



ITALIAN TRADE AGENCY

Toronto, September 26th, 2023

prot: 0104335/23

CIG lot 1 Z683C9FA18

CIG lot 2 ZEB3C9FA1B

REQUEST FOR QUOTATION

LOT 1: PROFESSIONAL PRESENTATION AND COOKING, WINE AND FOOD SERVING, VENUE
LOT 2: AUDIOVISUAL SERVICES

Submission Deadline: October 8th , 2023

This Request for Quotations (the “RFQ”) is an invitation by the Italian Trade Agency (“ITA”) to prospective respondents to submit non-binding quotations for the services described herein in both Lot 1 and Lot 2. If you are interested and possess the required qualifications, you are invited to submit an offer for one Lot or both Lots, taking the following information and criteria into account. This request for Quotation is issued in compliance with applicable Italian and Canadian laws.

Lot 1: masterclass cooking services, the rental of a masterclass venue, equipment

Lot 2: Audio/Visual services

within the Italian Cuisine Week 2023 series of Events, in collaboration with Confartigianato and the Ministry of Foreign affairs and international cooperation.

Terms and conditions of the RFQ process

The selected respondent will be requested to enter into a contract for the provision of the deliverables on the terms and conditions set out hereby and in a subsequent contract letter. It is the ITA’s intention to enter into a contract with only one legal entity on one Lot or both Lots

This is an open request for quotations and any company who demonstrably can provide the services listed below can place a bid.

RFQ Specifications

ITA Canada is looking for a turnkey service in a venue situated in **downtown Vancouver**, for LOT 1: professional cooking service, room rental including catering and all furniture and

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





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equipment rentals and LOT 2: audio video services. Deliverables and other information and requirements are listed below.

Period of execution of Agreement

- One date only TBD on 14th or 16th Nov 2023

Event description

- Welcoming of guests and registration
- Brief introductory remarks by Italian officials
- Presentation in English about cuisines showcased in the masterclass of a total duration of 30', given by the respective chefs, with mention of ITA's promotional programs
- Fusion masterclass in English for a total duration of 60' featuring regional products from the Regions of Emilia Romagna and/or Calabria (Italy) and from one other Country, given by 1 Vancouver chef, to be supplied by bidder, in collaboration with an Italian Chef guest from Italy (selected separately by ITA) to be streamed on Social Media and presented locally to Audience in attendance
- Tasting by guests of prepared dish(es) at the end of the Masterclass.
- Networking reception following the masterclass, for a total duration of 60', in a separate space at the same location, equipped as described below (Venue)
- Target attendance: 30-35 guests Audience: Cooking professionals, trade, food-sector media, to be invited by the ITA

Items to be provided by the awarded bidder and to be quoted in offers as per the attached quotation sheet [here](#)

LOT 1

- Services of a **professional Chef** specialized in **Asian cuisine** for the preparation of the masterclass and its execution
- Recipes used, which will be made available to the audience
- **Venue:** The size of the venue needs to appropriately accommodate the following items, all provided by the awarded bidder
 - 1 Registration Table at the entrance dressed with White tablecloth and Flowers arrangements and Signage Display (provided by ITA)
 - Kitchen fully functional to be accessed by 2 Chefs, Kitchen Assistants and entirely visible to Audience for the duration of the Demonstration
 - Foyer Room or Open Concept Loft, restaurant room or classroom setting
 - Table for each guest or for several guests to share. Each guest should be provided with the following:
 - Water glass
 - Cocktail napkin
 - Small plate

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- Basket of sliced bread to be replenished as needed throughout the event (shared is acceptable).
- Chairs for 40 guests
- 2 Tables to present Italian regional products (food and wine) during the Networking reception
- Area(s), visible to guests attending the Networking reception, where to place 1 self standing tv monitors showing promotional imagery (see below)
- Set up and dismantling
- Wine pouring service by authorized staff and replenishment of food containers service, as needed

LOT 2

● **Audio Visual Services**

- High speed / fiber optic Internet connection; Broadband | 40Mbps Upload & Download.
- 1 LED monitor screen 55" or bigger in size, accepting input from a Usb memory stick, to play imagery provided by ITA during the Networking reception + 1 cart support for Tv
- 2 Fixed or remotely controlled cameras, Full HD (1080p) or better, and microphones, including one for questions by the audience, to adequately record the event on site; one camera should show the chefs' workstation and one their presentation
- 1 LED monitor screen 55" or bigger in size, connected to the camera showing the chefs' preparation table to show, in a closed circuit fashion, the ongoing Demonstration to the Audience + 1 cart support for Tv and any slides that the chefs want to show the Audience during the Presentation
- All equipment needed to record and stream the event via live broadcast on a platform to be advised
- Audio-video technician to supervise all events, check in advance the instrumentation, carry out technical tests before the event and handle and mix input from cameras during the event
- Delivery to ITA of Full HD raw recording via a cloud based service or a physical device to be provided by bidder within 24 hours after the event
- (optional) Basic editing of the event's footage to include 3-4 slides with titles and superimpression of names and titles of people appearing in the event

The final contract will include a clause that assigns the copyright on all deliverables to ITA and allows ITA Canada to stream the masterclass and utilize its recording for promotional purposes.

Language for RFQ

All quotations are to be written in English only.

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Electronic Quotation Submission

ITA Canada shall only accept and receive electronic quotation submissions via email at vancouver@ice.it, by the above mentioned deadline. Late submissions may be disqualified. The awarded bidder must be registered among ITA Canada's suppliers of services and goods. All bidders are invited to register to be considered for future requests for quotation:

REGULATIONS FOR THE ENROLMENT AND MANAGEMENT OF THE REGISTER OF SUPPLIERS FOR THE ITA - ITALIAN TRADE AGENCY IN CANADA: TORONTO

Application Form

ANNEX 1

Declaration Statement

TERMS AND CONDITIONS

Contract award entity

ITA Canada will award the contract based on the bid's price, keeping also into consideration all elements provided by the bidder (see below). The awarding procedure officer is the Director of ITA offices in Canada, Marco Saladini.

The Italian Trade Commission (ITC) - Toronto Office
480 University Avenue, Suite 800
Toronto, Ontario M5G 1V2

Mr. Marco Saladini
Trade Commissioner - ITC Canada
Official Representative of the Contracting Authority (Responsabile Unico del Procedimento)
Tel. 416 598 1566
toronto@ice.it

Budget And Terms Of Execution

Total maximum budget allocated for all the services requested in this RFQ cannot exceed the following per Lot excluding applicable taxes:

- LOT 1 \$ 8,000.00 (eight thousand)
- LOT 2 \$1,600.00 (sixteen hundred)

It is understood that your offer (including all fees, expenses, services, goods, products, shipping etc. cannot exceed the above indicated amount per lot or \$ 9,600.00 (nine thousand six hundred) for both lots excluding applicable taxes.

Although your quotation needs to include a price for all products and services indicated in this RFQ, the ITC reserves the right to change items, quantities or entire parts of this

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quotation when stipulating the service contract with the awarded venue and/or during the life of the contract.

ITC will not consider claims for an increase or decrease of the total contract value.

Payment Terms

Italian law does not allow advance payments for public contracts. Therefore, the payment schedule must comply with the following criteria:

20% of the fee payable after signing the contract, upon receipt of an invoice

The final 80% payment shall be made at completion of the event, upon receipt of an invoice

Payment will be issued by EFT-Direct Deposit in CAD within 30 days of receipt of original invoice addressed to the ITC office indicated in the Agreement.

Main Contractual Clauses

The contract that will be signed between the Consulate General of Italy-Italian Trade Commission and the awarded venue will include several clauses. A few mandatory ones follow.

If the agreed-upon project timeline and deadlines are not met, ITC shall apply a penalty fee equal to the amount of 5% of the total price set forth in the contract, in addition to any other right or remedy that ITC may have at law or otherwise.

The contract with the selected respondent will not be an exclusive contract for the provision of the described Deliverables.

There will be no tacit renewal of the contract.

Information in RFQ Only an Estimate

ITA Canada makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFQ. Any quantities shown or data contained in this RFQ are estimates only and are for the sole purpose of indicating to respondents the general scale and scope of the deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a quotation in response to this RFQ.

Past Performance or Past Conduct

ITA may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

1. Illegal, inappropriate, or unethical conduct.
2. The refusal of the supplier to honor its submitted pricing or other commitments.
3. Any conduct, situation or circumstance determined by ITA, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

Confidential Information of ITA

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All information provided by or obtained from ITA in any form in connection with this RFQ either before or after the issuance of this RFQ is the sole property of ITA and must be treated as confidential.

Cancellation

ITA may cancel or amend the RFQ process without liability at any time.

Clarifications

ITA will provide clarifications only in writing. Prospective bidders may ask for clarifications via an e-mail message addressed to the contact address below and will receive them by the same means. Anonymized questions and relevant replies will also be posted on line at the page <https://www.ice.it/en/markets/canada/market-survey-notice>

Please no phone calls.

Documents to be provided by the specified deadline

- Quotation, on the attached Quotation sheet: [here](#) (LOT 1 AND LOT 2)
- Bidder's and any subcontractor's company profile(s) (LOT 1 AND LOT 2)
- Chef's curriculum vitae (ONLY LOT 1)
- Description of services with technical specifications for Venue (ONLY LOT 1)
- Audiovisual services (ONLY LOT 2)
- Floor plan and pictures of the venue (ONLY LOT 1)

Incomplete submissions may be disqualified.

RFQ Contact

For the purposes of this procurement process, the "RFQ Contact" will be:

- ITA Canada, Vancouver office: vancouver@ice.it

We are looking forward to receiving your quotation.

Sincerely yours.

Marco Saladini

Italian Trade Commissioner to Canada

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