



ITALIAN TRADE AGENCY

New York

0144615/22

REQUEST FOR PROPOSAL (RFP) 2023 – Indoor and Outdoor Plant Maintenance

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).

1. SCOPE OF WORK

The Italian Trade Commission seeks your Maintenance services for our Indoor and outdoor plants from January 1st to December 31st 2023. Our building is located at 33 East 67th New York, NY 10065 and the republic of Italy is the owner.

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:

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





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<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

Please provide a quotation, that must be no higher than \$ 4,300.00, no later than **Thursday, December 22, 2022, at 3:00 pm EST**

Send your proposal to **newyork@ice.it**

Your proposal should indicate the following in the subject line of the email:

In response to your WEB RFP nr. 0144615/22

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, or wish to schedule a site visit, please contact Teresa Cenzuales at the New York Office at 212-848-0312 or t.cenzuales@ice.it.

Cordially,

Antonino Laspina
Italian Trade Commissioner
Executive Director for the USA

