



ITALIAN TRADE AGENCY

May 3, 2023  
Prot. 0052199/23  
COAN: U22EC028B1  
CIG: 9803826526

**REQUEST FOR PROPOSAL (RFP) FOR BOOTH DESIGN, FABRICATION, INSTALLATION, DISMANTLING, RENTALS, LOGISTICS, BROKERAGE, SHOW SERVICES FOR THE ITALIAN TRADE COMMISSION (ITA) FOR COLLISION CONFERENCE 2023 - TORONTO, JUNE 26 TO 29, 2023 - AWARD TO LOWEST PRICE**

**NOTICE TO BIDDERS:** PLEASE READ THIS RFP CAREFULLY AND VERIFY THE REQUIREMENTS IN ADVANCE. INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED. ONCE A COMPLETE SUBMISSION IS RECEIVED, YOU ARE DEEMED TO HAVE UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS OF THIS RFP.

SHOULD YOU HAVE ANY QUESTIONS BEFORE SUBMISSION, FEEL FREE TO CONTACT THE ITALIAN TRADE COMMISSION MONTRÉAL AT THE EMAIL INDICATED BELOW.

The Italian Trade Commission in Canada is searching for a provider for the above services. If you are interested, you are invited to submit an offer taking the following into account:

**1. AWARDING ENTITY**

Mr. Marco Saladini  
Trade Commissioner  
Official Representative of the Contracting Authority (Responsabile Unico del Procedimento)

Italian Trade Commission - ITA Toronto  
Tel.: 416-598-1566 Fax: 416-598-1610  
E-mail: [toronto@ice.it](mailto:toronto@ice.it)

Italian Trade Commission - ITA Montreal  
Tel.: 514-284-0265 Fax: 514-284-0362  
E-mail: [montrea@ice.it](mailto:montrea@ice.it)

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**TORONTO office**  
480 University Avenue, Suite 800  
Toronto, Ontario, Canada M5G 1V2  
T +1 416 598-1566 / F +1 416  
598-1610  
E-mail: [toronto@ice.it](mailto:toronto@ice.it)  
[www.ice.it](http://www.ice.it)

**MONTRÉAL office**  
1000 Rue Sherbrooke Ouest, bureau  
1720  
Montréal, Québec, Canada H3A 3G4  
T +1 514 284-0265 / F +1 514  
284-0362  
E-mail: [montreal@ice.it](mailto:montreal@ice.it)  
[www.ice.it](http://www.ice.it)

Certificate N. 38152/19/S  
ISO 9001 / UNI EN ISO 9001:2015



## **2. OVERVIEW OF SERVICES REQUESTED**

This section provides the **Booth Builder Contractor** (hereinafter "Contractor") an overview of the booth design, fabrication, installation, DISMANTLING, RENTALS, LOGISTICS, brokerage, and show services **for the upcoming Collision Conference 2023 that will be held at the Enercare Centre, in Toronto from June 26 to 29, 2023.**

The required services include the following ones.

- A. Development of booth design, based on ITA Toronto's specifications, and of a detailed floor plan, graphic designs and rendering, elevations, an electrical and lighting plan and an ethernet and wifi connectivity layout
- B. Submission of design and plans and other mandatory documentation to the trade show venue (Enercare Centre) and event organizers within the specified deadlines,
- C. Fabrication of all structural and nonstructural custom components, graphic and display panels and all booth elements as required by the approved booth design, rendering, layout and plans
- D. Rental of furnishings, audiovisual equipment, dedicated internet connection via ethernet and wifi for up to 40 users, power lines, controls and outlets as required by the approved booth design and plans
- E. Installation, dismantling and disposal of the booth and of all its custom and rented components and graphic displays
- F. Provision of required drayage, logistics, brokerage, daily cleaning and relevant logistic services
- G. Provision of mandatory public liability and employee liability insurance for the booth and the exhibition space for the duration of the event

All of the above services, rentals and custom supplies have to be provided in compliance with rules and regulations laid out by the trade show's venue (Enercare Centre) and the event's organizers.

## **3. SCOPE OF WORK AND DETAILED DESCRIPTION OF SERVICES REQUESTED**

ITA will be participating in the upcoming Collision Conference 2023 that will be held at the Enercare Centre, in Toronto from June 26 to 29, 2023 with its partner, the Apulia Region, Section for Trade, Handicraft and International Business Promotion, hosting in a joint pavilion up to 30 Italian startups and SMEs. ITA and its partner rented exhibition space 1209-05 whose dimensions are 12m x 12m for a total floor space of 144 sq m or 1,550 sq ft. The booth design and related floor plan, graphic designs and rendering, elevations, electrical and lighting plan, ethernet and wifi connectivity layout to be submitted by the awarded Contractor must incorporate the following spatial configuration elements and requirements.

- A. All throughout the Pavilion

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Lighting - please indicate the offered Lumens per square foot if applicable
Carpet or flooring

B. Reception and Front Desk area

1 x large reception desk with frontal printable area to allow for custom graphics and storage area underneath. Desk dimension should be no less than 2mt long
1 large backdrop printable panel to allow for custom graphics
1 x large smart monitor display connected to wifi or internet via ethernet drops
Internet connection via dedicated wifi for up to 40 users
Power outlets - as required by specified AV and electronic equipment and 1 x power bar
2 x chairs, stools or seatings

C. Storage Area

Graphic panel/s and displays (logos and images), structural elements, enclosures
1x coat rack
Power outlets
1 x storage cabinet, with lock

D. 29 x Workstations for the participating companies, each equipped with the following items.

1x graphic panel/s and displays (logos and images), structural elements, enclosures
1 x smaller smart monitor connected to internet via wifi or ethernet drops
1 x power outlet and 1 x power bar
1 x desk
2 x chairs, stools or seatings

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1 x small storage area

Please note that 8 workstations will be assigned to startups with the Apulia Region, Section for Trade, Handicraft and International Business Promotion (AR) while the remaining 21 to ITA startups. The 8 AR workstations and the 21 ITA workstations should be separated and identified by specific graphic elements such as logo, images on panels or displays. As the number of workstations to be occupied will be ascertained and communicated after the contract is awarded, please also quote the cost per workstation so the exact number of workstations eventually provided can be invoiced.

E. Lounge area - privé

2x sofas, 2x lounge chairs, 2 x poufs
1 x decorative bar/lounge/stand table to be used as a catering station or for drinks food and snacks
1 x large smart at least 45", touch screen monitor display, on a movable base, connected to wifi or internet via ethernet drops
2 x side tables
Planters/plants or demarcation panelling
Power outlet
Floor lighting

The perimeter of the lounge - privé area may be delimited by planters with plants or graphic demarcation panelling or other structure to create a semi private environment to be used for meetings.

The allocation of spaces to each of the areas outlined above and the quantities of furniture needed should be proposed by the bidder within its bid. ITA reserves the right to request modifications to the layout and the number of workstations within one week after contract start, without any additional charges or penalties.

**4. SERVICE TIME FRAME**

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Start Date: **Contract execution date**

End Date: **June 29, 2023**

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## **5. ESTIMATED BUDGET**

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With reference to the services described in this RFP, the **overall estimated budget is CAD 122,000.00 (one hundred and twenty two thousand), plus taxes.**

The amount above represents an estimate and it is based on an average rate for square footage and the actual size of the exhibition area of 144 sq m or 1550 sq ft.

## **6. MINIMUM REQUIREMENTS FOR PARTICIPATION**

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In order to participate in the call for bids, a bidding company shall meet the following requirements.

- a) Be eligible and possess the necessary qualifications, in full compliance with local laws
- b) Be an authorized Contractor, in compliance with rules and regulations laid out by the trade show venue (Enercare Centre) and the event's organizers

The Contractor will provide all the services set forth herein using its own technical equipment and without charging the ITA for any additional costs.

The ITA reserves the right to further specify terms and conditions for providing such services in the contract to be stipulated with the awarded bidder.

## **7. ORGANIZATIONAL SUPPORT BY THE ITA**

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The ITA agrees to provide the Contractor with the coordinates of its employee/s who will act as project manager to supervise and assist with the execution of this project as described in the winning bid and award contract.

The ITA commits to dealing with any issues related to the provision of services in a timely and efficient manner, with a preference given to communication via e-mail.

## **8. SUBMISSION DEADLINES & REQUIREMENTS**

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The envelope containing the offers, in English or French, must include all the documentation indicated below and must be received by ITA, under penalty of exclusion from the tender, **no later than 12:00pm of May 18, 2023** at the address indicated in Art. 1. The submission of bids implies unconditional acceptance of the provisions contained herein.

**Bids received after the deadline will not be considered.** Incomplete offers, even if mailed within the stated deadline, shall be excluded. It is recommended that the envelope be sent via courier rather than regular mail to avoid delays in the delivery and to allow for tracking of the parcel. An offer is deemed to be incomplete if a bidder does not accept all the terms of this RFP. Bids, under penalty of exclusion, must be received in **one single, sealed envelope**,

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which must be signed on the flap closure and bear on the outside the sender's address (**legible address and telephone and/or fax number**) and the following caption.

**CONFIDENTIAL - DO NOT OPEN - BIDS DEPARTMENT OF THE ITA OFFICE IN TORONTO**

**"BID FOR THE AWARD OF A CONTRACT FOR BOOTH BUILDING SERVICES AT COLLISION 2023".**

**Receipt of these bid documents does not imply that the bidding requirements have been met.** All efforts will be made to correct errors and omissions by the bidders which may happen to be discovered during the evaluation process. The ITA takes no responsibility for the success of such efforts and may reject malformed bids at its own discretion.

**The envelope, under penalty of exclusion, must contain two sealed envelopes that must be signed on the flap closures, bearing the sender's address and, respectively, the following captions:**

**"A – Administrative Documentation", "B – Economic/Financial Offer".**

**ENVELOPE "A" + ADMINISTRATIVE DOCUMENTATION + (NAME of the COMPANY)**

This envelope **must** contain each and every one of the following documents..

1. This RFP initialed on each page, duly signed as acceptance of the tender requirements
2. Annex 1 - Acknowledgement of the RFP which states that the bidder is eligible and possesses the necessary qualifications, completed and duly signed
3. Annex 3 - Supplier registration package duly completed, dated and signed in all mandatory fields; by filling out this form the bidder will be entered in ITA's suppliers database and may be considered for certain restricted procurement procedures. If already registered please provide a statement with your CAF number confirming that the information provided at the time of the registration has not changed.

Annex 4 - Declaration Statement duly completed, dated and signed by the legal representative or its delegate with power of attorney accompanied by a **photocopy of a valid ID**, stating that the bidder is in compliance with.

- General requirements.
- Requirements for professional competence in the sector of reference for the service to be rendered
- Technical and professional skills (pursuant to Article 83, paragraph 1, letter c) of Legislative Decree 50/2016).

If the Declaration Statement has been provided at the time of registration as supplier please provide a statement with your CAF number confirming that the information provided at the time of the registration has not changed.

**Failure to include all of the above items will disqualify a bid.**

**ENVELOPE "B" + ECONOMIC/FINANCIAL OFFER (Contractor Proposal) + (name of the COMPANY)**

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This envelope will include the Economic and Financial Offer which shall be made in accordance with the terms indicated in this RFP and using the form included in Annex 2. It shall be expressed clearly in numbers and letters and signed by a legal or authorized representative of the bidding Contractor. Multiple offers will not be considered.

**The failure to include in your submission all the items requested by this RFP will render your bid void. Please fill the Economic Offer as per Annex 2**

<p><b>Please indicate price information ONLY in your ECONOMIC/FINANCIAL OFFER and not in your administrative documents as that will invalidate your proposal.</b></p>
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## **9. EVALUATION PROCESS**

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The contract will be awarded to the Contractor that will submit the most economical offer (lowest price) which complies with what is required by this tender. .

If you have any questions regarding this tender, please send an email to: [toronto@ice.it](mailto:toronto@ice.it) – Ref. Request For Proposal (RFP) FOR BOOTH BUILDING SERVICES FOR COLLISION 2023 **no later than May 12, 2023**. Replies will be circulated to all invited bidders, without mentioning who asked each question. No information can be provided to bidders over the phone or via email.

The ITA has the authority to award the contract even if only one bid has been submitted, provided it is deemed valid and worth accepting. Moreover, the ITA has the authority not to award the contract, if it deems it appropriate to exercise the right of self-protection and finds out that the bids received do not comply with the contents set forth herein.

Bids' opening will take place during an open public session. Only one (1) legal representative, or his/her delegate, for each participating bidder, can participate in the public session. The session will take place on **May 18, 2023 at 3:00 p.m.** at the ITA office in Toronto.

## **10. PAYMENT TERMS**

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Italian law does not allow full advance payments for public contracts.

Payments **shall be made only upon delivery of all services as stipulated in the contract or purchase order and after submission of an original invoice** issued by the awarded service provider, in Canadian currency, made out to:

**Consulate General of Italy - Italian Trade Commission**  
**480 University, Suite 800**  
**Toronto, ON - M5G 1V2**  
**Tel. 416/598-1566**  
[invoice.itacanada@ice.it](mailto:invoice.itacanada@ice.it)

as indicated in the purchase order.

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**Payment will be issued by EFT-Direct Deposit in CAD within 15-30 days of receipt of an original invoice.**

The following documents must be attached to the invoice.

- A statement of account, including services rendered, specifying for each service: name, itinerary, amount, and fee applied
- Contract number indicated in the invoice.

Particular payment arrangements and down payment requests may be considered based on particular circumstances as specified in the contract or purchase order.

## **11. PENALTIES**

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For each one-day's delay with respect to delivery terms contained in the contract, a 10% (ten percent) penalty of the agreed upon cost of the service to be provided may apply, calculated on the value of the delayed service rendered, without prejudice to claims for larger damages, if any. Please note that the ceiling for such a penalty is set at 10% of the value of purchased services.

For any breach of obligations under the contract, if considered serious, ITA will have the option to terminate it with no penalties and with full payment of services already rendered, minus any penalty to be applied per the contract and without any prejudice of its rights.

## **12. NO SUBCONTRACTS OR TRANSFER OF SERVICES**

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It is expressly forbidden to resort to subcontractors, in consideration of the particular nature of the services, which need a trustworthy interlocutor capable of ensuring a fast execution of services.

## **13. OBLIGATION OF CONFIDENTIALITY AND PROTECTION OF PRIVACY**

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The winning Contractor agrees to consider all information, concepts, ideas, procedures, methods and/or technical data that the employees will learn during the execution of the services herein as confidential and covered by the obligation of professional secrecy. In this regard, the winning Contractor, together with its employees and consultants, agrees to adopt the necessary caution to protect the confidentiality of said information and/or documentation.

The winning Contractor must adopt all measures that ensure the safe processing of personal data, as well as the protection of the rights of natural and legal persons.

The winning Contractor will not disclose, communicate or disseminate the data acquired on account of its contractual work nor will it use said data to promote or market its own services. The only permissible use is the one provided and governed by the Request For Proposal and the contractual documents.

At the same time, ITA, too, guarantees the confidentiality and secrecy of the data, information and commercial know-how contained in the documentation furnished by all bidding agencies.

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#### **14. ADDITIONAL CLAUSES**

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The awarded bidder will be called to approve and counter sign a contract or purchase order which may include additional terms to what is specified in this RFP. The contract can only be extended for the time needed to comply with its provisions and will not be tacitly renewable.

Should the awarded entity fail to execute the contract or provide the stipulated services within a reasonable amount of time, the award will be revoked and the contract awarded to the next economic operator in the ranking list.

As required by the applicable Italian Laws, by submitting its offer the Contractor agrees to the following provisions, to be included in the contract with the awarded bidder. .

- Anti-pantouflage
- Code of Conduct
- Transparency and anti-corruption clause
- Whistleblowing

These are standard clauses required by Italian laws and ITA's internal regulations and cannot be waived or modified. Please feel free to ask for the text of such clauses by writing to the ITA.

#### **15. BACKGROUND**

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The Italian Trade Commission - ITA is the government entity which promotes the internationalization of Italian companies, in line with the Italian Government's policies. ITA provides support to Italian and foreign companies. ITA is headquartered in Rome and operates with a network of offices worldwide linked to Italian Embassies and Consulates and works closely with local authorities and businesses.

ITA provides a wide range of services among which:

- The selection of business partners;
- Bilateral trade meetings with Italian companies;
- Trade visits to Italy;
- Participation to local fairs;
- Seminars conducted by Italian advisers.

In Canada, ITA is present in Toronto and in Montreal.

For more information on the ITA and its presence in Italy and the world, please visit our website [www.ice.it](http://www.ice.it) (Italian/English).

#### **16. NO EXCLUSIVITY**

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The ITA recognizes the awarded Supplier as the regular but not exclusive service provider; therefore, it reserves the right to contract other suppliers for services similar to those described herein, during the life of the awarded contract.

Sincerely,

Initials \_\_\_\_\_



ITALIAN TRADE AGENCY

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Marco Saladini

Italian Trade Commissioner - ITA Canada

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**ANNEX 1**

**COAN: U22EC028B1**

**To be duly signed and inserted only inside the ENVELOPE marked “A - ADMINISTRATIVE DOCUMENTATION”**

**ACKNOWLEDGEMENT OF THE RFP**

**“REQUEST FOR PROPOSAL (RFP) FOR BOOTH DESIGN, FABRICATION, INSTALLATION, DISMANTLING, RENTALS, LOGISTICS, BROKERAGE, SHOW SERVICES FOR THE ITALIAN TRADE COMMISSION (ITA) FOR COLLISION CONFERENCE 2023 - TORONTO, JUNE 26 TO 29, 2023 - AWARD TO LOWEST PRICE”**

The proposed bid must include all the materials and services in accordance with the attached specifications.

The undersigned firm engages itself to perform the work in compliance with the clauses, charges, conditions, and descriptions provided in this RFP.

**The contract will be awarded to the most economical Contractor fee (lowest price), calculated using formula described in section 9. of the RFP.**

I have received, read, and understood all the material pertaining to the RFP for the

**“REQUEST FOR PROPOSAL (RFP) FOR BOOTH DESIGN, FABRICATION, INSTALLATION, DISMANTLING, RENTALS, LOGISTICS, BROKERAGE, SHOW SERVICES FOR THE ITALIAN TRADE COMMISSION (ITA) FOR COLLISION CONFERENCE 2023 - TORONTO, JUNE 26 TO 29, 2023 - AWARD TO LOWEST PRICE”**

**COAN: U22EC028B1**

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(Company name)

Initials \_\_\_\_\_

**ANNEX 2**

**CIG: 9803826526**

**To be inserted only inside ENVELOPE "B" – "Economic/Financial Offer" do not insert any other documents inside of envelope "B"**

**"REQUEST FOR PROPOSAL (RFP) FOR BOOTH DESIGN, FABRICATION, INSTALLATION, DISMANTLING, RENTALS, LOGISTICS, BROKERAGE, SHOW SERVICES FOR THE ITALIAN TRADE COMMISSION (ITA) FOR COLLISION CONFERENCE 2023 - TORONTO, JUNE 26 TO 29, 2023 - AWARD TO LOWEST PRICE"**

**ECONOMIC/PRICE OFFER**

(In number and letters)

<b>ENTIRE PAVILION DESIGN, FABRICATION, INSTALLATION, DISMANTLING, RENTALS, LOGISTICS, BROKERAGE, SHOW SERVICES</b>	<i>Numbers:</i> _____ <i>Letters:</i> _____
<b>EACH WORKSTATION ONLY: DESIGN, FABRICATION, INSTALLATION, DISMANTLING, RENTALS, LOGISTICS, BROKERAGE, SHOW SERVICES - COST PER INDIVIDUAL WORKSTATION</b>	<i>Numbers:</i> _____ <i>Letters:</i> _____

Signature \_\_\_\_\_

Company name \_\_\_\_\_

Name/Print \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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(Sign name)

<b>SUPPLIER REGISTRY AND DECLARATION STATEMENT</b>
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**CIG: 9803826526**

**To be inserted only inside ENVELOPE "A" – "ADMINISTRATIVE DOCUMENTATION" do not insert any other documents inside of envelope "B"**

This is to certify that the bidder is still in compliance with the:

- General requirements, Requirements for professional competence in the sector of reference for the service to be rendered
- Technical and professional skills (pursuant to Article 83, paragraph 1, letter c) of Legislative Decree 50/2016).

and that the information provided at the time of registration in the Italian Trade Commission's Suppliers Registry have not changed including the information on your company's legal representative or its delegate with power of attorney.

Company name \_\_\_\_\_

CAF/COPART: \_\_\_\_\_

Name/Print \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
( Sign name)

Initials \_\_\_\_\_