

Amman Office

TENDER SPECIFICATION

Fair	Erbil International Beauty Expo (Erbil Middle East Beauty & Fashion Exhibition) 2023
Date	07 July 2023 – 10 July 2023
Location	Erbil
CIG:	ZE93BDA766
COAN:	U183T116T1

Art. 1: OBJECT OF THE CONTRACT

The procedure in question has as its object the realization of the fittings for the fair Erbil International Beauty Expo (Erbil Middle East Beauty & Fashion Exhibition) 2023, invited companies are requested to submit a tender for the above contract, which includes the rental of all materials, transport, on-site assembly, maintenance during the event and dismantling of all fittings for the event in question.

The fair Erbil International Beauty Expo (Erbil Middle East Beauty & Fashion Exhibition) 2023 will be held from 7th to 10th of September 2023.

The total net area to be set up is 20 sqm and the project is the one described in the tender documents "Stand Construction Scheme" and "Technical Specifications".

SPECIAL TENDER SPECIFICATIONS

Definitive plans showing the location and size of the exhibition spaces together with the calculation of the net areas to be set up which will be used to define the price to be paid to the awarded company as explained in art. 5 of this SPECIAL CHAPTER.

ITA-Agency reserves the right, for war, political, hygienic and sanitary events, for economic reasons or for technical and commercial decisions of its own and/or of the competent Ministries, to modify both the location and the date of the event, as well as to cancel participation in the fair without the contractor having to claim compensation and/or loss of earnings.

A previous experience in constructions of national pavilions in occasion of international trade shows will be highly considered as preferential requirement.

Art 2: BASIC PRICE (BODY)

The amount available per net area to be set up is fixed in:
USD 21000 (twenty-one thousand USD) for 20 sqm

For security costs relating to the exercise of the activity carried out by the awarded company, the contractor is still obliged to draw up its own evaluation document, pursuant to Legislative Decree no. 81/2008, as amended and supplemented, and to implement the measures necessary to eliminate or minimize risks and to indicate, on pain of exclusion, the security costs in the economic offer.

Art. 3: CHARACTERISTICS OF THE OFFER

The economic offer, which will be reported in the CONTRACTUAL OFFER, must be expressed for the net area to be prepared.

N.B. The materials, furniture, lighting fixtures, accessories and graphics must be of excellent quality.

Art. 4: DEFINITION OF THE COST FOR THE EVENT, PLACE AND TERM

The price that will be paid to the successful bidder will be determined. The square meter to be set up will be obtained from the definitive maps that will be drawn up by the ITA-Agency and which will only report the location and size of the exhibition spaces (see art. 1). These final plans will constitute a contractual reference.

The deadlines for the 2023 edition of the works to be carried out by the awarded company are as follows:

- the assembly works will begin at 6:00 on 3 September and will end at 18:00 on 6 September and the works can be carried out on the night of 6 September and early morning of 7 September;
- the main structure of the boot must be ready by 8:00 on 6 September and construction finalizations can continue with the finishing touches until 8:00 on 7 September;
- completion of all assembly work by 18:00 on 6 September;
- start of disassembly works: on 10 September from 20:00 until the end of the works;
- end of dismantling work by 11 September 2023.

The terms related to the completion of assembly and disassembly works of this contract are to be considered essential. Failure to comply with these terms will entitle ITA-Agenzia to terminate the contract and may give rise to a request for compensation for any damages suffered.

It is understood that any charge relating to advance dates and/or extensions of working hours that modify the official working hours set by the organizer will remain the exclusive responsibility of the successful tenderer, nothing to claim from the contracting station.

Art. 5: SUMMARY DESCRIPTION OF THE WORKS AND SERVICES

□ Within 10 days of the final awarding of the tender, the successful tenderer must:

- ❖ Realization of all the works and supplies foreseen in the final contract draft;
- ❖ transport of the structures to and from the various destinations, as well as other charges for storage, stops, etc.;
- ❖ assembly and disassembly of the same with workers and technicians service of the successful tenderer. In this regard, the presence of a contact person on site must be guaranteed for the entire duration of assembly and disassembly of the stand according to the dates indicated in art. 4;
- ❖ maintenance of all the works carried out and supplies during the period of event with specialized personnel for every type of need;

Flooring: White Wood Laminated, 10 cm platform height.

Partition walls: Red Wood (Pantone Cool Red 10 C)

ITALIA script lighted totem (total nos. 2)

A) supply of:

For ITA–Italian Trade Agency Information Booth (20 sqm) and cleaning services for 4 days:

- 1 Front/Reception desk 120cm h x 100cm w
- 2 Cabinets with lockable doors 80cm h x 120cm w
- 1 Stool
- 2 Brochure racks
- 1 Coat hanger
- 2 Tables
- 6 Chairs
- 12 Spotlights
- 3 Flags and Flagpoles (Italy, Iraq, European Union)
- 4 Decorative plants
- 1 Company name printing
- 5 Power plug point
- 1 Coat hanger
- 2 Waste baskets
- Wi-Fi connection
- 1 Laptop
- 1 All-in-one printer
- 1 Monitor TV at least 48 inch
- 1 storage room 2*1 meters with lockable door
- 1 small fridge
- 1 Espresso coffee machine



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B) service:

- 1 Host/Interpreter/translation personnel (Arabic/Kurdish/English language)
- 1 Helpers/Cleaners/Electricians personnel
- Small catering for 4 days: sweets and pastry, Nos 100 bottles of water and nos. 50 soda and juice
- 150 espresso coffee capsules compatible with machine with cups spoons and sugar
- print 2 Roll up units 185cm height * 90cm width according to our graphics design which will be sent later
- Poster print 120cm high * 90cm wide (2 units) according to our graphics design
- Poster print 120cm high * 90cm wide (1 unit) Italy map according to our graphics design
- ICE Logo Poster print 50 high * 90cm wide (2 units) according to our graphics design
- Print Poster Logo MAECI 49cm height * 90cm width (1 unit) according to our graphics design
- Print Poster "made in italy" 49cm height * 90cm width (1 unit) according to our graphics design

Art. 6 - OBLIGATIONS OF THE SUCCESSFUL TENDERER

The contractor in relation to the art. 1575 of the civil code undertakes to:

- make the requested changes at no additional cost to ITA- Agency;
- deliver the equipment to ITA in excellent condition and in accordance with its intended use, as indicated in the draft final contract;
- maintain the stand in a good state of maintenance during the course of the event using its own personnel, providing for the necessary replacements, additions, restorations, etc. with adequate and specific professional staff;
- provide at their own expense for the restoration of the premises where the event took place in ante operam conditions;
- undertakes at its own expense all obligations and obligations that are not expressly provided for by the ITA Agency in these Special Specifications.

Art. 7 - OBLIGATIONS OF ITA-AGENCY – PAYMENTS

The ITA Agency undertakes to:

- pay of the total amount of the contract upon presentation of a settle the invoice within 30 days of the end of the event, after the issuance of the "Certificate of Conformity Verification" with positive outcome of all works and supplies. In any case, the Certificate of Conformity Verification will be issued after the acquisition by ITA an official certification from the Fair Organizer, certifying that the dismantling took place within the terms and without damage and with the return of the area to its pre-operational condition.





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Art. 8 - RESPONSIBILITIES AND OBLIGATIONS OF THE CONTRACTOR COMPANY TOWARDS TRANSPORT, INSURANCE AND WORKERS

The recognition of the ITA-Agency as the sole owner and user of the project during the contractual period and takes delivery of the stand at its destination and returns it there at the end of the event, making the contractor bear all risks and related insurance coverage.

Given that the equipment remains the property of the contractor, all export and import customs operations must be carried out on his behalf and at his expense.

The contractor also remains responsible for:

a) insurance coverage for all damages that may occur to its personnel, as well as to work tools and means of work used for work connected to the fair;

b) insurance coverage for civil liability towards third parties for any damage to persons and/or property, including those of third parties, resulting from what has been achieved in terms of structures/equipment - furnishings, as well as from the work of one's own personal venue.

The insurance company used by the contractor must be of primary importance.

The awarded company is responsible for the good behavior of its workers and for any damage caused by them, even outside the working activity, to people and/or things, including those of third parties.

ITA-Agency reserves the right to request, at any time during the contractual period, a certified copy of the documentation certifying the insurance coverage provided for points a) and b) it has been removed.

Art. 9 - INNOVATIONS AND VARIANTS

Innovations or variations can be introduced only on indication of the ITA Agency and previously approved by the ITA Agency in compliance with the provisions of Article 106 of Legislative Decree 50/2016.

Modifications not previously authorized will not give rise to payment or reimbursement of any kind, and where ITA-Agency deems it appropriate, the successful tenderer will restore the original pre-existing situation at the expense of the contractor.

Art. 10 – SANCTIONS AND PENALTIES

The following must be considered for the delay in the delivery of the stand before the inauguration, with respect to the contractual terms, and/or for the return of the premises to the fair institution:





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- Failure to comply with the deadlines indicated for carrying out the working assembly envisaged by art. 4 of these specifications will result in the application of a daily penalty equal to 5% of the entire contractual amount;
- for the late return, or return with damage, of the premises to the fair authority, the total costs that the fair organization will request from the ITA Agency it will be borne by the construction company, which in any case must be paid before the contractual deadline (before the final payment of 60%);
- 2% of the value offered for each hour of maximum delay until the official opening of the exhibition in the event that the contractor is unable to complete the Italian stand within the times and days requested;
- for each of the elements, 2% of the total contract amount will be applied to display and furnishing elements (tables, sofas, chairs, TVs, desks, etc.) deemed unsuitable, assessed through a report drawn up by ITA-Agency. Sanctions are applied, on the basis of the ITA Agency.

In any case, ITA-Agency reserves the right to request compensation from the contractor for any further damage that may derive from the delays suffered by the exhibiting company.

If the delay in the execution involves a maximum penalty exceeding 10%, the person in charge of the procedure promotes the opening of the procedure envisaged for the termination of the contract for serious breach of contract, serious irregularity and serious delay.

Beginning of the contractual obligations and conclusion of the contract from the moment of awarding the tender, the awarded company will remain bound to ITA-Agency until all the various works and services foreseen by the contract have been performed.

The contract will be concluded in accordance with the tender notice specifications.

Art. 11 - TERMINATION OF THE CONTRACT

If the contractor fails to comply with all or part of the terms of the project and/or contract, ITA-Agency may, at any time, request the termination of the contract and compensation for greater damages.

For the purposes of this article, "partial defaults" mean deficiencies and/or defaults and/or deviations from the final project.

RULES OF CONDUCT FOR COLLABORATORS AND / OR EMPLOYEES OF THE CONTRACTING COMPANY

In carrying out the assignment, the economic operator undertakes to comply with the disciplinary and conduct code adopted by the ICE-Agency in accordance with the





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provisions of Presidential Decree 62/2013 and approved by the Board of Directors with resolution 402 of 24 January 2017. The Disciplinary and Behavior Code of the ICE-Agency is available on the website www.ice.gov.it - section "Transparent Administration" - "General provisions" - "General Acts".

The violation of the obligations referred to in the code will result in the ICE-Agency having the right to terminate the contract if it is deemed serious.

Art. 12 - PROTECTION OF CONFIDENTIALITY AND RIGHT OF ACCESS

The data provided by the applicants will be processed in accordance with Regulation (EU) 679/2016 exclusively for the purposes related to the completion of the procedure in question. Your personal data are processed by automated means for institutional, administrative, and accounting purposes. The writing Agency is the data controller. For further information regarding your personal data processing, please visit the following page on ITA website: <https://www.ice.it/en/privacy>

Art. 13 - REPORTING OF OFFENSES

Pursuant to art. 54-bis, paragraph 2 of Legislative Decree 165/2001 (amended by Law no. 179/2017) "Provisions for the protection of the authors of reports of crimes or irregularities of which they have become aware in the context of a public or private employment relationship", companies providing goods or services that operate in favor of the ICE Agency may report any "illegal conduct" of which they become aware in the context of the contractual relationship. The reports are managed through an IT application, in total confidentiality, by accessing the website www.ice.it - "Whistleblowing" section, available at the following link: <https://ice.whistleblowing.it/#/>.

For Acceptance

THE COMPANY

