



Chicago Office

CIG: Z932C58EF2

## MARKET SURVEY NOTICE

### **INTRODUCTION**

The Chicago office of the Italian Trade Agency is launching a request of quotation to select a provider for promotional items services for the period of 12 months.

If you are interested, kindly submit a proposal, taking into account the instructions set forth in the specifications attached hereto.

For more information on the Italian Trade Agency and its presence in Italy and the world, please visit our website: [www.ice.it](http://www.ice.it). Please note that the ITA – Chicago organizes, on average, 10 to 15 promotional events per year.

### **AWARDING ENTITY**

Italian Trade Agency – Chicago office is located at 401 N. Michigan Ave., Suite #1720, Chicago, IL 60611 – [www.ice.it](http://www.ice.it) Mr. Marco Saladini, Trade Commissioner, E-mail: [chicago@ice.it](mailto:chicago@ice.it), Tel. (312) 670-4360, Fax (312) 670-5147

### **Services Requested**

Your quotation should include a price per unit for each of the following items (typical of the Italian Trade Agency activities in a given year, among others), at each quantity requested.

#### **A. Lanyards**

- a. 3/4" wide tri-color polyester (or similar material) lanyards with the Italian flag pattern and the letters ITA printing on each side, with a double metal clip.
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

#### **B. Portable USB Drives**

- a. Portable USB 3.0 drives with a capacity of 8 Gigabytes, with four color logo/graphic printed on at least one side, single color
  - i. Price per unit at the following quantities: 100

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- ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

- b. Portable USB 3.0 drives with a capacity of 16 Gigabytes, with four color logo/graphic printed on at least one side, single color
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

**C. Stress Balls**

- a. 2"-3" diameter multicolor stress ball with a 4-color logo or graphic digitally printed on the surface.
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

**D. Bags**

- a. To include most common types of bags like grocery/tote, drawstring, etc.
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

**E. Flags and Stand**

- a. Desktop Italian Flag, 4" x 6"
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300
- b. Desktop U.S.A. national flag, 4" x 6"
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300
- c. Desktop Four color logo custom print flag, 4" x 6"
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

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- d. Plastic Stand, capable of holding three flags
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

**F. Pens**

- a. Wolverine pen, plastic, single color, one (1) color logo print
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

- b. Wolverine pen, metal, single color, one (1) color logo print
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

**G. Power Bank**

- a. Stockton 5000, single color, one (1) color logo print
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

**H. Umbrellas**

- a. Single color, one (1) color logo print
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

**I. Pop-Socket Phone Holders/Stands**

- a. Plastic, single color, one (1) color logo print
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**  
**Turnaround time (in days):**

**J. Hand Sanitizer**

- a. 1 oz, one (1) color logo print
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**  
**Turnaround time (in days):**

**K. Aluminum Bottle**

- a. 22 oz, metal, single color, one (1) color logo print
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**  
**Turnaround time (in days):**

**L. Speakers (Bluetooth)**

- a. Wireless, Bluetooth enabled speakers, please list your most inexpensive option
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**  
**Turnaround time (in days):**

**M. Flag Lapel Pins**

- a. Italian Flag Lapel Pin, 3/4"w x 3/8"h (or similar size)
- b. USA National Flag Lapel Pin, 3/4"w x 3/8"h (or similar size)
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**  
**Turnaround time (in days):**

**N. Keychains**

- a. Metal, single-color, one (1) color logo imprint
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

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**Turnaround time (in days):**

- b. Plastic, single-color, one (1) color logo imprint
  - i. Price per unit at the following quantities: 100
  - ii. Price per unit at the following quantities: 300

**Setup charge( if applicable):**

**Turnaround time (in days):**

All the material and its copyrights shall be transferred to the awarding entity. The winning company agrees to transfer to the Italian Trade Agency the right to use and reproduce said images, for any purposes and without limitations, in addition to holding the Italian Trade Agency harmless from any and all legal actions and/or claims by third parties alleging violation of rights, including, but not limited to, intellectual property rights, patents, copyrights, trademarks and similar industrial property rights, violation of privacy and damage to public image.

The Italian Trade Agency reserves the right to request all the changes that they will deem appropriate before final delivery of the end product. Therefore, if the executive project does not get first approval, the winning company shall revise the same based on the instructions provided by the awarding entity until the project is approved.

The Italian Trade Agency reserves the right to request changes to the art work proposed after it has been accepted, without a rise in costs; it also reserves the right, at its sole discretion, to reject the proposals submitted and therefore the winning company agrees to waive any and all rights to compensation or indemnification of any type. Services, products and relating services and in general all contractual performances shall adhere to the specifications and technical features set forth in the Specifications. In any event, while executing the contractual obligations, the winning company agrees to comply with all applicable rules, regulations and laws, be they general or specific provisions for the sector of the products at issue, in particular existing technical and safety provisions as well as the ones that may be issued after the execution of the contract.

**CONTACT PERSON**

The service supplier, when submitting a quotation, agrees to designate at least one of their employees as a contact person in charge of providing the services that are the objective of the Specifications attached hereto. The contact person shall ensure the proper execution of services, acting promptly to solve any problem that may arise and answering in a timely manner to any request made by the Italian Trade Agency.

The contact person shall not change during the life of the contract, barring justified hindrances duly explained by the supplier.

**LIFE OF THE CONTRACT**

The contract, effective as of the execution date, will automatically end twelve (12) months after execution without any notification between the parties. There will be no tacit renewal of this contract.



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A quotation will be requested and agreed upon in writing each time a service is needed. Should the job conform to those listed in this quotation, it is understood that the price will be as quoted. Otherwise the quotation for the work will be assessed on a case by case basis.

The ITA will be under no obligation to purchase a minimum guaranteed amount at any time and the contract will not, by any means, guarantee any minimum expenditure. The maximum total amount will not exceed **\$15,000.00 (fifteen thousand US dollars and zero cents)** during the life of the contract

### **AWARD CRITERIA**

The contract will be awarded based on the lowest price.

### **PROCEDURES AND DEADLINE**

Please fill out the following forms:

**Attachment A - Promotional Items Quotation Sheet**

**Attachment B - Promotional Items For ITA Chicago Declaration and Attachment.**

Fill out each line item with your company's price quotation for each service rendered, and include a total at the bottom of the sheet.

In addition to the aforementioned forms, please provide your company's Employee Identification Number (EIN) other known as **W-9 form**.

Please note that at least 12 (twelve) of the 14 (fourteen) items listed on the quote sheet must be quoted in order to be considered.

### **HOW TO SUBMIT**

Under penalty of exclusion, all bids must be delivered to our Chicago office, in one sealed envelope, located at 401 North Michigan Avenue, Suite 1720, Chicago, IL 60611. The sealed envelope must contain **Attachment A - Promotional Items Quotation Sheet** including pricing per item with images, signed **Attachment B - Promotional Items for ITA Chicago Declaration** form. Delivery of the envelope is at the sender's sole risk and the Italian Trade Agency does not take any responsibility in the event said envelope is delivered after the above deadline or is not intact. The submission of bids will not entitle bidding companies to any compensation or reimbursement of costs.

The deadline to receive your request for quotation is **Monday, March 23rd, 2020 at 5:00PM** CST (Central Standard Time).

Request for clarification can ONLY be provided in writing (e.g. email) by Wednesday, March 18th, 2020 (three business days) prior to the deadline. ITA will reply to all invited companies within one business day.

### **AWARD NOTIFICATION AND EXECUTION OF THE CONTRACT**

After identifying the best bid, the Italian Trade Agency will award and execute the contract. No full or partial transfer of the contract will be allowed.

### **SUPPLIER'S OBLIGATIONS AND RESPONSIBILITIES**



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The winning company shall execute all services under the conditions set forth in this letter, in the sole interest of the Italian Trade Agency, abiding by the instructions and requests that the Italian Trade Agency will provide.

The winning company is required to ensure the feasibility of its proposals at every stage. The winning company is not authorized to sign documents that may bind the Italian Trade Agency. The winning company shall observe professional secrecy and show diligence in the execution of services.

For further information concerning this call for bids and the required specifications, kindly contact the Italian Trade Agency – Chicago Office at (312) 670-4360 Ms. Gunel Mammadova or Mr. Jordan West or via email at [chicago@ice.it](mailto:chicago@ice.it).) Thank you for your interest and we look forward to receiving your quotation.

Sincerely,

Marco Saladini  
Italian Trade Commissioner - Chicago

Enc.: Attachment A - Promotional Items Quotation Sheet (one page)  
Attachment B - Promotional Items For ITA Chicago Declaration (one page)