

Beirut Office for Cyprus, Lebanon and Syria

Beirut, November 23, 2022
Prot. 0137316/22

C.di.C. : 4HD1
CO.GE. : 1208
CO.AN. : S230W00000

Request of quotation : Time Attendance Machine for the Italian Trade Agency - Beirut Office - for the period 1/1/2023 - 31/12/2023

Dear Sirs,

The Italian Trade Commission ICE/ITA requests a quotation for a Time Attendance Machine and the after-sale service of any presented items:

- Face & Palm Recognition
- Fingerprint & Face Recognition
- Fingerprint Reader & Web Based Access Controller

The Time Attendance should include the following options: Printing periodically attendance reports and adding the reasons of absences for example

Weekend
Festività
F Giorno di congedo ordinario
1/2 giornata di congedo ordinario
Missioni
Missioni in loco
M Assenza x malattia/Permessi speciali
Giorni di Recupero
Work from home

And under the following conditions:

1. Address: Italian Embassy 1st floor- Presidential Palace Street Baabda.
2. Mode of payment: Bank transfer at the end of delivery or after the service delivery.



ITALIAN TRADE AGENCY

3. In order to be considered as a supplier your company shall be registered at ITA suppliers register, which conditions can be found on our website on the following link: <https://www.ice.it/en/markets/lebanon/work-us>.
4. After adhering to our suppliers register, we ask you to confirm this statement in your offer:
“-- **Company Name** -- declares to be in the Italian Trade Agency's register of suppliers and is not subject to any clause included in the grounds for exclusion.”
5. The offer shall be in USD and shall include the following information:
 - a) Precise the VAT amount separately if applicable.
 - b) Any additional information that you deem necessary.

Kindly note, that the Italian Trade Agency suppliers shall be registered at ITA suppliers register, which conditions can be found on our website on the following link: <https://www.ice.it/en/markets/lebanon/work-us>

If you wish to have a site inspection, kindly contact us on 05-959640/1/2.

We look forward to receiving your detailed quotation **no later than November 28, 2022.**

Yours truly,

A handwritten signature in blue ink, appearing to read 'Pasqualucci', written over a light blue horizontal line.

Claudio Pasqualucci
Trade Commissioner

