

REGULATIONS FOR THE REGISTRATION AND MANAGEMENT OF THE SUPPLIERS' REGISTER OF ITALIAN TRADE AGENCY IN LAGOS – TRADE PROMOTION SECTION OF THE ITALIAN CONSULATE IN LAGOS, NIGERIA

This regulation summarizes the current registration and management procedures of the Supplier List established at ITALIAN TRADE AGENCY IN LAGOS – TRADE PROMOTION SECTION OF THE ITALIAN CONSULATE IN LAGOS, NIGERIA.

The same considers the contents of the Guidelines nr. 4 of implementation of the legislative decree of 18 April 2016 nr. 50 approved by the Italian National Anticorruption Authority with resolution 1097 of October 26, 2016, which also refer to the formation and management of the lists of economic operators.

Art. 1 INTERESTED PARTIES (Economic Operators)

They can register with the Italian Trade Agency in Lagos (ITA LAGOS) Suppliers' Register: individual entrepreneurs, artisans, companies (or consortia of companies), and cooperatives.

Art. 2 STRUCTURE OF THE SUPPLIERS REGISTER

The Suppliers' Register is subdivided into the following 5 commodity macro-sectors, and subsectors:

- Macro-Sector A - ORGANIZATION OF EXHIBITIONS AND TRADE SHOW
 - Stand Design and Construction
 - Event Management
 - Graphic Design and Printing
 - Media (Magazine, Radio and TV adverts)
 - Photographer and Videographer Category
- Macro-Sector B - OFFICE SUPPLIES
 - Stationary and Toners
 - Consumables
- Macro-Sector C - OFFICE FURNITURE AND MACHINES
 - Computers and Printers
 - Switchboard and Telephones Initial
 - Domestic Appliances, Generator, etc.
- Macro-Sector D - WORKS AND / OR MAINTENANCE
 - Building Renovation
 - Computer and Printers Maintenance
 - Generator Maintenance
 - General Electrical and Plumbing Maintenance and Repairs

- Macro-Sector E – TECHNICAL AND ADMINISTRATIVE ASSISTANCE
 - Advisory and Legal Consultancies
 - Cleaning Service
 - Courier Service
 - Electrical Services
 - Garden Service
 - Hostess, Interpreter/Translator, Driver
 - Hotels / B&B
 - Insurance
 - Media Subscriptions
 - Rentals
 - Security Service
 - Telecommunications
 - Travel Agents
 - Transport
 - Utilities
 - Other Services

It is possible to request the insertion in a maximum of 2 (two) macro-sectors, and maximum 5 subsectors of those two.

Each sector/product category for which economic operators require registration must be consistent with the corporate purpose of the company. The Italian Trade Agency in Lagos reserves the right to accept applications only if they are related to goods and services it requires.

ARTICLE 3 - REQUIREMENTS FOR REGISTRATION OF CONTRACTORS AND SUPPLIERS

Contractors/suppliers aiming to qualify for ITA LAGOS procurement shall fulfil the following criteria:

- Be legally established according to the laws and regulations of their country of incorporation and be in possession of a valid business registration issued by the Nigerian competent authority; if the contractor/supplier is a natural person, he/she is required to provide his/her valid ID documents, such as ID card or passport;
- Employ workers in compliance with all relevant labour and employment laws;
- must declare to be in possession of the requirements of professional competence, economic and financial capacity and technical-professional capacity;
- must not be incurred in the three-year period prior to the application for registration in ascertained and serious breaches and deficiencies in the execution of contracts with Italian Trade Agency in LAGOS that have led to the termination of the contract or the revocation of the award.
- N.B. In the case of a consortium the above requirements must be possessed by the consortium and each of the associated companies.

Art. 4 METHOD OF REGISTRATION

The registration in the supplier register is started filling in two forms which can be downloaded from the following web site: <https://www.ice.it/en/group/667/suppliers-register> .

- 1) Form A – supplier registration form (Google Form)
- 2) Form B - document of requirements.

The above mentioned FORM B must be completed, printed and signed by the legal representative and transmitted by e-mail to lagos@ice.it , scanned together with a copy of the identity document of the subscriber.

In addition to these self-certifications, the remaining documentation indicated in the following articles 5 and 6 must also be attached.

Filling out the above mentioned form has no registration value as the company will receive from the Italian Trade Agency in Lagos the confirmation of registration only after the verification of the documents transmitted.

Art. 5 ADDITIONAL DOCUMENTATION REQUESTED

The documentation referred to in this article, as already highlighted above, must be sent together with the registration form:

PROFESSIONALS:

- Curriculum vitae;
- at least two references, over the last three years, issued by public or private entities for which the professional has carried out works, services or supplies like those for which he/she requests registration;

It should be noted that the employment of individual professionals is provided only in specific cases related to the nature of the service to be rendered.

Art. 6 SPECIAL DOCUMENTATION

For the Macro sector A - ORGANIZATION OF EXHIBITIONS AND TRADE SHOW, if it is related to "Exhibition layouts", the company must produce:

1. the references relating to the main exhibits made over the last three years, a detail with all the technical characteristics of the most representative stands, possibly supplemented by photographic documentation;
2. the list of equipment owned and the extension of plants and warehouses.

Art. 7 TIME OF THE DOCUMENTAL INSTRUCTORY

The documentation produced will be examined and evaluated within 30 days of receipt and, if it is incomplete or irregular, the economic operator will receive a request for clarification/integration by e-mail.

Failure to comply with the results of the sample check will result in suspension or cancellation

Art. 8 PERIODICAL UPDATE OF THE SUPPLIERS 'REGISTER

The updating of the Supplier's Register established at the Italian Trade Agency in Lagos will take place at least annually. The mentioned Office will request the members to update the information by sending an e-mail to the address indicated in the form during registration.

Art. 9 ASSESSMENT OF THE REGISTERED SUPPLIERS

It should be noted that the registered suppliers entrusted with the supply of an asset, the provision of a service, or the execution of a work for the Italian Trade Agency in Lagos, are subject to assessment by the Director of Lagos Office and/or by any other relevant Official of the Italian Trade Agency itself.

This evaluation is expressed in scores from 1 to 5 (1 very poor, 2 insufficient, 3 sufficient, 4 good, 5 excellent). For each type of supply different elements of evaluation are foreseen (not only technical, but also referred, for example, to delivery times, to the conformity of the product-service rendered, to the percentage of disservices created, to problem solving).

The evaluations are then re-elaborated by the Italian Trade Agency in Lagos which develops an average for each contract with respect to the various elements assessed, also for the purposes of future selections.

Art. 10 SUSPENSION OF REGISTRATION

The effectiveness of the registration in the Suppliers Register is suspended for a period, not less than six months and not more than one year, if the supplier reports an average rating of less than 3.

The suspension can be arranged even when there is an omission to communicate the changes concerning the information contained in the company registry, if the supplier has a legal and/or arbitral proceedings in progress with the Italian Trade Agency (until the end of the same), or if the supplier is guilty of delays in deliveries, negative inspections, temporarily fails to fulfill one of the obligations provided for in the execution of the contract entrusted to him.

Art. 11 CANCELLATION

The cancellation from the Suppliers' Register is arranged if the registered supplier is:

1. intemperate to one of the situations reported in the art.3 of this regulation;
2. in the presence of assessments that do not reach level 3, referring to more than one supply / service;
3. if it has been excluded from tenders by other local Public Administrations;
4. is guilty of repeated breaches of contract;
5. manifested and persistent disinterest in contracting (failure to respond, not motivated, to at least three requests for an estimate in a two-year period);
6. if it has not given feedback for two years to the requested annual update;
7. ascertained loss of access requirements after registration

The cancellation will be communicated to the interested party via email and by letter sent via express courier

Art. 12 PARTICIPATION IN PROCEDURES - SELECTION OF REGISTERED TRADERS

The ICE-Italian Trade Agency (Lagos Office) reserves the right to decide the convening of the registered subjects based on assessments that consider both the company's potential, and a rotation of the calls between the members of the Register for the same product category, as well as the assessments referred to in previous art.12.



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Regarding the rotation, the following will also be considered:

- the number of members in the category;
- the existence of other contracts in progress and the quality of the service already rendered;
- the principle of the exceptionality of the invitation addressed to the outgoing supplier (with the relative admissible exceptions);
- failure to reply to previous invitations;
- possession, in some cases, of requirements (technical-professional, and economic financial).

Art. 13 PROCESSING OF PERSONAL DATA

All data that the ICE- Italian Trade Agency (Lagos Office) receives, in execution of this regulation, will be collected and processed exclusively for the purposes permitted by local law and in compliance with the provisions contained in the local current legislation regarding the protection of personal data.

The provisions of the Regulations must be considered replaced, modified, repealed or automatically disapplied, where the relative content is incompatible with local supervening, mandatory provisions of laws or regulations.

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