



ITALIAN TRADE AGENCY

Ufficio di New York

INVITATION FOR BID (IFB)

“SERVICE OF TEMPORARY EMPLOYMENT AGENCY FOR 4 MONTHS” (PAYROLLING SERVICES)

FOR THE ITALIAN TRADE AGENCY (ITA) - NEW YORK OFFICE

BACKGROUND

ITA - Italian Trade Agency is the Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. ITA is headquartered in Rome and operates with a net of offices worldwide linked to Italian Embassies and Consulates and works closely with local authorities and businesses. In the US, ITA is present in the following cities: New York, Chicago, Los Angeles, Houston and Miami. For more information on the Italian Trade Agency and its presence in Italy and the world, please visit our website [https://www.ice.it/en/\(Italian/English\)](https://www.ice.it/en/(Italian/English)).

This invitation for bid is published on ITA New York website also in order to increase the number of potential service providers in Vendor Registration Portal. For more information, please consult <https://www.ice.it/en/markets/usa/new-york/vendor-registration-portal>

DESCRIPTION OF SERVICES REQUESTED

ITA – New York Office (hereinafter “ITA”) pursuant to art. 7 co. 2, lett. a) of DM 192/2017, invites **Temporary Employment Agency** (hereinafter “The Agency”) - located in the United States - to submit a bid for the hourly fee (Mark up in % per hour on top of the gross hourly salary) for the following service:

- *“Employee Payrolling Service for 4 months ”.*

Job positions that may be required by ITA during the term of the contract (4 months)

POSITION	GROSS HOURLY SALARY RATE (*) offered by ITA (estimate)	OVERALL HOURS WORKED
Temporary Administrative Assistant	38 USD/hour	8h/day (**) (5 days/week)
Temporary Receptionist	24 USD/hour	8h/day (**) (5 days/week)

(*) *The Gross Salary shall include:*

- *Federal Income Tax Withhold*
- *New York State Income Tax*
- *Social Security and Retirement (OASDI)*

(**) *Actual working hours including lunch break (1 hour).*

Job Description

- *Temporary Administrative Assistant: Administrative support and assistance in order to finalize all administrative documents related to the upcoming and past promotional activities, to monitor and to assist with administrative documents related to the payment and with the elaboration process of external and internal documents.*



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- *Temporary Receptionist: General support and assistance; Serves visitors by greeting, welcoming, and directing them appropriately. Notifies company personnel of visitor arrival. Informs visitors by answering or referring inquiries. Maintains security by following procedures, monitoring logbook, and issuing visitor badges. Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs. Contributes to team effort by accomplishing related results as needed.*

ESTIMATED BUDGET

ITA is a tax-exempt organization and as a governmental Agency must follow strict public procurement requirements in terms of assembling this IFB and awarding contract.

With reference to the Services of the IFB, the **overall estimated budget** available during the life of the contract (4 months from the effective date) is **USD 43,000.00 USD (equal to € 39,693.30 at the official exchange rate of 0.9231 for the month of January 2024)**

The above indicated amount (USD 43,000.00) includes pay rate and mark-up rate.

Please provide a quotation, no later than February 27, 2024, at 3:00 pm EST to newyork@ice.it

CRITERIA FOR THE AWARD

The service will be awarded to the Agency presenting the lowest Mark-up Rate % / Hour

TO BE AWARE OF FOR ACCOUNTING PURPOSES:

1. Being a foreign government agency, we are tax-exempt.
2. Invoice will be submitted at the end of each month and payment will be issued within 30 days upon receipt of an original invoice and proof of timesheet.
3. We will pay via ACH.

If you have any questions, please contact: Raimondo Lucariello – Head of Division - Food and Wine - Italian Trade Agency – New York Office - Email: foodwine@ice.it

Cordially.

Erica Di Giovancarlo

Trade Commissioner

Executive Director for the U.S.A.
