The missed meetings for previous invites;
- The possession, in some cases, of particular requisites (technical-professional, and economic-financial).
- It will also be possible to look into the possibility of drawing lots or the scrolling of the nominations in alphabetical order for groups of ten/fifteen operator in some cases.

The enrolment in itself does not include any automatic entitlement to receive invites.

12. Right to Privacy

All the data that comes into the hands of the Agency, while carrying out the current regulations, will be collected and processed exclusively for the purposes allowed by the Italian Law and in conformity with the provisions included in the legislation in force for the protection of personal data.

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