



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

Stockholm, 29/11/2018
Tender Number: 001/18

Invitation to tender for the supply of Temporary Workers and Recruitment Process for the year 2019, from 01/01/2019 until 31/12/2020

Your company is invited to submit a free of charge quotation, in accordance with the instructions given in this letter of invitation to the tender. The tender requirements listed here below and attached to this request are for research, selection and staffing with payroll management.

1) Administrative Documents

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

- a) Attachment A**
- b) Integrity Pact**
- d) ESPD**

The document referred to point a) Attachment A, shall be used exclusively for the formulation of the Financial Proposal (percentage value)

One copy of the document referred to point b) must be returned, stamped with Company stamp and under penalty of exclusion from the tender process, signed on each page by the legal representative or a delegate with power of attorney.

One copy of the document referred to point c) must be returned, stamped with Company stamp and under penalty of exclusion from the tender process, signed on each page by the legal representative or a delegate with power of attorney.

2) Termination of the contract:

The budget available for the contract is: 180.000,00 Euro (the current exchange rate: 1.800.000,00 SEK),

The contract will last one-year, effective on the day is which it will be signed.

The contract will be terminated either on its expiration date or at the achieving of the indicated amount, without any notification between the parties.

3) Application procedure:

Tenders must be submitted to:

Italian Trade Agency
Sveavägen 21,



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SE-111 34 Stockholm

Tel.: +46 8 248960

Att: Corrado Cipollini – Director

The final date for the submission of tenders is **17.00 hrs on 13th December 2018.**

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

“DO NOT OPEN – Contains tender number 001/18” Sender’s name, full address and contacts

The above package must contain 2 separate, sealed envelopes:

1) ENVELOPE N° 1 – marked “ADMINISTRATIVE DOCUMENTS” & Company’s name, and containing, under penalty of exclusion:

One copy of the Attachment A (a), signed by the legal representative of the tendering company.

2) ENVELOPE N° 2 – marked “FINANCIAL PROPOSAL” & Company’s name, and containing, under penalty of exclusion:

- Fully completed and signed:
 - Integrity Pact-Substitutive Declaration of Certification (b)
 - ESPD (c)
- One copy of ID of the legal representative signing the documents.

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

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

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.

4) Opening procedure

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

The Director Corrado Cipollini will preside over the tender opening. In case of interest, one representative from each company that has submitted an offer may be present at the opening of the envelopes.



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The Italian Trade Agency will execute the bidding process according to Art. 36, Par. 2, Lett. b of Legislative Decree 50 of April 18, 2016 ("Codice sugli Appalti") which governs public procurements in Italy.

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

In case of equal factor the awarded company will be selected with a draw. The contact person of the companies will be invited to the draw.

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

5) Payment Terms:

We will require you to provide a monthly invoice for each candidate:

Please note that Italian Trade Agency is not VAT registered in the Sweden but only in Italy therefore all quotes and invoices must be without VAT.

We would like to inform you about the Reverse Charge Mechanism which came into effect in January 2010.

The EU Directive states that VAT must not be charged on invoices to the recipient indicating that the liability for the payment of VAT is reversed to the recipient, therefore, our head office in Italy will pay the VAT through the Mechanism described.

Please address invoices to:

ICE – Agenzia per la promozione all'estero e l'internazionalizzazione delle imprese italiane
Via Liszt 21, 00144 Roma, Italia
Identification Number: IT 12020391004

Invoices should be sent to the Stockholm office for payment (stoccolma@ice.it)

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

Should you have any queries, please contact: Mr. Corrado Cipollini at 08-248960

We look forward to receiving your proposal.
Kind regards,

Corrado Cipollini
Director