



ITALIAN TRADE AGENCY

New York

**Request for Proposal
Italian Eyewear
B2B EVENT Photography and Videography Services
COAN: U223C022F1**

BACKGROUND

The Italian Trade Commission is the government organization which promotes the internationalization of Italian companies, in line with the strategies of the Ministry of Foreign Affairs and International Cooperation. ITC provides information, support, and advice to Italian and foreign companies. In addition to its Rome headquarters, ITC operates worldwide from a large network of Trade Promotion Offices linked to Italian embassies and consulates and working closely with local authorities and businesses.

ITC provides a wide range of services overseas helping Italian and foreign businesses to connect with each other:

- identification of possible business partners
- bilateral trade meetings with Italian companies
- trade delegation visits to Italy
- official participation in local fairs and exhibitions
- forums and seminars with Italian experts

In the US the network operates offices in New York, Chicago, Los Angeles, Houston and Miami. For more information on the Italian Trade Commission and its presence in Italy and the world, please visit our website: www.ice.it/en (English), www.ice.it (Italian).

SCOPE OF WORK

Interested companies will need to provide a price quote for photography and videography services as per the following:

Italian Trade Commission - New York
Trade Promotion Section of the Consulate General of Italy
33 East 67th Street
New York, NY 10065-5949
T 212-980-1500 F 212-758-1050
E-mail: newyork@ice.it
www.ice.it

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



- Onsite photography and videography at our Event in Seattle on 10/10/2023 and Chicago 10/12/2023.
- Capture product, buyer interactions, room décor, and onsite experiences
- Provide 25 retouched images for Client to use for social media and website promotions. ITA to select images to be retouched.
- Provide Client with all raw images
- Capture video footage and create (2) 60 second event recap video reels for social media use.

This bid should be all inclusive of any travel, lodging or per diem expenses.

Proposal submission deadline

Please provide a quotation, that must be no higher than \$ 8,400.00, no later than Friday, September 20th, 2023, at 3:00 pm EST to newyork@ice.it.

Payments

1. Being a foreign government agency, we are tax-exempt. Please DO NOT insert the taxes in your quotation.
2. Please provide your payment policy. We usually are open to a first payment upon the signature of the contract (usually 20%) and other following payments to be scheduled. Specify which payment schedule and which percentages are required by your internal policy.
3. We will pay via ACH. 4. You will be required to sign and notarize certain documents at contract signing. (samples are provided in the annex)

IMPORTANT DISCLAIMER! The selection criteria for this bid will be the offer with the lowest price that includes all the above requests. We will assign the contract even if we receive just one suitable proposal. This Request for Proposal does not lead ITA having any specific obligation regarding the continuation of the negotiation and the stipulation of a contract. |

If you have any questions, please contact Paul Williams at the New York Office at 212-848-0323 or p.williams@ice.it.

Cordially,

Giovanni Mafodda
Acting Trade Commissioner

