



ITALIAN TRADE AGENCY

Ufficio ICE di Atene / Athens Office

Atene, 14/07/2025

Prot n. 081451/25

MARKET SURVEY NOTICE n. 1

Selection of economic operators to be invited to tender for the **“Service of Temporary Employment Agency – employee payrolling services”** in favor of the **ITA-Italian Trade Agency, Athens Office (Malta Desk)**.

The Italian Trade Agency (ITA) is a Governmental agency that supports the business development of the Italian companies abroad and promotes the attraction of foreign investments in Italy.

The **ITA-Italian Trade Agency, Athens Office** (hereinafter ITA Athens) intends to initiate an open procedure for the acquisition of the service in question¹.

The project is currently undergoing approval by the competent Italian ministries.

Pending the project's approval and the receipt of the related funding, ITA Athens intends to proceed with the identification of a Temporary Employment Agency (hereinafter Agency) based in Malta interested in participating to the procedure that are in possession of the general requirements and professional skills, as per articles 80 and 83 of Legislative Decree 50/2016.

TECHNICAL SPECIFICATIONS / DESCRIPTION OF REQUIREMENT

1. Required Professional Profile:

Figure: Trade Analyst (1 unit)

¹ Pursuant to art. 7, c. 2, lett. b) of Ministerial Decree no. 192 of 21 November 2017, along with Guidelines No. 4, issued by ANAC, as stated by Legislative Decree 18 April 2016, n. 50, entitled "Procedures for the awarding of public contracts for amounts below EU thresholds, market surveys and training and management of lists of vendors" (Resolution No. 1097 of 26 October 2016), and with regard to Legislative Decree 19 April 2017, n.56

Main duties: Market analysis, data research and statistics on the Maltese market; drafting of reports, information notes and sector presentations for Italian companies; providing direct assistance to Italian companies interested in the local market (e.g. partner search, regulatory information); support in the organisation of promotional events and B2B meetings.

Essential skills: university degree in economics, statistics, international relations or related disciplines (**preferably, not mandatory**); strong analytical, research and writing skills; excellent knowledge of English and Italian (written and spoken); advanced use of Excel for data analysis and PowerPoint for creating presentations; proactive and excellent interpersonal skills.

2. Contractual and Logistical Conditions:

Duration of the contract: the duration of the agreement is one (1) year once the contract has been signed, and the participation requirements have been verified.

Place of work: At the offices of the ICE Agency / Desk Malta, located at the Italian Embassy in Malta: 5 Vilhena Street, Floriana, FRN 1040, Valletta, Malta.

Working hours: Full-time, according to the standard working hours provided locally.

3. Applicable Legal Framework:

The employment relationship with the administered resource will be fully governed by Maltese labour legislation (mainly the Employment and Industrial Relations Act - EIRA) and the relevant Wage Regulation Order (WRO) applicable to the job.

The awarded agency will be responsible for all contractual, pay, contribution and tax obligations under Maltese law.

4. Services Required from the Agency

Recruitment and selection of the candidate on the basis of the required profile.

Complete administrative management of the employment relationship (contract drafting, payroll processing, payment of social security contributions, etc.).

Guarantee of timely replacement of the resource in the event of prolonged absence or resignation.

Please note: ITA Athens invites Temporary Employment Agencies to submit a bid for the hourly fee ("Mark-up rate" in % per hour) for the **"Service of Temporary Employment Agency – employee payrolling services"**.

PRESENTATION OF APPLICATIONS FOR PARTICIPATION

This notice will remain published on the website of this office (contracting authority) for a period of 15 days, starting from the day following the date of publication.

BUDGET

Considering the amount spent by ITA Athens for services of temporary employment agency in the last 12 months, the total estimated amount for the above services during the life of the contract (1 year) will be **35,000.00 EUR (Thirty-Five thousand EUR)**. This amount includes pay rates and mark up rates.

ITA Athens is not bound to guarantee the level of expenditure indicated herein, which is a mere estimate because the services needed are subject to various factors that make it impossible to set a specific amount. Therefore, the actual level of expenditure may be higher or lower than the above amount, based on needs and available budget.

Thus, there will be no monetary adjustments if the annual expenditure for services is below the amount set forth herein.

Given that these are estimates, ITA Athens reserves the right to increase or decrease the contract amount by 20% max as needed, without any further obligation toward the awarded Contractor.

AWARD CRITERIA

The contract will be awarded based on the **lowest Mark-up Rate % per hour**, pursuant to art. 11 of DM 192/2017.

Requests for participation for economic operators interested in the selection procedure in question must be signed by the legal representative of the company or his delegate and sent to the email address atene@ice.it no later than **23:59 UTC+2 on Thursday July 31, 2025**, clearly indicating in the subject of the email the following statement.

“Service of Temporary Employment Agency – employee payrolling services”

and must include the enclosed **Application form “ Annex A”** – duly fully completed, dated and signed by the legal representative or its delegate with power of representation.

Applications for participation received after the above deadline will not be considered.

Please note that the request for participation does not lead to the Administration having any specific obligation regarding the continuation of the negotiation.

The Office of reference for the selection procedure is the ITA-Athens Office (email: atene@ice.it). The only subject in charge of the proceeding (Chief Procurement Officer / Responsabile Unico del Procedimento) is **Mr. Fabrizio Camastra – Italian Trade Agency – Athens, Trade Commissioner.**

Signed by

Fabrizio Camastra
Trade Commissioner
Italian Trade Agency, Athens Office