



Ufficio ICE di Baku
İtalyan Müəssisələrinin Təşviqi və Beynəlmilləşdirilməsi Təşkilatı
İtaliya Səfirliyi Əlaqələrinin İnkişafı Üzrə Departament

Data: 19/03/2020
RUP: Maurizio Ferri

MARKET SURVEY NOTICE

(published on MARCH 19, 2020 – Deadline 02/04/2020)

Selection of economic operators to be invited to tender for amounts below the European community threshold, to be carried out pursuant to:

- art. 36, paragraph 2, letter a) of Legislative Decree 50/2016, and subsequent amendments and additions;
- articles 7 paragraph, 2, letter a) of Ministerial Decree no. 192 of 21 November 2017;

for the **“2020-2021 SERVICE OF TEMPORARY EMPLOYMENT AGENCY – STAFF RECRUITMENT AND STAFF OUTSOURCING SERVICES”**.

ITA-Italian Trade Promotion Agency is the government organisation which promotes the internationalisation of the Italian companies, in line with the strategies of the Ministry of Foreign Affairs and International Cooperation. ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses

In addition to its Rome headquarters, ICE operates worldwide from a large network of Trade Promotion Offices linked to Italian embassies and consulates and working closely with local authorities and businesses.

The Italian Trade Agency Office in Baku is responsible for Azerbaijan and Georgia

Pursuant to art. 36, paragraph 2, letter a) of Legislative Decree 50/2016 and subsequent amendments and additions, art. 7 of Ministerial Decree no. 192 of 21 November 2017 in conjunction with Guidelines no. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, no. 50, containing "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators" (Resolution No. 1097 of 26 October 2016), and as regards Legislative Decree 19 April 2017, no. 56, it is announced that the Italian Trade Agency office in Baku intends to select economic operators for the acquisition of the service in question, proceeding with the preliminary identification of economic operators – located in Georgia - interested in participating in the procedure that are in possession of the general requirements and professional competence, as per articles 80 and 83 of Legislative Decree 50/2016.



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Office of the Italian Embassy

CONTENT OF THE REQUESTED SERVICES: The Italian Trade Agency (ITA) Baku Office (responsible for Georgia and Azerbaijan) is planning to open a Desk/Office in Tbilisi and invites Temporary Employment and Staff Recruitment Agencies based in Georgia to submit their expression of interest in participating to a bid for the "2020-2021 SERVICE OF TEMPORARY EMPLOYMENT AGENCY – STAFF RECRUITMENT AND STAFF OUTSOURCING SERVICES".

DURATION OF SERVICES: The services will be regulated by a framework contract whose duration will end on 31/12/2021. The framework contract is to be started approximately in middle of April once the participation requirements have been verified and bidding procedures finalized.

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 issuing date.

BUDGET: There is a tentative maximum budget of 32000,00 Euros (+VAT if applicable) allocated for this 2020/2021 services, which has to include the recruitment services, the pay rates for the temporary staff (all inclusive) and the mark-up fee for the agency.

The effective budget will be determined on single projects base during the year 2020/2021. For each project and position ITA will request to the awarded contractor specific services, through purchasing orders which will comply with rates and conditions stated in the framework contract.

Please note that for administrative reasons the extension of the framework contract to 2021 remains subject to the approval of the specific budget for that year by the Italian Trade Agency's competent Departments in Rome. The Contract and orders will then include a termination clause upon notice based on budget availability.

PARTICIPATION: Requests for participation by economic operators interested in the bid procedure must be signed by the legal representative of the company, or his delegate, and sent to the e-mail address **baku@ice.it** no later than 5:30PM on April 2 2020 clearly indicating in the subject of email the following statement: "GEORGIA - 2020/2021 SERVICE OF TEMPORARY EMPLOYMENT AGENCY – STAFF RECRUITMENT AND STAFF OUTSOURCING SERVICES".

And must include the following attachments:

- Enclosed application **form "A"**; (application form for expression of interest to be invited to the bid);
- Enclosed **Annex 1** and **Annex 2**: (for the registration on the supplier registry of the Office for Georgia – **CATEGORY E16**);

The documents should be duly completed, dated and signed by the legal representative or his delegate with power of representation accompanied by a valid photocopy of the ID.

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

The application does not lead Italian Trade Agency having any specific obligation regarding the continuation of the procedure.

BID PROCEDURE: In implementation of the principles of transparency, publicity, impartiality ITA will proceed to invite to the bid procedure the operators that have properly applied for participation.

The bid negotiated procedure for the mentioned services will be awarded with the criteria of the lowest Agency mark-up % /lowest Fee for the service requested.

The bid offers will be examined by the person in charge of the proceedings in public session on the day and on the date indicated in the bid invitation letter.

The Letter of Invitation and the documents necessary for the participation in the tender in question will be sent - to the selected operators - to the email address indicated in the application form A.

DISCLOSURE UNDER THE ARTICLES 13 ET SEQ. OF THE EU REGULATION 679/2016

In compliance with the provisions of art. 13 and under the EU Regulation 679/2016 on the protection of personal data of physical persons, as referred in art. 4 of the aforementioned Regulation, we inform you that your personal data is collected, processed, used and disseminated solely for the institutional purposes of ICE-Agency, as required by art. 14, paragraph 20, D.L.98 / 11 converted into L.111 / 11 as replaced by art. 22 c. 6 D.L. 201/11 converted into L. 214/11 and for this purpose will be included in the Central Data Bank of ICE. Your personal data, merged into the Central Data Bank of ICE, can be used to send proposals of participation in initiatives organized by ICE, such as fairs, workshops, seminars, training courses, etc., and used to carry out customer satisfaction and other surveys concerning the activity of ICE. This process will take place by means of paper and / or computerized methods. The data will be communicated and disseminated to other public entities to fulfill specific legal obligations. We also remind you that you may exercise, at any point of time, the rights referred to in articles 17 and the ones EU Regulation 679/2016. For any information it is possible to contact the handling in charge of ICE-Agency, Via Liszt 21 00144 Rome or the data control in charge at the office.

This notice constitutes exclusively a call for expressions of interest to be invited to the tender that will be carried out and therefore does not imply any obligation for the ITA towards the interested parties.

The Office of reference for the selection procedure is the ITA Baku Office (email: **baku@ice.it**). The only subject in charge of the proceeding [Chief Procurement Officer (CPO) / Responsabile Unico del Procedimento (RUP)] is Mr.Maurizio Ferri.

ICE - Italian Trade Agency
Baku Office

Director
Maurizio Ferri



Ufficio ICE - Agenzia di Baku
Responsabile
Maurizio Ferri