

SINGAPORE

INTERNAL REGULATIONS FOR REGISTRATION OF SUPPLIERS

The current modalities of formation and management of the register of suppliers ("**Register**") instituted by the Singapore office of the Italian Trade Agency ("**ITA Singapore**") are summarised in these internal regulations ("**Regulations**").

Interested parties, including economic operators and individuals wishing to supply goods and/or services to ITA Singapore, and therefore to be enrolled to the Register as suppliers ("**Suppliers**") are expected to comply with these Regulations.

1. PROCUREMENT POLICIES

1.1 ITA Singapore adopts the fundamental principles of transparency, fairness, meritocracy and competitiveness for its procurement policies, and conducts itself in accordance with prevailing legislation in Singapore.

2. INTERESTED PARTIES

2.1 All interested parties who wish to supply goods and/or services to ITA Singapore may apply to be enrolled on the Register of ITA Singapore as Suppliers, in accordance with the process outlined below.

3. STRUCTURE OF THE REGISTER OF SUPPLIERS

3.1 **Product sectors**

(a) Suppliers who wish to supply goods and/or services to ITA Singapore are to originate from a maximum of 2 of the following 5 macro-sectors of products:

Macro-Sector A > ORGANISATION OF EXHIBITIONS AND FAIRS;

Macro-Sector B > OFFICE SUPPLIES;

Macro-Sector C > OFFICE FURNITURE AND MACHINERY;

Macro-Sector D > LABOUR AND MAINTENANCE; AND

Macro-Sector E > SERVICES AND CONSULTATION.

(b) Within these macro-sectors, there are sub-categories, which are detailed on the website of ICE-Agenzia found at www.ice.gov.it and available from ITA Singapore upon request. Suppliers may apply for a maximum of 5 sub-categories.

(c) Suppliers should be able to clearly and fully explain why they are requesting to be added to the Register in respect of each macro-sector, whether by reference to the object or prevalent activity of the company, or otherwise.

4. REQUIREMENTS FOR ENROLMENT TO THE REGISTER

4.1 Professional Requirements

- (a) Companies, sole-proprietorships, and partnerships operating in Singapore as Suppliers should be registered with the Accounting and Corporate Regulatory Authority of Singapore ("ACRA").
- (b) Suppliers must submit an ACRA company profile to ITA Singapore;
- (c) Suppliers must be in a stable financial position;
- (d) Suppliers must provide written confirmation of possessing the requisites for professional eligibility, of economic-financial and technical-professional capacity;
- (e) Suppliers must not have, in the course of three years preceding the application for enrolment, verified and serious cases of non-fulfilment or shortcomings in the execution of contracts with ITA Singapore which resulted in termination of a contract or the suspension of the contracted order.

In the case of aggregation amongst companies / consortia, each of the companies in the group or consortium, as the case may be, are required to satisfy the requirements above.

4.2 In assessing whether a Supplier satisfies the professional requirements for the purposes of enrolment to the Register, the ITA shall evaluate the financial capabilities and the commercial and technical abilities of a Supplier on the basis of that Supplier's business activities.

4.3 The ITA shall inform any Supplier that submits a request for enrolment on the Register of the ITA's decision with respect to the request or application.

5. PROCEDURE TO APPLY FOR ENROLMENT

5.1 The process of application for enrolment commences with the Supplier compiling and submitting the following documents (available in electronic form on ITA Singapore's website, or in hard copy upon request from ITA Singapore):

- (a) A completed enrolment form;
- (b) ACRA company profile of Supplier;
- (c) Freelance professionals are to furnish an up-to-date curriculum vitae;
- (d) The list of macro-sectors and sub-categories of interest which they wish to enrol for (as per section 3 above).

5.2 The enrolment form must be completed, printed, approved by the legal representative. The form must be signed and scanned together with the identification document of the signatory and sent to the following email address singapore@ice.it

5.3 Any queries on the procedure or documentation required for enrolment should be directed to the following email address: singapore@ice.it.

5.4 **Additional Documentation:** ITA Singapore reserves the right to request additional documentation, such as 2 references issued by public or private sector clients to whom the Supplier has provided goods or services (similar to those for which the Supplier is requesting enrolment within the past 3 years). In the absence of such references, certified copies of the original contracts and related invoices within the past 3 years from the date of application, may be furnished to ITA Singapore for its consideration.

5.5 **Additional documentation required when applying to set up exhibition stands at trade fairs:** Technical information on the Supplier's structure and on set-up of exhibition stands at trade fairs will need to be provided by way of Form A01, available from ITA Singapore upon request. A completed Form A01 must be provided together with details of any other exhibition stands the Supplier has set up at trade fairs within the past 3 years, including details of the technical features of the stands, (including photographs). Suppliers should furnish detailed information on at least one exhibition stand, clearly indicating the net surface area of the set-up, the location, and the materials used. These details can be sent by email and/or by hard copy to ITA Singapore.

5.6 **Duration of review of documentation** - The documentation provided by the Supplier will be examined and verified within 30 days of receipt of the documentation and, where the documentation appears incomplete or incorrect, the Supplier will receive a request for clarification from ITA Singapore.

6. OBLIGATION TO PROVIDE AND UPDATE INFORMATION

6.1 Suppliers enrolled on the Register must notify ITA Singapore of any changes or amendments to the information provided in the enrolment documentation submitted, including to the ACRA company profile by no later than 30 days from the date when the changes or amendments occurred. This notification is to be issued by way of submitting a new form as specified in section 5.1 above.

6.2 ITA Singapore will send an annual communication to the Suppliers to confirm that the information provided is up to date. The procedure for updating the information will be outlined therein. The failure to respond within 60 days of the update request, will result in the company being deemed ineligible for consideration for any future tenders. It may also lead to cancellation from the Register (see section 10(1)(g) below).

7. QUALITY ASSESSMENT OF ENROLLED SUPPLIERS

7.1 The Suppliers enrolled on the Register, and who provide goods or services to ITA Singapore, are subject to a quality assessment by ITA Singapore.

7.2 The assessment will be expressed by ITA on a points-based system as follows:

1 - very poor, 2 - inadequate, 3 - adequate, 4 - good, 5 - excellent.

7.3 A number from 1-5 will be assigned by ITA Singapore for each type of goods or services provided, and will be assessed by considering a number of factors, including but not limited to an assessment of technical skills / capability, timeliness of delivery, conformity of the product / services with what was contracted for, ease of communication, etc.

8. RANDOM VERIFICATION OF INFORMATION PROVIDED BY SUPPLIERS

8.1 ITA Singapore may carry out random checks on the accuracy of the information and the supporting self-declarations furnished by the Suppliers. Findings of inaccurate and/or out of date information may result in further investigations by ITA Singapore, and/or the suspension or removal from the Register. Depending on the gravity of any violation found to have occurred, this may also be reported to the relevant authorities.

9. SUSPENSION OF ENROLMENT

9.1 In the event that a Supplier is assessed as having an average score of "less than adequate" (see section 7.2 above) for the goods or services it is registered to provide, ITA Singapore will have the right, in its complete discretion, to suspend the Supplier from the Register.

9.2 ITA Singapore may also suspend a Supplier, or exclude a Supplier from participation in a procurement exercise, or refuse to short-list the supplier for the procurement on any of the following grounds:

- (a) The Supplier, being an individual, is bankrupt or has made any composition or arrangement for the benefit of his creditors;
 - (b) The Supplier, being a company, has passed a resolution or is the subject of an order by a court for the company's winding up otherwise than for the purposes of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof;
 - (c) The Supplier has furnished any false information or document to ITA Singapore;
 - (d) The Supplier fails to update material information contained in the ACRA company profile (or equivalent foreign public company register in English language);
 - (e) The Supplier has committed significant or persistent breaches in the performance of any substantive requirement or obligation under any contract with the ITA;
 - (f) The Supplier has been convicted of any offence involving fraud, dishonesty or moral turpitude;
 - (g) The Supplier has committed professional misconduct or acts or omissions that adversely reflect on the commercial integrity of the Supplier.
- 9.3 ITA Singapore will communicate any decision to suspend a Supplier by issuance of a suspension notice sent to the Supplier's registered address provided in its ACRA company profile.
- 9.4 ITA Singapore may in deciding on a suspension, set any period of suspension between 6-12 months, as it deems fit. After 12 months, a suspension will automatically become a cancellation unless the Supplier applies to have the suspension lifted within the suspension period.
- 9.5 A Supplier may apply to lift any suspension imposed by ITA Singapore at any time during the period of suspension, where it can be shown that the conditions that determined the suspension are no longer present. Where any such application is refused by ITA in its discretion, the ITA will have the right to either maintain the original suspension period, amend the suspension period as it deems fit, or cancel the Supplier from the Register.

10. CANCELLATION OF ENROLMENT

- 10.1 A Supplier's enrolment to the Register may be cancelled by ITA Singapore, in its discretion, in the event of the following:
- (a) Non-compliance with one of the requirements set out in Section 5.1 of these Regulations;
 - (b) Not achieving an average of at least 3 points in the assessments, reported in more than one supply/service;
 - (c) A suspension which has not been revoked or has been subject to three suspensions within 3 years;
 - (d) Exclusion from invitations to tender from other governments;
 - (e) Repeated failure to comply with contractual obligations;
 - (f) Failure to contract, without justification, to at least three requests for a quote in a two-year period;
 - (g) Failure to respond to the annual update request;
 - (h) Established lapse of enrolment requirements after registration.

- 10.2 ITA Singapore will communicate the issuance of a cancellation notice to the Supplier to the Supplier's registered address provided in its ACRA company profile.
- 10.3 Once a Supplier has had its enrolment cancelled for reasons (g) and (h) above, it may only apply for new registration after 2 years from the date of cancellation.

11. SELECTION OF SUPPLIERS IN PROCUREMENT EXERCISES

- 11.1 Depending on the goods or services ITA Singapore wishes to procure, ITA Singapore may invite all or some qualified Suppliers to participate in a particular procurement exercise, and the manner in which the exercise is to be conducted whether by way of an open or selective exercise. .
- 11.2 For items of goods or services with estimated value of up to S\$60,000, purchase may be carried out directly by ITA Singapore contracting directly with Suppliers.
- 11.3 For items of goods or services with an estimated value of between S\$60,000 and S\$340,000, quotations will be invited by ITA Singapore, whether by way of an open or selective exercise.
- 11.4 In the case of an open procurement exercise, ITA Singapore shall reply to any reasonable request for relevant information by any interested or participating Supplier, provided that such information does not give that Supplier an advantage over other Suppliers.
- 11.5 ITA Singapore shall award the contract to the Supplier which has been determined by ITA Singapore to be capable of complying with the terms and conditions of the contract and which, based on the evaluation criteria set out in the notice of intended procurement and associated documentation (if any), has submitted –
- (a) where price is the sole criterion, the lowest price; or
 - (b) where price is not the sole criterion, the most advantageous tender.
- 11.6 ITA Singapore may decide not to award the contract if it is of the opinion that it is ITA Singapore's interest to do so.
- 11.7 The enrolment of Suppliers on the Register does not in itself include any automatic entitlement to receive invites from ITA Singapore to submit quotations.

12. PROCESSING OF PERSONAL DATA

- 12.1 Data obtained and held by ITA Singapore in implementing these Regulations, will be collected and handled exclusively in accordance with relevant data protection laws, including the Personal Data Protection Act in Singapore, and the GDPR and other legislation, where applicable.