



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy
Accra Office

REGULATIONS FOR THE REGISTRATION AND MANAGEMENT OF THE SUPPLIERS' REGISTER OF ITALIAN TRADE AGENCY IN ACCRA – TRADE PROMOTION SECTION OF ITALIAN EMBASSY IN ACCRA, GHANA

This regulation summarizes the current registration and management procedures of the Supplier List established at ITALIAN TRADE AGENCY IN ACCRA – TRADE PROMOTION SECTION OF ITALIAN EMBASSY IN ACCRA, GHANA.

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 Italian 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.

Art. 1 INTERESTED PARTIES (Economic Operators)

They can register with the Italian Italian Trade Agency in Accra Suppliers' Register: individual entrepreneurs, artisans, companies (or consortia of companies), and cooperatives.

Art. 2 STRUCTURE OF THE SUPPLIERS REGISTER

The Suppliers Register is subdivided into the following 5 (five) commodity macro-sectors, and into 2 (two) amount ranges:

Macro-Sector A - ORGANIZATION OF EXHIBITIONS AND TRADE SHOW

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

1st amount range: less than 40,000.00 Euros, or corresponding amounts in local currency;

2nd amount range: from 40,000.00 Euros to 220,999.00 Euros or corresponding amounts in local currency.

It is possible to request the insertion in a maximum of 2 (two) commodity macro-sectors and in a maximum of 1 (one) amount range among those indicated above.

Each sector/product category for which economic operators require registration must be consistent with the corporate purpose of the company, resulting from registration with the local Commercial and Business Register and referring to the prevailing activity.

The Italian Trade Agency in Accra reserves the right to accept requests for registration only for those goods and services that may be needed.



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy
Accra Office

Art. 3 REQUIREMENTS FOR REQUESTING REGISTRATION

For accepting the application for registration, the economic operator:

- must be registered with the local Commercial and Business Register;
- must comply with national collective labor agreements and supplementary agreements;
- must declare to be in possession of the requirements of professional competence, economic and financial capacity and technical-professional capacity;
- 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 Italian Trade Agency in Accra 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.

Art. 4 METHOD OF REGISTRATION

The registration in the supplier register is started filling in a form which can be downloaded from the following web site: <https://www.ice.it/en/markets/ghana/accra>.

In case of doubt in the compilation, an email can be sent to the following address: accra@ice.it.

The above mentioned form must be completed, printed and signed by the legal representative and transmitted by e-mail to accra@ice.it, scanned together with a copy of the identity document of the subscriber and with a copy of certificate of registration with the local Commercial and Business Register.

In addition to these self-certifications, the remaining documentation indicated in the following articles 5 and 6 must also be attached.

Filling out the above mentioned form has no registration value as the company will receive from the Italian Trade Agency in Accra **the confirmation of registration** only after the verification of the documents transmitted.

Art. 5 ADDITIONAL DOCUMENTATION REQUESTED

The documentation referred to in this article, as already highlighted above, must be sent together with the registration form:

FREE PROFESSIONALS:

- Curriculum vitae;



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy
Accra Office

- at least two references, over the last three years, issued by public or private entities for which the professional has carried out works, services or supplies like those for which he/she requests registration;
- **that is, as an alternative to the references**, a copy declared compliant with the original of the contracts and related invoices, all a date not earlier than three years from the date of the application for registration.

It should be noted that the employment of individual professionals is provided only in specific cases related to the nature of the service to be rendered.

INDIVIDUAL AND COLLECTIVE BUSINESSES:

- at least two references over the last three years, issued by public or private entities for which the company has performed works, services or supplies similar to those for which it requests registration;
- that is, **as an alternative to the references**, a copy declared compliant with the original of the contracts and related invoices, all a date not earlier than three years from the date of the application for registration

Art. 6 SPECIAL DOCUMENTATION

For the merchandise **sector A - ORGANIZATION OF EXHIBITIONS AND TRADE SHOW**, if it is related to "**Exhibition layouts**", the company must produce:

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 – e.g.: octanorm, 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 **A - ORGANIZATION OF EXHIBITIONS AND TRADE SHOW**, if it is related to "**Exhibition layouts**", will take place by the competent office only after having carried out the evaluation of the documents referred to in points 1) and 2) of this article.

Following this evaluation, the enrollment parameters will be identified, relatively to:

Surface in sqm. Geographical area Materials used

Based on the aforesaid elements, the registered company may be selected for the invitation to tender for set-up events banned by the Italian Trade Agency in Accra.



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy
Accra Office

Art. 8 TIME OF THE DOCUMENTAL INSTRUCTORY

The documentation produced will be examined and evaluated within 30 days of receipt and, if it is incomplete or irregular, the economic operator will receive a request for clarification/integration by e-mail.

Art. 9 CHECK THE REQUIREMENTS TO THE SAMPLE

Italian Trade Agency proceeds to carry out appropriate checks, including on the veracity of the substitute declarations made by the company.

Failure to comply with the results of the sample check will result in suspension or cancellation and, depending on the seriousness of the violation, reporting to the local competent judicial authorities.

Art. 10 OBLIGATION OF REGISTRY UPDATE

The subjects enrolled in the Register have the obligation to communicate to the Italian Trade Agency in Accra any variation of the data and information included in the Suppliers' Register, within 30 days from the occurrence of the aforementioned variations, under penalty of the adoption of the measures to the articles 13 and 14 that follow.

Each variation must be immediately communicate by filling in a new form, which must be completed, printed and signed by the legal representative and transmitted by e-mail to accra@ice.it, scanned together with a copy of the identity document of the subscriber, and, if necessary (e.g.: in case of change of company name) together with a copy of the new certificate of registration with the local Commercial and Business Register.

Art. 11 PERIODICAL UPDATE OF THE SUPPLIERS 'REGISTER

The updating of the Supplier's Register established at the Italian Trade Agency in Accra will take place at least annually. The mentioned Office will request the members to update the information by sending an e-mail to the address indicated in the form during registration.

At the time of receipt of the e-mail, the supplier will have to recompile and retransmit the registration form, specifying all the changes made during the year.

For the methods of sending, the provisions of Article 4 applies.

Only following this procedure will the update be considered complete.

Failure to reply to the update request within 60 days will not allow the supplier to be selected for tender procedures.



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy
Accra Office

Art. 12 ASSESSMENT OF THE REGISTERED SUPPLIERS

It should be noted that the registered suppliers entrusted with the supply of an asset, the provision of a service, or the execution of a work for the Italian Trade Agency in Accra, are subject to assessment by the Director of Accra Office and/or by any other relevant Official of the Italian Trade Agency itself.

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 Italian Trade Agency in Accra which develops an average for each contract with respect to the various elements assessed, also for the purposes of future selections.

Moreover, if a supplier stipulates more than one contract with the Italian Trade Agency Office in Accra, 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.

Art. 13 SUSPENSION OF REGISTRATION

The effectiveness of the registration in the Suppliers Register is suspended for a period, 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 be arranged even when there is an omission to communicate the changes concerning the information contained in the company registry, if the supplier has a legal and/or arbitral proceedings in progress with the Italian Trade 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 Italian Trade Agency in Accra and may be revoked for: starting the term indicated therein, when the interested party provides documented evidence 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.

The suspension will be communicated to the interested party by e-mail and letter sent by express courier.



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy
Accra Office

Art. 14 CANCELLATION

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

1. intemperate to 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 local Public 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 email and by letter sent via express courier, in cases 1 to 5; no communication will be given about cases 6 and 7.

The cancellation order is adopted by the Director of the Italian Trade Agency in Accra.

Professionals/companies cancelled 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.

Art. 15 PARTICIPATION IN PROCEDURES - SELECTION OF REGISTERED TRADERS

The ICE-Italian Trade Agency (Accra Office) reserves the right to decide the convening of the registered subjects based on assessments that consider 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, the following will also be considered:

- 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).



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy
Accra Office

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 of calls for tenders and contracts, notices, present on the Italian Trade Agency webpage (<https://www.ice.it/>).**

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

Art. 16 PROCESSING OF PERSONAL DATA

All data that the ICE- Italian Trade Agency (Accra Office) receives, 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 disapplied, where the relative content is incompatible with local supervening, mandatory provisions of laws or regulations.

Effective from 1st February 2019