

**SUBJECT: REQUEST FOR QUOTATION FOR PROFESSIONAL ASSISTANCE CONTRACT CONCERNING ITALIAN TRADE AGENCY "TURKMENISTAN DESK"**

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment to Italy.

Pursuant to Ministerial Decree No. 192/2017 updated by D.M. 32/2024 (Italian Ministry of Foreign Affairs and International Cooperation decree regulating Italian public-sector procurement abroad), the Italian Trade Agency – Istanbul Office (hereinafter "ITA Istanbul") intends to receive offers for the supply of "Professional Assistance concerning the ITA Turkmenistan Desk" (for a period of 24 months). The ITA Turkmenistan Desk will also operate in close collaboration with the Italian Embassy in Turkmenistan.

In the offer, companies must designate a specific person/professional who will perform all Turkmenistan Desk-related activities in case the contract is awarded to them.

The main tasks and duties of the designated professional will be as follows:

- a) to actively focus on, screen and monitor the potential of Turkmenistan market by reporting to ITA Istanbul on a monthly basis;
- b) to write on-demand reports – duly instructed by ITA Istanbul - about the general outlook or any other aspect of Turkmenistan and on specific fields/sectors of interest for the Italian industry (such as textile machinery, food-processing plants, oil&gas equipment and so on);
- c) under the coordination of ITA Istanbul, to support Italian companies/persons/institutions in identifying market opportunities and local customers/business partners;
- d) under the coordination of ITA Istanbul, to pro-actively work in order to build relations with public or private institutions in Turkmenistan;
- e) under the coordination of ITA Istanbul, to assist missions of Italian companies participating in events and meetings in Turkmenistan and missions of Turkmen delegations to Italy to visit trade fairs and/or participate in workshop and B2B meetings;
- f) to keep ITA Istanbul informed through a monthly report regarding the activities performed during the same period;

For this purpose, ITA Istanbul intends to receive offers from companies legally registered in Turkmenistan, specializing in assistance and promotion for international business development.

Therefore, bidding companies must:

- be based and registered in Turkmenistan;
- have extensive and consolidated experience in the field of assistance and promotion for international business development of local and foreign companies;

The professional designated by the company must have the following requirements and skills:

- educational qualifications or equivalent professional experience/qualification;
- in-depth knowledge of Turkmenistan's economic and industrial context;
- in-depth knowledge of the Italian industrial structure and economy;
- excellent communication skills and solid work ethic with attention to details;
- advanced knowledge of Turkmen, Russian, English and Turkish languages. Knowledge of Italian and any previous work experience with Italian Institutions or Organizations will also be regarded as particularly significant in the selection process.

Interested companies meeting all the said requirements at the date of this request for quotation must send their proposals by e-mail to the following addresses: [m.pintus@ice.it](mailto:m.pintus@ice.it), [a.tacchini@ice.it](mailto:a.tacchini@ice.it), [l.romanello@ice.it](mailto:l.romanello@ice.it).

The proposal must be signed by the company's legal representative or by a delegate having power of signature and must contain the following information:

- company name and legal denomination;
- address of the registered office (full address);
- telephone, e-mail address;
- name of the legal representative, or delegate if any;

Any requests for information must be addressed to: [m.pintus@ice.it](mailto:m.pintus@ice.it), [a.tacchini@ice.it](mailto:a.tacchini@ice.it), [l.romanello@ice.it](mailto:l.romanello@ice.it).

This request for quotation has been published on the website [www.ice.it](http://www.ice.it) in the section "Tender notices" at the address: <https://www.ice.it/en/markets/turkey/market-surveys-tender-notice>.

### **Submission of offers**

The offer must be submitted in Euro, excluding VAT (ITA Istanbul is VAT-exempted) to [m.pintus@ice.it](mailto:m.pintus@ice.it), [a.tacchini@ice.it](mailto:a.tacchini@ice.it), [l.romanello@ice.it](mailto:l.romanello@ice.it) by the deadline of 03/08/2024 at 12:00.

The following documentation must be sent together with the quotation:

1. Company Presentation (specify relevant experience in the field of internationalisation and the institutions/organisations with which the company has cooperated);
2. Name and CV of the person designated by the company;
3. Legal registration with the competent Turkmen authorities;
4. "Documento unico" (form attached).

### **Award criteria**

The offers received will be evaluated considering the level of correspondence with the above-mentioned requirements and, subject to an interview with the designated professional aimed to ascertain the required language skills and the possession of the other declared skills and work experience.

The budget for the “Turkmenistan Desk” amounts to € 38.000 (for a period of 24 months): offers will be considered valid only if quotations will be equal or inferior to the above-mentioned budget.

ITA Istanbul also reserves the right not to proceed with the awarding process if the offers are not deemed satisfactory, at its discretion.

ITA Istanbul further reserves the right to cancel the awarding process, should any conditions prevent it from occurring, or to change the date if necessary.

### **Contractual conditions**

The successful bidder/candidate and consequent contract signatory is obliged to guarantee the execution of the service in close contact with ITA Istanbul.

The contract signatory also undertakes to observe any further terms and procedures concerning obligations between the parties for the performance of the service, as well as all obligations deriving from Turkmen and Italian legislation.

The contract will be finalised subject to the signature by the successful bidder of the self-declared requirements in the attached form (“Documento Unico”).

### **Payments and penalty**

The payment will be made monthly, upon presentation to ITA Istanbul of invoices for the services rendered. Payment will be made by bank transfer within 30 (thirty) days from the date of the invoice, upon certification of regular execution.

In the event of delay in providing the service or non-fulfilment of the obligations assumed with the contract, ITA Istanbul reserves the right to apply a penalty commensurate with the seriousness of the damage, to be determined, in any case not exceeding 0,5 % (daily) of the contract amount.

### **Important notice**

The selection procedure/awarding process can be interrupted or cancelled at any time and for any reason by ITA Istanbul at its complete discretion, without generating any moral or legal commitment towards candidates/bidders, including those who fully meet the requirements.

### **Rules of conduct of contractors and/or staff of the contractor**

In the execution of the contract/assignment/agreement, the trader/professional/contractor undertakes to fully respect the Code of Conduct adopted by the Italian Trade Agency (ICE) with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Directors by resolution no. 619/23 dated 27 January 2023. The Code of Conduct is available on the website [www.ice.it](http://www.ice.it) – at the section "Transparent Administration" - "General Provisions" - "Acts of general application".

For any breach of obligations under the Code, if the same is considered serious, ITA Istanbul will have the option to terminate the contract.

### **Protection of confidentiality and right of access**

The company will accept, declare and undertake to act always in compliance with the GDPR (EU Regulation no. 2016/679) and the Law on the protection of personal data no. 6698 which was published in the Official Gazette of 07/04/2016 and numbered 29677 ("LPDP"). The company will accept and undertake that all information that may be collected during the execution of the agreement/contract which will be signed, agreement and all information relating to real persons that may be transferred to it are personal data (personal data and / or special personal data must be indicated as "Personal Data" collectively). These Personal Data will be processed in accordance with the LPDP and the conditions of this agreement and / or in accordance with the GDPR (EU Regulation no. 2016/679). ITA Istanbul will have the right to appeal to the company for any payment due to an administrative fine delivered to ITA Istanbul for a reason attributable to the company, reserving the rights of indemnity and any other rights which will be provided for in the agreement.

### **Whistleblowing**

Pursuant to art. 54-bis, paragraph 2 of Legislative Decree no. 165/2001, as amended by Law no. 179/2017 concerning "Provisions for the protection of persons who report unlawful activities or wrongdoing based on information acquired in a public or private work-related context", the suppliers of goods or services to the Italian Trade Agency (ICE) are also entitled to report any unlawful conduct or wrongdoing of which they have learnt within the context of the contractual relationship. The reports, which are kept fully confidential, are managed through an IT application available on the Italian Trade Agency website - "Whistleblowing" section, at <https://www.ice.it/it/en/whistleblowing>.

Istanbul Office  
Director  
Marco Pintus

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