



**ITALIAN TRADE AGENCY**

ICE - Agenzia per la promozione all'estero e  
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**Jakarta Office**

## **GUIDELINES: RULES AND REGULATIONS FOR SELECTION OF SUPPLIERS AND CONTRACTORS BY ITALIAN TRADE AGENCY (ITA) JAKARTA OFFICE**

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For the purposes of regulating ITA Jakarta Office's procurement process, protecting rights and interests of ITA Jakarta Office and other parties involved in the procurement process, improving economic efficiency and ensuring quality and fairness in the procurement process, these Guidelines are hereby formulated.

These Guidelines stipulate the procedures of selection and enrolment for suppliers and contractors who are listed on the **"List of Suppliers and Contractors"** which is created and recorded by ITA Jakarta Office.

These Guidelines supersede and replace any and all prior guidance and/or rules and/or regulations on the subject matter, whether oral or written, and sets forth the entire Guidelines with respects to the subject matters contained herein. Any amendment to these Guidelines must be in writing by ITA Jakarta Office.

### **ARTICLE 1 DEFINITIONS**

For the purposes of these Guidelines, the term "Procurement" means the process of finding and obtaining goods, projects and services from an external source in the form of contracts for consideration and via tendering or competitive bidding process (if needed), including by acquisition, lease, appointment, and employment etc.

For the purposes of these Guidelines, the term "Goods" means all types and categories of articles including furniture, equipment, tools, machineries and other products etc.

For the purposes of these Guidelines, the term "Services" means the objects of procurement other than goods, such as all kinds of professional advisory service, advertisement and commercial promotion, exhibition and trade fairs, etc.

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#### **ARTICLE 2 STRUCTURE OF THE LIST OF SUPPLIERS AND CONTRACTORS**

According to the objects of procurement, the suppliers and contractors listed on the List of Suppliers and Contractors are classified into 5 categories and each category consists of several sub-categories:

Category A: EXHIBITION AND TRADE FAIRS ORGANIZATION

Category B: OFFICE SUPPLIES

Category C: OFFICE FURNISHINGS AND MACHINES

Category D: WORKS AND MAINTENANCE

Category E: CONSULTANCY SERVICES AND ADVISORY

One supplier or contractor is allowed to be listed under 3 categories.

All suppliers and contractors are required to indicate under which category and sub-category they are listed, in no way for one supplier or contractor be listed under 5 sub-categories.

The business scope of each listed supplier or contractor must be matched to the category and sub-category resulting from registration with the Indonesian Chamber of Commerce and referring to the prevailing activity, with scope of business that must be registered based on Industrial Field Classification in Indonesia / Klasifikasi Baku Lapangan Usaha Indonesia ("IFC" or "KBLI" in Bahasa). A detailed list of categories and subcategories of goods and service is publicized on ITA Jakarta Office's official website [www.ice.it/en/index.php/markets/indonesia/jakarta](http://www.ice.it/en/index.php/markets/indonesia/jakarta), in the section "Work with us".

ITA Jakarta Office is entitled to accept the applications only for those goods and services needed by ITA Jakarta Office.

#### **ARTICLE 3 REQUIREMENTS FOR SUPPLIERS AND CONTRACTORS**

To participate in the ITA's procurement activities, a supplier or contractor shall satisfy the following criteria:

- Legally established according to the applicable laws and regulations of its registration country and obtain a valid Business License issued by the local competent authority with scope of business that must be registered based on Industrial Field Classification in Indonesia / Klasifikasi Baku Lapangan Usaha Indonesia ("IFC" or "KBLI" in Bahasa) and has obtain Business Number Identity ("NIB" in Bahasa);

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- where the contractor or supplier is a natural person, he/she is required to provide his/her valid ID documents (such as ID Card or passport) and tax number;
- Have the capacity to bear civil liability independently;
- Have a good commercial reputation and sound financial accounting systems;
- Have a good record of paying taxes and social insurance in accordance with the applicable laws and regulations;
- Have no record of material violations in its business activities in the past three years;
- Have the necessary equipment and professional and technical competence required for performance of the contract proven by supporting documents with regards to their competence
- Respect and observe all the relevant labour and employment laws, and employ workers according to the applicable laws and regulations;
- Never breach any contracts with ITA Jakarta Office in the past three years;
- must submit Deed of Company Establishment and the latest Article of Association of such company, all permits with regards to their scope of business, and company / other business entities' profile.
- Other criteria stipulated in relevant laws and administrative regulations (if any).

N.B. where the supplier and contractor is a profession association, each member of such association must fulfill the abovementioned criteria.

### **ARTICLE 4 APPLICATION INSTRUCTION**

The applicants shall send the application form (**Supplier Form**) here attached to this email address: [giacarta@ice.it](mailto:giacarta@ice.it) . The Supplier Form can be also downloaded from the section "Work with us" of the official website of ITA Jakarta Office [www.ice.it/en/markets/indonesia/jakarta](http://www.ice.it/en/markets/indonesia/jakarta)

The Application Forms need to be signed by the Legal Representative of the applicant; the signed Application Forms shall be sent by a certified official e-mail address of the supplier and contractor to [giacarta@ice.it](mailto:giacarta@ice.it) in the following way:

- If signed manually, the documents need to be scanned together with a copy of the identity document of the person who has signed them;

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- If signed in a digital way, the documents need to be scanned without any identity documents.

Further to these documents also other documents are needed for the selection as indicated here below by Article 5.

Please note that the fulfilment of the documents online doesn't mean that the applicants have been selected or included in the List of Suppliers and Contractors. ITA Jakarta Office reserves sole discretion to determine which supplier and contractor is selected.

On the section "Work with us" of the official website of ITA Jakarta Office [www.ice.it/en/markets/indonesia/jakarta](http://www.ice.it/en/markets/indonesia/jakarta), you can find also the List of Suppliers and Contractors (once it will be available), these Guidelines, the Supplier Form and the List of Categories/Subcategories for the application,

For any inquiries about the filling of the documents please send an e-mail to: [giacarta@ice.it](mailto:giacarta@ice.it).

### **ARTICLE 5 DOCUMENTS NEED TO BE PROVIDED BY APPLICANTS**

#### **For individual applicants**

- Valid ID documents, such as ID Card or passport;
- Curriculum Vitae, including information such as education backgrounds, related previous experience, professional skills and professional certificates, etc.;
- References provided by previous employers or clients who purchased Goods or engaged Services from the individual applicants over the last three years; or

#### **For company applicants**

- Valid company registration documents, such as Business License, Certificate of Incorporation, etc.;
- Valid financial statements over the last three years;
- Tax registration certificates;
- Professional Certificates;
- Specific licenses or permits required in conducting sales of specific Goods or providing specific Services;

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- At least two references provided by previous clients who purchased Goods or engaged Services from the company applicants over the last three years;

### **Additional Documents required from the Exhibition/Trade Fair Boost Setting Up/Preparation Supplier/Contractor**

- 1) References related with the settings up provided during the last 3 years. The technical specification of the most important settings up. Relevant pictures need to be attached if possible. Relevant information, such as information for each setting up realized in the specific geographic area, details of the measures of the area set up, place and materials used in the setting up, etc. shall be provided.
- 2) List of equipment required for Exhibition/Trade Fair Boost setting up usage owned by the supplier/contractor, included warehouse or the factories of the suppliers/contractors.

A supplier/contractor may be considered to be invited by ITA Jakarta Office as an Exhibition/Trade Fair boost setting up supplier/contractor providing all above mentioned criteria are fulfilled.

### **ARTICLE 6 TIMELINE**

All application documents shall be checked and examined within thirty (30) days from the date of receipt. Should there are any missing or incorrect contents in the application documents, ITA Jakarta Office is entitled to require applicants to complete or correct the application documents.

### **ARTICLE 7 PERIODICAL INSPECTION AND REVIEWING**

ITA Jakarta Office has the right to conduct periodical inspection on documents provided by contractor/supplier, including but not limited to qualification, incorporate certificate, financial statements, professional certificates, specific certificates or permits, etc.

ITA has the right to conduct periodical review on performance of the contractor/supplier, including but not limited to quality of Goods and Services, price, continuous performance capability, performance promptness and stability, etc.

The supplier/contractor on the List of Suppliers and Contractors may be removed from the list if it fails to pass the periodical inspection and reviewing conducted by ITA Jakarta Office from time to time.

### **ARTICLE 8 REPRESENTATIONS AND WARRANTIES BY SUPPLIERS/CONTRACTORS**

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Each supplier/contractor shall represent and warrant to the ITA Jakarta Office that as of the application date:

- It meets all qualifications and conditions required by the applicable laws and regulations of its country-of-incorporation;
- It is an independent legal person duly incorporated and legally in existence in accordance with the laws and regulations of its country-of-incorporation; or an individual has full and complete civil capacity;
- It has authorized its legal representative or duly authorized its representative to sign all necessary application document required by ITA Jakarta Office;
- Its application for being listed as ITA Jakarta Office's supplier/contractor will not: (i) violate any provision of its business license, its incorporation documents, articles of association or similar organizational documents; (ii) violate any applicable laws or any governmental authorization or approval; (iii) violate any other contract or agreement to which it is a party or any of its commitments or undertakings; and (iv) violate any verdict or arbitral award issued against it, or any order or ruling of any government or regulatory body to whom it is subject;
- No pending lawsuit, arbitration or other legal or governmental proceeding which may adversely affect its ability to perform its contractual obligation with ITA Jakarta Office, or, to its knowledge, no such threat is in existence;
- It has disclosed to ITA Jakarta Office all relevant documents and information issued by any competent governmental department that may have material adverse effect on its ability to fully perform its contractual obligations with ITA Jakarta Office, and the documents previously provided by it to ITA Jakarta Office do not contain any false, cheating, misleading or omissive information with respect to material facts.

If any of the above representations and warranties of a Supplier/Contractor are false or inauthentic in any material respect, then such Supplier/Contractor shall be deemed as intended deceiving and will be removed from the List of Suppliers and Contractors.

### **ARTICLE 9 DUTY OF HONESTY BY SUPPLIERS AND CONTRACTORS**

All Contractor/Supplier are forbidden to involve in any of the following misconducts:

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- Collude in relation to the quoted price, and shall not force out other Contractor/Supplier from fair competition, or infringe the lawful rights and interests of the ITA Jakarta Office or public interests of society;
- Collude with ITA Jakarta Office's staff or agency to the detriment of ITA Jakarta Office's interests, the public interest of society or the lawful rights and interests of any other person;
- Bribe the ITA Jakarta Office's staff or agency in order to be listed on the List of Contractor/Supplier or get the chance to enter into contracts with ITA Jakarta Office.
- Provides forged or altered License, certificates or permits;
- Misrepresents the company's financial status or performance;
- Provides falsified resumes of and proof of employment relationship with the person-in-charge of the project or of key technical personnel;
- Misrepresents credit status;
- Other false and deceptive means.

A Supplier/Contractor will be immediately removed from the List of Suppliers and Contractors once it is found involving in any of the abovementioned misconducts.

### **ARTICLE 10 INFORMATION UPDATE**

Where there are any information filed with ITA Jakarta Office by a Supplier/Contractor listed on the List of Suppliers and Contractors are changed or updated, such Suppliers/Contractors are obliged to update such changed or amended information with ITA Jakarta Office within 30 days from the completion date of such amendments.

The Contractor/Supplier shall timely update its amended information via email to: [giacarta@ice.it](mailto:giacarta@ice.it) .

### **ARTICLE 11 REGULAR UPDATE OF THE LIST OF SUPPLIERS AND CONTRACTORS**

The List of Suppliers and Contractors shall be updated at least once a year.

Each Supplier/Contractor has to proactively update its information by sending email to [giacarta@ice.it](mailto:giacarta@ice.it) once a year. By sending this email each Supplier/Contractor has to demonstrate that they still own the requirements of integrity and respectability.

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Fail to update its information per ITA Jakarta Office's requirement within the required time limit, the Supplier/Contractor may be removed from the List of Suppliers and Contractors by ITA Jakarta Office.

### **ARTICLE 12 EVALUATION OF THE SELECTED SUPPLIERS/CONTRACTORS**

The selected Suppliers/Contractors who receive the commitment to provide Goods or Services to ITA Jakarta Office are evaluated by the Italian Public Administration office called RUP and the related officer.

The evaluation of the selected Suppliers/Contractors is based on a scoring system ranking from 1 to 5. (1 refers to really low; 2 refers to not sufficient; 3 refers to sufficient; 4 refers to good; 5 refers to excellent).

For each Category there are different criteria for the evaluation (not only under a technical point of view but also with reference to the timelines for the supply, quality of the good/service provided, numbers of any malfunctions, problem solving).

The evaluations are examined also by ITA Jakarta Office, who elaborates an average of scores for each contract. The number of scores got in this way is relevant also for future selections.

If the Supplier/Contractor agrees more than one contract with the Administration, each contract is subject to an evaluation and each evaluation is taken in consideration for an average general score.

### **ARTICLE 13 TEMPORARILY REMOVED FROM THE LIST**

A Supplier/Contractor may be temporarily removed from the List due to the occurrence of any of the following situations:

- A Supplier/Contractor may be temporarily removed from the List for a time of period between 6 months and 1 year if such Supplier/Contractor got an evaluation under 3 points/scores.
- A Supplier/Contractor may be temporarily removed from the List if it involves in any litigations or arbitration procedure against ITA Jakarta Office until such legal procedures fully completed.
- A Supplier/Contractor may be temporarily removed from the List if there are any necessary information required by ITA Jakarta Office are missing.
- A Supplier/Contractor may be temporarily removed from the List if there are any delay in delivery of the Goods or Services.

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The decision of temporarily removal of a Supplier/Contractor from the List shall be made by the Director of the ITA Jakarta Office.

The Supplier/Contractor temporarily removed from the List may be added to List again once the abovementioned situations are thoroughly corrected or eliminated. However, there is still the possibility that the Supplier/Contractor temporarily removed from the List may be permanently removed from the List if the abovementioned situations are not corrected or eliminated within the given time limit, or even deteriorated.

The communication between ITA Jakarta Office and the Supplier/Contractor regarding the temporarily removal shall be conducted via the certified e-mail address of the Supplier/Contractor.

### **ARTICLE 14 PERMANENTLY REMOVED FROM THE LIST**

A Supplier/Contractor may be permanently removed from the List due to the occurrence of any of the following situations:

- A Supplier/Contractor may be permanently removed from the List if such Supplier/Contractor be ranked less than 3 scores for any Goods or Services supply.
- A Supplier/Contractor has already been temporarily removed from the List for at least 3 times over the past 3 year.
- A Supplier/Contractor has already been excluded by the selection of other public administration.
- A Supplier/Contractor is responsible or liable for any breach of contracts.
- A Supplier/Contractor may be removed from the List if it fails to meet the requirements listed in Article 3 of these Guidelines.
- A Supplier/Contractor may be removed from the List if it fails to provide the documents listed in Article 5 of these Guidelines, or the documents and certificates contains false and/or inauthentic information.
- A Supplier/Contractor may be removed from the List if it fails to pass the periodical inspection and reviewing conducted by ITA Jakarta Office according to Article 7 of these Guidelines.

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- A Supplier/Contractor may be removed from the List if any of its representations and warranties listed in the Article 8 of these Guidelines are proved to be false or inauthentic in any material respect.
- A Supplier/Contractor may be removed from the List once it is found involving in any of the misconducts listed in Article 9 of these Guidelines.
- A Supplier/Contractor may be removed from the List if it fails to update its information according to Article 11 of these Guidelines for 2 years.
- A Supplier/Contractor shows lack of interest in the commercial negotiation, such as lack of communication, lack of reply without reasonable grounds for at least 3 quotations over the past 2 years.

For the first 9 situations abovementioned, the communication regarding on removal from the List shall be conducted between ITA Jakarta Office and the Supplier/Contractor via certified email addresses; for the last 2 situations abovementioned, no communication is provided.

For the last 2 situations abovementioned, the removed Supplier/Contractor could apply for being added in the List after two years from last removal.

The decision of permanently removal of a Supplier/Contractor from the List shall be made by the Director of the ITA Jakarta Office.

### **ARTICLE 15 PRIVACY**

All the information and data transmitted by each Supplier/Contractor to ITA Jakarta Office according to these Guidelines are collected and managed by the ITA Jakarta Office solely for the purpose permitted by the applicable laws and regulations of Indonesia.

### **ARTICLE 16 CONFIDENTIALITY**

During the application of been enrolled on the List of Suppliers and Contractors, the applicants may have access to the trade secrets of ITA Jakarta Office.

All Suppliers/Contractors expressly acknowledge the confidentiality and the intellectual property character of trade secret of ITA Jakarta Office, each Supplier/Contractor undertakes to retain in confidence trade secret of ITA Jakarta Office and guarantees that its employees, representatives and agents will retain in confidence the same in accordance with these Guidelines.

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Each Supplier/Contractor or any of its employees, representatives or agents shall not be released from their confidentiality obligations under these Guidelines in any case unless: a) trade secret becomes public; or b) the other party has released it from such obligation in writing, even if these Guidelines are terminated.

### **ARTICLE 17 ANTI-CORRUPTION**

Each Supplier/Contractor represents that in connection with its application of been enrolled on the List of Suppliers and Contractors under according to these Guidelines and provided Goods and Services to ITA Jakarta Office, it will not commit any act which violates or may violate any laws or any rules or regulations of any governmental, regulatory, or administrative authority (Applicable Laws of Indonesia), including without limitation any act which confers, directly or indirectly, any unlawful benefit (whether under the laws of Indonesia or an applicable foreign jurisdiction) on any official of any government or governmental, regulatory or administrative authority, or any other person or where such offer, payment or gift is intended to influence a decision in a manner that is inconsistent with ITA Jakarta Office's policy of conducting business fairly and ethically.

Each Supplier/Contractor shall represent that it is in compliance with all applicable anti-corruption laws and regulations in Indonesia, and that it has not taken, and shall not take, any action that would cause ITA Jakarta Office to violate any such anti-corruption laws and regulations, which includes offering, paying, giving, promising or authorizing the payment of any money, gift or anything of value to; (1) any government official (defined as any officer, employee or person acting in an official capacity for any government department, agency or instrumentality, including state-owned or state-controlled enterprises and public international organizations, as well as a political party or official thereof or candidate for political office), or (2) any person the Supplier/Contractor knows, or has reasons to know, that all or a portion of such money, gift or thing of value will be offered, paid or given, directly or indirectly, to any government official. Each Supplier/Contractor agrees that should it learn, or have reason to know, of any payment or transfer (or any offer or promise to pay or transfer) that would violate applicable anti-corruption laws and regulations, it shall immediately disclose it to ITA Jakarta Office.

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**ARTICLE 18 DISCLAIMER**

ITA Jakarta Office shall not bear any responsibility and/or liability for any losses and/or damages incurred because of any decision made and/or action taken by the Supplier/Contractor based upon and/or having any connection with any such content or information in these Guidelines.

These Guidelines is solely for the purpose of the Suppliers/Contractors reference on how to apply to be enrolled on the List Suppliers and Contractors of ITA Jakarta Office reserves full rights to update, amend and interpret these Guidelines.

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