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INVITATION TO BID

Subject: Providing staff for technical collaborations and professional services (September 1st, 2026 to December 31st, 2027) for the ITALIAN TRADE COMMISSION – Desk OMAN in Muscat.

This is an invitation to bid (“ITB”).

The Italian Trade Commission (ITA) office in Dubai invites service providers located in Oman (the “Service Providers”) to submit a bid for the **monthly / hourly fee (“Mark-up in % per monthly / hour”)** for “**Providing staff for technical collaborations and professional services**”, related to ordinary office staffing, administrative and operations tasks during increased workloads connected to promotional events and activities.

The Italian Trade Commission is the Governmental Agency for the promotion and internationalization of Italian companies abroad. In the frame of its mission, the Italian Trade Commission has been directed by the Italian Ministry of Foreign Affairs and International Cooperation (MAECI) to continue with the activities to foster business opportunities for the Italian companies.

To participate to “ITA invitations to bid” it is mandatory to be registered at the official “Suppliers register” (so called Albo Fornitori), accepting its rules. Info and registration here: https://www.ice.it/it/sites/default/files/inlinefiles/ICE%20Dubai%20Suppliers%20Regulation_final-converted.pdf and <https://www.ice.it/it/mercati/emirati-arabi-uniti/regolamento-e-iscrizione-albo-fornitori> (English version)

The scope of the services required is **to provide staff for technical collaborations and professional services** as per the following:

1. SERVICES REQUIRED:

- A) Provide a Trade Analyst** for the Italian Trade Agency Desk in Oman - temporary monthly working contract (starting September 1st, 2026) for the Omani Market target market;
- 1) Requirements: English and Italian (mandatory), Arabic (preferable)** – Excellent Communication and Organization Skills, customers – oriented.
- Duties:**
- Scouting and market analysis of the existing opportunities for Italian companies in Oman;
 - Creation of a database of potential business partners;
 - Organization of bilateral meetings between Italian companies and Omani

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ISO 9001 / UNI EN ISO 9001:2015

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counterparts;

- Organization of trade delegation visits to Oman or to Italy;
- Providing support to the ITA Dubai Office for the participation in local fairs and exhibitions;
- Organization of workshops and seminars with Italian and local experts;
- Administrative and contractual procedures related to the Desk activities;
- Web mastering and social media activities.

- 2) **Job Location:** ITALIAN TRADE COMMISSION Desk Oman located at the Italian Embassy office in Muscat.

B) Provide **hostesses/interpreters ,operations assistant** on the occasion of trade fairs

- 3) **Requirements: English (mandatory), Arabic (preferable), Italian (preferable)** – Excellent Communication and Organization Skills, customers – oriented.

Hostess/Interpreters Duties:

Welcoming guest to the venue, providing information about the Italian Trade Commission and the exhibitors at the event, offering coffee, maintaining a cleaning reception area, identifying the needs of the visitors and accompanying the same to the indicated stand, assist ITA Staff

Operations Assistant Duties:

Providing support to ITA Staff; organize the stand and the reception in a presentable way, follow the build-up of the pavilion, collect, and drop back ITA promotional material to/from Pavilion – ITALIAN TRADE COMMISSION Desk Oman office when required, coordinating with hostess and interpreters, logistic assistance to the exhibitors if needed. Problem solving skills required.

- 4) **Job Location:** trade fairs' site

Working time: exhibitions' opening hours according to ITA P.O. requests.

C) Provide **administrative assistants** to support the Italian Trade Commission in Oman.

- 1) **Requirements:** Problem solving; Microsoft Office advanced knowledge, **English (mandatory), Arabic (preferable), Italian (preferable)**

Duties: answering phone calls, distributing email, preparing communications, preparing invitations, updating local operator's database, assist ITA Staff in administrative procedure, market/sector analysis' support according to the instructions of ITA staff.

- 2) **Job Location:** ITALIAN TRADE COMMISSION Desk Oman located at the Italian Embassy office in Muscat.

The service will be awarded to the **LOWEST AGENCY FEE OFFER.**

Companies interested and meeting all the requirements as for the Invitation to BID must express their interest sending an e-mail by August 17th, 2026 to the following address: dubai@ice.it.

The expression of interest must be signed by the legal representative of the company or by an authorized delegate and must include the following information:

- Company name and legal form
- Registered office address (complete address)
- Telephone, fax, email address
- Name of the legal representative or delegate, if applicable
- Mailing address for official communications
- Company profile, highlighting experience in the field

The tender procedure may be interrupted or canceled at any time and for any reason by ITA DUBAI at its complete discretion, without generating any moral or legal commitment towards the candidates, including those who fully meet the requirements.

This notice has been published on the website: <https://www.ice.it/it/mercati/emirati-arabi-uniti/lavora-con-noi>

Requests for further information should be addressed to: dubai@ice.it.

Please find attached the document to be completed to express your interest.

Dubai, July 27th, 2026

Valerio Soldani

Dubai Office Director
Trade Commissioner to the UAE and Oman
