

New York, January 25, 2022

prot 0008381/22

## REQUEST FOR PROPOSAL

### **Furniture relocation services**

The Italian Trade Agency, New York Office (hereinafter "ITA"), is looking for the captioned services with the following specifications, terms and conditions:

#### **Description of the requested services**

The services shall include disassembly and reassembly of metal furniture and movement of furniture within the office of the Italian Trade Commission located at 33 east 67<sup>th</sup> street New York, NY 10065.

#### **Date or Period**

**One day TBD in February 2022**

#### **Budget limit**

Estimated budget for the requested services would not exceed **US\$ 3,500.00**

#### **Vendors' selection criteria**

Services will be awarded to the lowest bid.

#### **Vendors' general requirements:**

Expertise in office furniture installation.



ITALIAN TRADE AGENCY

Interested companies should also be already qualified in the ITA's Vendors List. If not, they should apply to the **ITA's Vendors Registration Portal** at the following web link: <https://www.ice.it/en/markets/usa/new-york/vendor-registration-portal> Please pay attention to the registration instructions and to the documents to be submitted.

**Proposal submission deadline**

Kindly provide ITA your offer by **February 9th, 2022** @ 4 PM. Please send Your offer by email to: [newyork@ice.it](mailto:newyork@ice.it)

**IMPORTANT DISCLAIMER!**

**This Request for Proposal does not lead ITA having any specific obligation regarding the continuation of the negotiation and the stipulation of a contract.**

**Payments**

Payment will be settled after completion of the service confirmed through ACH bank transfer upon presentation of the related invoice. Under Italian public finance law we cannot provide more than a 30% deposit for almost all contracts.

For any additional information please contact:

Paul Williams - Email: [p.williams@ice.it](mailto:p.williams@ice.it)

Best regards,

Antonino Laspina  
Trade Commissioner

(signed in original)

