



Johannesburg

Request of quotation for Insurance Brokers and Insurance Companies, to stipulate a contract with duration of three years (03) for an “All Risk Insurance” and “Employees Permanent/Temporary Disability insurance” in favor of the Italian Trade Commission - ITA Agency - Johannesburg Office.

THE CONTRACTOR

The Italian Trade Commission - ITA Agency Johannesburg Office, refer to hereafter as ITA Agency, is the governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. With a motivated and modern organization and a widespread network of overseas offices, ITA Agency provides information, assistance, consulting, promotion, and training to Italian small and medium-sized businesses. By using the most advanced multi-channel promotion and communication tools, it strives to demonstrate the excellence of Made in Italy around the world.

OBJECTIVE OF THE TENDER

ITA Agency intends to stipulate a contract lasting three years (03) for an All-Risk Insurance and “Employees Permanent/Temporary Disability insurance” (a group of less than 10 people). The purpose of this announcement is to receive offers to promote the participation of the largest number of potentially interested companies and therefore not binding on ITA Agency that reserves the right not to proceed with the assignment of the service subject to this notice if the offers are not considered adequate.

ITA AGENCY PHYSICAL ADDRESS

Italian Trade Commission – Italian Trade Agency
42 Chester Road corner Jan Smuts Avenue
Parkwood – 2193

Trading hours:

Monday to Thursday: 08:00 – 17:00
Friday: 08:00 – 13:30

ALL RISK INSURANCE REQUIREMENTS

The framework contract covers the service of seven days a week for:

<u>Fire – sum to insure</u>	Rand 280,000.00
<u>Buildings combined – sum to insure</u>	Rand 13,400,000.00
<u>Office contents – sum to insure</u>	Rand 600,000.00
<u>Theft – sum to insure</u>	Rand 10,000.00

ICE – Italian Trade Commission
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Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation





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<u>Accidental damage – sum to insure</u>	Rand	20,000.00
<u>Money section – sum to insure</u>	Rand	5,000.00
<u>Electronic equipment – sum to insure</u>	Rand	450,000.00
<u>Third party public liability – sum to insure</u>	Rand	20,000,000.00

PERMANENT / TEMPORARY EMPLOYEES DISABILITY REQUIREMENTS

The insurance will cover 1 year of gross salary for each employee which if claimed will be paid out directly to the employees as lumpsum or monthly for the claimed period.

The quotation must include:

1. "Risk and Advice Fees"
2. "Political & Riot Cover"

SELECTION PROCEDURE AND AWARD CRITERIA

The proposal will be selected considering the Italian laws in force on the matter and shall be awarded on a formula in proportion to the cost of the premium, of the commissions or service charges, and any other applicable fees according to the specified criteria as indicated in this notice (award criteria).

In case of equal offers, the companies that have proposed the same price, will be summoned in ITA Agency to proceed with further interviews.

EXTIMTED CONTRACT'S AMOUNT

No budget has been confirmed which will be evaluate once the offers have been received. Due to our administration, once the contract has been signed, **we will not accept any annual increases and/or extra hidden fees**, the total amount quoted for the three years is the total amount that will be paid until the termination of the contract. No compensation is provided for if the expenditure was different from that indicated.

PERIOD OF VALIDITY OF THE CONTRACT

The contract will be valid for three years (03) from the date of acceptance of the contract. On the expiration date, the contract will cease automatically, without any notification between the parties.

If needed, the duration of the contract may be modified for the time strictly necessary to conclude the procedure necessary to search for a new agency (according to art. 106, paragraph 11 of the Italian Public Procurement Code). In this case, the services covered by the contract must be maintained in terms of prices, terms and conditions, or even improved.

TERMS AND CONDITIONS OF PAYMENTS AND PENALTIES

Payments for services made during the three (3) year's period of the framework contract will be made by presentation of annual invoice (which reflects the code of written orders, CIG, CO.AN) issued to:

The Italian Trade Commission - ITA Agency Johannesburg Office
42 Chester Road – Parkwood 2193
VAT 4000 158 198



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Payment will be made by bank transfer at thirty days (30) upon receipt of the annual tax invoice.

If the requirements of the requests are not met, the ITA Agency reserves the right to impose a penalty depending on the seriousness of the incident, to determine, which will not exceed 3% of the amount relating to the service incorrectly provided.

EXCLUSION

Company undertaking a criminal proceedings or litigation under the Italian and/or South African Law, for the following, may not submit a tender:

- Participation in a criminal organisation
- Corruption
- Fraud
- Money laundering and criminal activities
- Any kind of illegal trafficking
- Tax evasion

PROCEDURE FOR SUBMITTING TENDERS

Unless excluded from the tender, bids must be submitted via email at johannesburg@ice.it to the Italian Trade Commission ITA Agency Johannesburg Office, **the proposed deadline is the 16th of January 2024 at 12.00 pm.**

CONTENTS OF THE OFFER

- Company profile and presentation.
- Declaration by the legal representative that they are not in any criminal proceedings or litigation.
- Economic Offer drawn up in accordance with the model annexed hereto and taking into account the information contained in this notice as well as an itemised list of each insured section.

The offeror undertaking's signed documents must be dated and signed by an authorized legal Representative of the Company.

Please note that all documents requiring the signature of the representative must be signed by one of the following:

- Director with power of legal representation.
- By special delegation as indicated.

Will not be considered valid offers that:

- is submitted after the deadline or in a form other than that indicated;
- subject to condition or that do not accept the conditions indicated or higher than the price indicated do not contain one or more elements required in this notice;
- multiple offers are not allowed. Each company must participate by submitting a single offer.





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The award shall also be made in the event of the receipt of a single tender if it is valid and deserves approval. In accordance with the principle of self-protection, the Italian Trade Commission ICE-Agency Johannesburg Office has the right to not award the tender if necessary.

In the event of a tie between bids, the Companies that obtained the same score will meet at the ICE Agency headquarters for a public draw.

ADDITIONAL INFORMATION

For information, please contact the Italian Trade Commission ITA Agency Johannesburg Office (e-mail: johannesburg@ice.it). The person in charge is the Italian Trade Commissioner of ITA Agency Johannesburg Office, Mr. Giovanni Atena.

PROCUREMENT AND PROVISIONS

The selected company will be announced on the website of this Agency on the 18th of January 2024.

No compensation or reimbursement of costs shall be due to applicants for the submission of tenders.

The administration will proceed with the award after verification of the proposals.

The best economic offer will be awarded the contract.

In the event that the competition cannot be awarded to the tenderer who has obtained the first place in the provisional graduation, the second is awarded in order of qualification.

Tacit renewal is excluded.

Within a maximum of seven (7) calendar days from the notification of the award, the selected Company shall submit the following documentation:

- [Annex a - causes excluding applicants from ITA Agency procurement;](#)
- [Rules and regulations for the registration and selection of contractors/suppliers by ITA Agency;](#)
- [Supplier Registration Form \(company and professionals\);](#)
- Certified copy of company registration certificate.
- Certified copy of tax registration certificate.
- Certified copy of professional certificate (if applicable).
- Certified copy of quality certificate (if any).
- Two or more references, over the last three years, issued by companies, including state-owned entities, or individuals for which/whom the applicant has performed the same services as those for which he/she is applying for registration, or alternatively a list of major corporate clients the applicant is currently working with.





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METHODS OF PAYMENT, PENALTIES AND TERMS & CONDITIONS FOR TERMINATION OF THE CONTRACT

The payments will be made subject to the successful completion of the service, which must be endorsed by the Sole Processor of the procedure.

Payment will be made on receipt of the annual tax invoice to be sent to the Italian Trade Commission ITA Agency Johannesburg Office.

Payment of the service is made by bank transfer to the bank account indicated by the supplier for the number of services invoiced. Bank letter is required for the first payment and in the event of a change of banking details after the contract has been awarded.

PROHIBITIONS ON SUBCONTRACTING AND ASSIGNMENT OF CONTRACTS

Subcontracting or transfer of contract is prohibited.

CONFIDENTIALITY AGREEMENT

The contractor undertakes to maintain the confidentiality of the data and information to which it has access and to use them exclusively for the performance of this contract. Even In the event of the service cancellation with the Italian Trade Commission ITA Agency Johannesburg Office, it is stated that all confidential obligations must be respected. The contractor is responsible for the respect of confidentiality and by its employees or consultants. In the event of breach of confidentiality obligations, the Italian Trade Commission ITA Agency Johannesburg Office shall have the power to resolve the contract, without prejudice to the claim for damages arising from such an act.

REGISTRATION

The registration of this contract, the related costs, and additional costs for signing the contract shall be borne by the contractor.

COMPETENT JURISDICTION

Any dispute relating to the selection procedure is subject to the jurisdiction of Italian law.

Any dispute relating to the performance of the contract is subject to the jurisdiction of South African law.

PROTECTION OF PERSONAL DATA

The data collected will be processed exclusively within the framework of this procedure (pursuant to the General Law on the Protection of Personal Data held by obliged parties, published in the DOF 26/01/2017).





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ECONOMIC OFFER FORM

the undersigned _____
born in _____ on the _____
resident in _____, postal code _____
Address: _____

Owner or legal representative (underline the correct definition) of the company: _____

With registered office in _____
VAT number: _____, C.K. number: _____

In relation to the tender for three years (03) contract for 24/7 an All-Risk and Stated Benefits Insurance in favor of the Italian Trade Commission - ITA Agency - Johannesburg Office. The proposed monthly fees or services are as follows:

Table with 3 columns: COVER DESCRIPTION, SUM INSURED IN RAND, PREMIUM. Rows include Fire - sum to insure, Buildings combined, Office contents, Theft, Accidental damage, Stated benefits, Money section, Electronic equipment, Third party public liability, Risk and Advice Fees, Political & Riot Cover.

NB: The annual fee will apply for the duration of the contract (36 months).

The undersigned declares to be aware of what is indicated and foreseen in the direct award notice and to unconditionally approve the contents. Furthermore, he is aware that the announcement does not entail any responsibility for the ICE Agency towards interested parties and that any offers do not entail any preferential rights for the award with contract by the ICE Agency.

As required, please attach a copy of your identity card to this offer:

Signed at (place): _____ on (date): _____

Signature and stamp of the company:

