



Dubai Office

INVITATION TO BID (ITB) for Recruitment service for the Italian Trade Commission Desk in Oman-temporary working contract for 18th Months (1st March 2025 - 31st August 2026).

ITA Dubai Office is currently looking for a recruitment company to select a **Trade Analyst** (The TA) for the **Italian Trade Commission Desk in Oman (Muscat)** for the Omani Market (target market).

The assignment agreement shall be temporary.

Term shall be: eighteen (18) months.

Place of work shall be the Italian Embassy in Muscat.

Designation shall be Trade Analyst for the Italian Trade Agency Desk in Oman.

The Italian Trade Commission (ITA) is the Government entity which promotes the internationalization of Italian Companies, **intends to initiate a competitive tender procedure according to art. 7, c. 2, lett. b) of DM 192/2017 (Italian Ministerial Decree) to award a contract for a period of 18 months to a specialized recruitment company to select a Trade Analyst (The TA) for the Italian Trade Commission Desk in Oman for the Omani Market (target market).**

During the 18-months contractual period, the TA shall support Dubai ITA Office in providing information, assistance and promotional services to enhance the business relation of Italian SMEs with the Omani market.

Upon termination of a probation period in Dubai (to be agreed between the parties) the TA shall be assigned to work at the ITA Desk in Muscat.

The scope of work will be to promote and strengthen the penetration of Italian products and services as well as to provide information, support and advice to Italian companies interested in developing their business in the Target Market.

The participation in the selection is limited to companies meeting the following criteria:

- **Be based and registered in Oman**
- **Hold extensive and consolidated experience in recruitment**
- **Provide recruitment service and payroll service**

Salary: Monthly amount in Omani Rials (OMR) will be specified in the ITB, which will be sent to the companies expressing their interest in the bidding process.

ICE – Italian Trade Commission
Trade Promotion Section of the Italian Embassy
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Certificate N. 38152/19/S
ISO 9001 / UNI EN ISO 9001:2015



Starting date: 1st March 2025

The maximum available amount for the above mentioned service is Euro 60.000,00 (plus 5% VAT)

The Activities of the TA shall include the following:

- 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 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.

The activities will be carried out in compliance with the guidelines of the Italian Trade Commission, Dubai Office and the Desk's officer will periodically report to the Dubai Office's management

Awarding Criteria: According to the Ministerial Decree 192/2017 art. 11 and D. Lgs. 36/2023 (Italian Public Contract Code), the selection Committee will select the offer according to **"The Best Economic Offer"**.

Companies interested and meeting all the requirements as for the Invitation to BID must express their interest sending an e-mail by February 7th, 2025 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.

Valerio Soldani
Dubai Office Director

