



Prot. 0017792/22
New York, 02/14/2022

REQUEST FOR PROPOSAL (RFP)

The New York Office of the Italian Trade Agency (ITA) promotes the Made in Italy Food and Wine industry throughout the US Market, supporting the growth of Italian companies and contributing to the attraction of foreign investments in Italy.

Our government agency, in collaboration with Veronafiore, is presently searching for an Italian restaurant in New York City to host a lunch for 20-30 members of trade and press, to promote this year's edition of Vinitaly.

Below is more information:

DATE: March 8, 2022

TIME: 12:30 PM - 2:00 PM

GUESTS: Min. 20 - Max 30

EVENT REQUIREMENTS:

- One (1) large private dining room with a conference-style table able to accommodate up to 30 guests
- A dedicated serving staff of at least 3 on-site
- Authentic Italian food and wine pairing menu
- Audio/Video
 - High-speed internet connection, broadband 40MB upload & download, LED widescreen or HD projector
 - Notebook connected to the screen or projector
 - A fixed HD camera (not a webcam) to broadcast the event live to Italy via Zoom to allow for Veronafiore team members to connect and give a speech
 - On-site audio-video technician to supervise the event, pre-check the equipment and test the setup before the day-of

RESTAURANT REQUIREMENTS:

- Must provide documented past experience in working with governmental institutions and other structures
- Must have experience in organizing/hosting Italian food and wine promotional events



ITALIAN TRADE AGENCY

TO BE AWARE OF FOR ACCOUNTING PURPOSES:

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.

Please provide a quotation that must be no higher than \$ 15,000.00 and respond no later than Friday, February 18, 2022, at 3:00 pm EST to newyork@ice.it.

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.

If you have any questions, please contact Angela Di Nardo at the New York Office at 212-848-0341.

Cordially,

Antonino Laspina
Italian Trade Commissioner
Executive Director for the USA
[SIGNED IN ORIGINAL]