ITALIAN TRADE AGENCY
ICE - Italian Trade Commission

VENDOR REGISTRATION PROCEDURE-VRP
ITALIAN TRADE COMMISSION (ICE) USA
HOUSTON OFFICE

Section 1 (Scope)

These Rules and Regulations ("Vendor Registration Procedure" or "VRP") determine and establish the formation and management of one or more registers (the "Register") for the registration of vendors and suppliers ("Vendors") that intend to sell goods and services to the offices of the Italian Trade Agency ("ICE" or "ITA") in the United State of America. The VRP also sets the terms and conditions Vendors have to comply with in order to register and/or maintain their registration in good standing.

The VRP intends to select a number of Vendors deemed suitable to offer goods and services to ICE so that ICE offices are able to reach their operational goals and institutional mission. In order to be registered, Vendors must meet certain requirements among which being in possession of specific professional skills, qualifications, while maintaining high ethical correctness and general order referred to in articles 80 and 83 of the Italian Legislative Decree no. 50/2016.

Section 2 (Definitions)

For purpose of these VPR, Vendor means any natural person resident in the United States and/or any entity formed under US law acting as sole proprietorship, partnership, LLC, corporation that intends to offer goods and/or services to ICE and that meet the requirements established under these VPR.

For tax purposes, ICE will treat each Vendor as an Independent Contractor. No Vendor can be considered employed with or by ICE.

Section 3 (Register Formation and Communication)

ICE may form one or more Registers.

ICE maintains complete discretion, control, and supervision in the formation, management and cancellation of one or more Registers.
The Registers are organized exclusively by ICE. The Registers can be formed of any means.

ICE may communicate the formation of a Register in different ways, among which: (a)Through regular mail and/or e-mail directly to a group of potential vendors; (b) Through direct notice to a single vendor; (c) Through the request to submit a form, "ICE Vendor Registration Form".

Without solicitation, Vendors may submit an application directly to ICE Houston at houston@ice.it
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Section 4 (Vendor Registration Requirements)

Vendors shall meet and maintain the requirements stated in these VRP either at the time of the application registration submission and for the entire duration goods and services are provided to ICE.

Vendors must submit the following:

- Form W-9;
- Application for Vendor Registration (dully filled)
- Declaration of Good Standing

Other documents may be requested depending on the good and services provided.

ICE registers Vendors at the end of the VRP once application documents and requirements are verified.

ICE may not release a certification or a confirmation that a Vendor is duly registered.

The registration of a Vendor within a Register does not imply that the Vendor has matured a right to be continuously registered or to maintain registration.

Section 5 (Verification of information and documentation)

Vendor must update the information and requirements when needed. Vendor failure to update information and requirements determines the automatic cancellation unless it is cured within the terms established by ICE.

Section 6 (Review of Vendor Registration)

ICE will carry out random checks to verify the existence of all the requirements that Vendor claims to possess.

Vendor who do not meet the minimum requirements will be deleted from the Register.

Vendor that loses any registration requirement will be cancelled from the Register.

Section 7 (Evaluation of Vendor)

In order to ensure highest quality standards ICE will conduct a general assessment of performance for each type of supply made by a Vendor.

The evaluation is assessed upon a score from 1 to 5 (1 very poor,2 inadequate, 3 adequate, 4 good, 5 excellent) considering the overall level of the performance, including, delivery time, problem solving, product/service conformity to requirements, disruptions.

If the assessment of performance is deemed to be below ICE's required standard the Vendor will be notified by written notice of suspension for a period of time to be determined by ICE and/or cancellation from the Vendor Register.

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Section 8 (Rotation of Vendors)

For the purposes ensuring impartiality in the selection of vendors, ICE operates a policy of Vendor rotation based on criteria including but not limited to, the number of Vendor Registration for each category of supply, the evaluation assessments of previous supplies, the contract currently being performed, the technical, economic, financial and professional capability and the previous history of supply tenders.

Section 9 (Data protection)

Vendor information management will be in compliance with applicable federal and state privacy laws.

Antonietta Baccanari

Trade Commissioner

Dr. ssa Antonietta Baccanari
Direttore
ICE Houston