



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission
Trade Promotion Section of the Italian Embassy

London, 22 November 2018

Tender Number: 7261543

CIG: 7702996962

Re: Invitation to tender for the supply of stand design, stand build, furniture and relating services for the Italian pavilion at the “ECOBUILD 2019” – Excel London 5th – 7th March 2019.

The Italian Trade Agency is organising the Italian Pavilion at the above-mentioned exhibition covering an area of 150m², Stand B80, North Hall, Entrance N3.

Your company is invited to submit a free of charge quotation, in accordance with the instructions in this letter of invitation to tender, and the tender requirements listed here below and attached to this request, for stand design, construction and furnishing according to the specifications and artwork provided.

1) Tender documents

You will find information in relation to the tender in the attached documents:

- a) Summary of Tender Information
- b) General Floorplan
- c) Conditions of contract
- d) Tender agreement
- e) ITA Stand Layout
- f) Artwork Guidelines

Two copies of the documents referred to in points **c)** and **d)** must be returned, stamped and **under penalty of exclusion** from the tender process, signed on each page by the legal representative or a delegate with power of attorney.

The document referred to in point **d)** (Tender Agreement) shall be used exclusively for the formulation of the Financial Proposal.

London Office
Sackville House, 40 Piccadilly, London W1J 0DR
londra@ice.it
T +44 20 7292 3910 F +44 20 7292 3911
www.ice.gov.it

ICE – Agenzia per la promozione all'estero e
l'internazionalizzazione delle imprese italiane
via Liszt 21, 00144 Roma, Italia
Part. Iva 12020391004



The total amount available for the contract of provision of services is: **£. 60,000 (sixty-thousand pounds)**

2) Award Criteria

The tender will be awarded to the entrant who submits the most economical offer (lowest price offered).

3) Procedure and time limits:

Tenders must be submitted to:

Italian Trade Agency
Sackville House, 40 Piccadilly,
London W1J 0DR

DO NOT OPEN – Tender for stand at ECOBUILD 2019

The final date for the submission of tenders is **16.00 hrs on Thursday 13th December 2018**

Under penalty of exclusion, the offer must be enclosed in a sealed envelope / packet and must bear the following:

FAO: Roberto Luongo **“DO NOT OPEN – Contains tender for design, construction and furnishing of the stand at ECOBUILD 2019.”**

The above package must contain **3 separate, sealed envelopes**:

- 1) **ENVELOPE N° 1** – marked **“ADMINISTRATIVE DOCUMENTS”** & Company's name, and containing, **under penalty of exclusion**:
 - a) One copy of the **Conditions of Contract** (supplied by the Italian Trade Agency), signed by the legal representative of the tendering company, indicating the acceptance of the conditions contained therein.
 - b) Fully completed and signed **Pact of Integrity** and **Anti-Pantouflage** OR in alternative the UK equivalent **Declaration of compliance – Anti-corruption and bribery policy**
 - c) **One copy of ID** of the legal representative signing the documents
- 2) **ENVELOPE N° 2** – marked **“TECHNICAL PROPOSAL”** & Company's name, and containing, **under penalty of exclusion**:

- a) **The executive project**, containing and accompanied by the specifications/plans in the ECOBUILD 2019 “Summary of Tender Information”, stamped and signed on each page.
 - b) Portfolio with pictures/images of works accomplished in similar tradeshows/exhibitions or events in the last three years
- 3) **ENVELOPE N° 3** – marked **“FINANCIAL PROPOSAL”** & Company’s name, and containing, **under penalty of exclusion:**
- a) Two copies of the **Tender Agreement** (supplied by the Italian Trade Agency) duly completed, signed and dated by the legal representative of the tendering company. In the event of a temporary grouping of companies, the contract must be signed by the legal representatives of all the companies in the group.

The bid should be shown as indicated by the Tender Agreement. Proposals expressed in a different manner shall not be considered.

If any discrepancy is found between the proposal indicated in numbers and that indicated in words, the lower amount will be taken into consideration.

“Progressing” proposals are not permitted and will therefore be excluded from the tender process. Multiple, conditional or generic proposals are permitted.

5) Opening of the envelopes and additional information

The award will take place even if only one proposal is received, provided it is deemed valid and worthy of acceptance by the judging panel.

The public opening of the envelopes will take place on **Friday 14th of December 2018 - at 10:00 am at the Italian Trade Agency’s offices – London.**

In case of interest, one representative for each of the companies that have submitted the offer can be present at the opening of the envelopes.

The Italian Trade Agency, reserves the right not to award the contract if none of the proposals are deemed suitable or appropriate.

No compensation will be granted to companies competing for the contract on submission of their tender.

All communications regarding the tender after this will be sent to the Italian Trade Agency via email, unless otherwise previously specified by the tendering company.



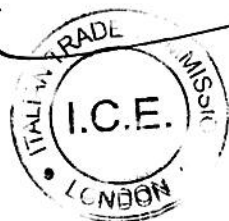
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Should you have any queries, please contact Matteo Carcascio on 020 72923916 – m.carcascio@ice.it.

We look forward to receiving your proposal.

Kind regards

Roberto Luongo
Director
Italian Trade Agency - London



RULES OF CONDUCT OF CONTRACTORS AND/OR STAFF OF THE CONTRACTOR -CONCESSIONARIE

In the execution of the contract/assignment/agreement, the trader/professional/contractor undertakes to fully respect the Code of Conduct adopted by ITA (Italian Trade Agency) with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Directors by resolution no. 402/17 on 24 January 2017. The Code of Conduct and Disciplinary procedure of the ITA is available on the website www.ice.gov.it – at the section "Amministrazione Trasparente"- "Disposizioni generali"- Atti generali:
http://ww2.gazzettaamministrativa.it/opencms/export/sites/default/_gazzetta_amministrativa/amministrazione_trasparente/_agenzie_enti_stato/_agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_1389874530679/1494585254145_code_of_conduct_for_ice-agency_employees-2017.pdf