



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

سفارت ایتالیا - بخش توسعه بازرگانی

**SUBJECT: MARKET SURVEY NOTICE FOR THE ENTRY OF A CONTRACT, FOR THE REVIEW OF THE PERSONNEL CONTRACTS, PREPARATION OF PAYROLLS AND REVIEW OF CONTRACTUAL DOCUMENTATION, IN FAVOR OF THE ITALIAN TRADE AGENCY- TEHRAN OFFICE**

**Art.1) DESCRIPTION OF THE CONTRACTING ENTITY**

The Italian Trade Agency-Trade Promotion Section of the Italian Embassy in Tehran, (hereinafter referred to as "ITA") is the governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy.

**Art.2) DESCRIPTION OF THE SUBJECT OF THE MARKET SURVEY NOTICE**

ITA is launching a market survey notice for the conclusion of a contract, with a law firm based in Tehran, Iran (hereinafter referred to as the "Supplier"). The purpose of this market survey notice is to encourage the participation of the highest number of potentially interested law firms in order to receive the highest number of offers.

ITA reserves the right not to proceed with the services allocation that is the subject of this market survey notice if the offers received are not considered appropriate.

**Art.3) DESCRIPTION OF THE SERVICES REQUESTED**

The services requested with this market survey notice consist of:

**1. REVIEW OF THE PERSONNEL CONTRACTS**

Review the personnel contracts and eventual addendums of the employees (1 Accountant, 1 Secretary, 3 Trade Analysts). Review of the personnel selection procedure applied by ITA. Apply any change that occurs in the Iranian labour law, Tamin regulations, ITA changes, etc. during the contractual period.

**2. PREPARATION OF PAYROLLS**

Preparation of payrolls every month regarding the period from December 21<sup>st</sup>, 2024 to December 21<sup>st</sup>, 2025. Apply any change that occurs in the Iranian labour law, Tamin regulations, ITA changes, etc. during the contractual period.

**3. REVIEW OF THE DOCUMENTATION THAT ITA UTILIZE FOR FINALIZING ITS CONTRACTS WITH SUPPLIERS**

- Rules for registration in ITA suppliers' list and related registration form
- Request of offers
- Suppliers' declaration form of "Unique Documents of Requirements"
- Contracts with companies
- Contracts with professionals.

- Contracts with temporary employment agencies.

Apply any change that occurs of the Iranian commercial law during the contractual period.

#### **Art.4) SUPPLIER SELECTION PROCEDURE**

The contract will be stipulated by direct negotiations. For the evaluation of the offers regarding this market survey notice, **ITA** will proceed with using the best offer criteria.

The best offer criteria means the evaluation of the following items:

- price of services;
- compliance with the payment conditions;
- compliance with the services mentioned in Art. 3.

#### **Art.5) ESTIMATED BUDGET FOR THE SERVICES**

The maximum expenditure ceiling that can be incurred by **ITA** during the period of validity of the contract is 1,800.00 Euro (One thousand eight hundred Euro), including VAT and any other applied taxes, duties, etc.

#### **Art.6) PERIOD OF VALIDITY OF THE CONTRACT**

The contract will be valid from the signing date of the contract to 31/12/2025. At the expiration date, its effects will cease automatically, without any notification between the parties, without tacit renewal.

In case at the expiration date **ITA** has not identified a new **Supplier** yet, the duration of the contract may be extended for the time strictly necessary for the identification of the new **Supplier**. In this case, the **Supplier** is required to provide the services covered by the contract at the same conditions.

The calendar that shall be used for this market survey notice is the Gregorian one.  
The calendar that shall be used for the following eventual contract is the Gregorian one.

#### **Art.7) PRICE REVISION CLAUSE**

If during the period of validity of the contract, due to the occurrence of particular objective conditions, there is a variation, of the cost of the services, increasing or decreasing, exceeding five percent of the total amount of the contract, the prices will be updated.

The price will be updated for the 80 percent of the occurred variation.

For the purpose of calculating the price variation, the Euro zone annual official inflation rate reported by Eurostat-European statistics will be applied.

The price revision clause will be applied just if the inflation variation occurs from the signing date of the contract to the issuing of the last invoice (The last invoice is related to the services rendered in December 2025).

#### **Art.8) CONDITIONS REQUIRED FOR THE PRESENTATION OF AN OFFER**

1. Suppliers interested in submitting an offer have to undertake the following items:
  - Email the offer to **ITA** ([teheran@ice.it](mailto:teheran@ice.it));
  - communication in English is mandatory;
  - respect the agreed delivery times;
  - the offer must contain the price & description of the services indicated in Art. 3;

- utilize for the execution of the services competent and capable staff, in terms of the technical and professional aspects and with at least three years of experience in the respective sector;
  - the **Supplier** employees have to be covered by liability insurance;
  - price of services has to be indicated in Euro (indicating the monthly price);
  - respond to requests from **ITA** as quickly as possible, taking into account the nature of the request and the time required to respond;
  - **Annex A** has to be signed, stamped and emailed to [teheran@ice.it](mailto:teheran@ice.it).
2. Before signing the contract, the selected **Supplier** has to register to **ITA** Supplier list and provide the required documents requested, and has to fill up, sign and stamp **Annex B** and **Annex C**.  
**ITA** Supplier list regulation at the following link:  
["https://www.ice.it/en/sites/default/files/inline-files/ita-tehran-suppliers-list-regulation\\_2.pdf"](https://www.ice.it/en/sites/default/files/inline-files/ita-tehran-suppliers-list-regulation_2.pdf).
3. Provide a valid license to operate as a law firm which should be in full compliance with local laws and regulations.

#### Art.9) PAYMENTS

In consideration of the services provided by the **Supplier**, **ITA** will pay the agreed compensation, upon presentation of a regular invoice as follows:

- payments for services provided during the period of validity of the contract will be made on a monthly basis and on presentation of an invoice indicating the services description, the contract number and the CIG (**ITA** identification code of the contract) - sent to: **ITA** - Italian Trade Agency – Trade Promotion Section of the Italian Embassy in Tehran, 17 Nelson Mandela Blvd, Unit 15, 7th floor, Navak Bldg, 1518643111, Tehran, Iran and the electronic version should be sent to the email: [teheran@ice.it](mailto:teheran@ice.it);
- within 5 calendar days **ITA** will verify the regular performance of the services rendered (the services are considered regularly performed when are completely provided) and **ITA** will send an email to the **Supplier** asking to issue the invoice. The **Supplier** should date the invoice and send it to **ITA**, only after receiving the above mentioned email; The **Supplier** should send the invoice to **ITA** within 7 calendar days;
- the invoice should be in Euro. Payments will be made through a money transfer to a Saman Bank Euro account. The **Supplier** has to open an Euro account at Saman Bank, Africa branch, code 801, address: No. 31, Jahan kodak junction, Africa st., Tehran, Iran.
- **ITA** will make the payment within 10 calendar days from receiving the invoice;
- the invoice should include the services rendered in the related month.

#### Art.10) PENALTIES

1. Any delay of the **Supplier** on executing the agreed tasks (except for force majeure intended as events beyond the control of the **Supplier**) will result in a fine of 1/1000 of the net amount of the contract for each day of delay.
2. Should the **Supplier** not comply in carrying out the tasks within the terms and conditions of the contract, **ITA** will notify the non-fulfilment in writing, providing, if possible, the indications aimed at making the contract compliant with the non-fulfilled dispositions, and allowing the **Supplier** to submit any potential documentation

supporting their position. Failing to submit adequate explanations, the **Supplier** is required to follow the indications given by **ITA** and, if not executed within the indicated terms, a penalty will be applied as point 1.

3. The request or the payment of the penalty doesn't exonerate in any case the **Supplier** from the obligation to fulfil the tasks agreed by the contract.
4. Should the amount of penalties determined by this article reach 10% of the net value of the contract, or in any other case where any **Supplier's** non-fulfilment should arise during execution which causes a significant damage to **ITA**, **ITA** can rescind the contract due to severe non-fulfilment from the **Supplier**. In this case, **ITA** may claim compensation for the suffered damage. The **Supplier** will compensate **ITA** for all the higher expenses sustained by **ITA** in order to appoint a third party to complete the task.
5. In the case of a subsequent verification of the actual possession of the self-declared/certified requirements by the **Supplier**, if these are found to be inadequate, **ITA** will proceed with the termination of the contract. In this case, in addition to termination, **ITA** will provide the payment of the agreed fee exclusively for the part of the services already performed and within the limits of the utility received with the application of a penalty of no less than 10% of the contract value.

#### **Art.11) EXCLUSION CONDITIONS**

Suppliers which find themselves in the following conditions cannot express their interest: Conviction with final sentence due to the provisions contained in the Iranian and Italian legislations for one of the following causes:

1. participation in a criminal organization;
2. corruption;
3. fraud;
4. money laundering and criminal activity;
5. minor child labor and other forms of human trafficking;
6. if the **Supplier** has not complied with all the obligations relating to the payment of taxes or social security contributions and if this has been established by a decision of judiciary or the government having final and binding effect on the basis of the Iranian and Italian legislations.

#### **Art.12) TERMS AND CONDITIONS FOR PRESENTATION OF OFFERS**

This market survey notice is published on the website of this Office <https://www.ice.it/en/markets/iran/work-us> for 15 calendar days after the publication date.

The offers - taking into account the information contained in this market survey notice - must reach **ITA** by email [teheran@ice.it](mailto:teheran@ice.it) by January 22<sup>nd</sup>, 2025 also enclosing:

- a document indicating the legal representative of the company allowed to sign the contract;
- a copy of a national identification card of the signatory of the offer;
- a company profile.

Offers are not accepted if they:

- impose conditions to **ITA** other than the conditions indicated in this market survey notice;
- are not clearly accepting contents and required conditions which create misunderstandings about **ITA's** desire to fully respect all the above-mentioned conditions;

- do not contain the necessary information required in this market survey notice;
- increasing price offers or multiple offers.

Each **Supplier** must participate by submitting only one offer.

#### **Art.13) ITA CODE OF DISCIPLINE AND CONDUCT**

In the individual contracts to be concluded and in the contract procedure, the contractual parties involved, namely **ITA** and the **Supplier**, are required to act in accordance with the code of discipline and conduct of the Agency. Code of Discipline and Conduct for **ITA** provides that both employees of **ITA** and its contractual partners must comply with the following principles of: accuracy, loyalty, impartiality, sincerity, as well as respect for the principles, integrity, correctness, honesty, proportionality, objectivity, transparency, fairness, common sense. In addition, making and acceptance of donations, gifts and other benefits are prohibited. In particular, contractual partners who maintain commercial relations with **ITA** should not make cash donations, gifts and other benefits to employees of **ITA**. At the same time, **ITA** employees are strictly prohibited from accepting such and other donations. In the event of a breach of these obligations, **ITA** is entitled to terminate automatically the contract and to impose the related disciplinary measures against its affected employees. The code of discipline and conduct is available on the following link:

<https://ice.patisweb.it/download/322.html>.

#### **Art.14) CONFIDENTIALITY OBLIGATIONS**

The **Supplier** with which the contract will be concluded is required to keep the data and information in its possession confidential and not to disclose and use in any way for purposes other than those necessary for the execution of the contract. In particular, it should be noted that all confidentiality obligations will be respected even in the event of the breach of the existing relationship with **ITA**. The **Supplier** is responsible for exact compliance with the aforementioned confidentiality obligations on the part of its employees and consultants. In the event of non-compliance with confidentiality obligations, **ITA** has the right to automatically terminate the contract, it is understood that the contracting party will be required to pay compensation for any damage that may occur to **ITA**.

#### **Art.15) PROCESSING OF PERSONAL DATA**

The data collected will be processed, in accordance with decree D.lgs. June 30 2003, n. 196, and of the European Regulation n. 2016/679 ("GDPR"), exclusively within the procedure referred to this market survey notice.

**It should be noted that this market survey notice has to be exclusively understood as an invitation to submit an offer under the procedure in question and therefore, does not entail any obligation by ITA towards the participant companies' interests and no offer may under any circumstances give rise to any rights or preferential titles for the purposes of supplying the mentioned services to ITA.**

#### **Art. 16) ITA PRIVACY POLICY**

The **Supplier** can acknowledge the information on processing of personal data according to Regulation (EU) 2016/679 ("GDPR"), on the Client's website <https://www.ice.it/en/privacy>.

#### **Art.17) THE SOLE RESPONSIBLE OF THE PROCEDURE (R.U.P.)**

The sole person in charge of the procedure is Mr. Giancarlo Albano, Director of **ITA**. The contact details of the office are as follows:



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**ITA** - Italian Trade Agency - Trade Promotion Section of the Italian Embassy, 17 Nelson Mandela Blvd., Unit 15, 7th floor, Navak Bldg, 1518643111, Tehran, IRAN. Tel: 00982188889828. Any possible requests for clarifications and information must be sent to the email address [teheran@ice.it](mailto:teheran@ice.it).

**For any question please contact Ms. Matilda Haratonian ([teheran@ice.it](mailto:teheran@ice.it), tel: 00982188889828).**

**Giancarlo Albano**

Director

Italian Trade Agency- Trade Promotion Section of the Italian Embassy

Tehran Office

**Annexure:**

- **ANNEX A- PRIVACY FOR TENDERS**
- **ANNEX B- REGISTRATION FORM FOR SUPPLIER LIST**
- **ANNEX C- UNIQUE DOCUMENT OF REQUIREMENTS**

## **PRIVACY NOTICE REGARDING THE PROCESSING OF PERSONAL DATA PURSUANT TO ARTICLES 13 AND 14 OF REGULATION (EU) 2016/679 (GDPR)**

### ***Introduction and General Definitions***

The subject of protection offered by privacy legislation is the "processing of personal data." Before delving into this information, it is necessary to define the processing of personal data according to EU Regulation 2016/679, which, in Article 4(2), defines it as the activity of "collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination, or otherwise making available, alignment or combination, restriction, erasure or destruction" of data that refers to identified or identifiable natural persons.

EU Regulation 2016/679 defines the natural person to whom the data processed refer as the "data subject," reserving a series of rights and prerogatives in their favor.

Foremost among these rights is undoubtedly that of being informed, in a clear and transparent manner, about the purposes and methods with which the personal data that he or she will provide, in various capacities, directly to this Public Administration, will be managed ("processed"). This informative notice aims to illustrate the purposes for which the Italian Trade Agency may use your data, how it will be managed, to whom it may be communicated, where it may be transferred, and what your rights are.

### ***Data Controller and Data Protection Officer***

The Data Controller is the Italian Trade Agency, with headquarters at via Liszt, 21 – 00144 Rome, Italy, phone number +39 06 59921 (hereinafter referred to as ITA).

The Data Protection Officer can be contacted at the following e-mail address: [privacy@ice.it](mailto:privacy@ice.it).

### ***Purpose of Data Processing***

The processing of your personal data, using computerized or analogous tools, is carried out



by ITA for the institutional purposes connected to this call for tender, for the related legal compliance, and for purposes related to the selection of the contractor and contractual activity.

Specifically, your personal data will be processed to:

- verify the existence of the necessary requirements for participation in the tender and for the award;
- manage the tender procedure and for purposes related to the selection of the contractor;
- for the conclusion, execution, and management of the procurement contract or professional service, as well as for the related compliance and legal obligations;
- to fulfill all legal obligations arising from the legislation on procurement and public contracting.

In particular, it is specified that judicial data will be processed exclusively for the purposes of verifying the absence of exclusion causes pursuant to art. 80 of Legislative Decree no. 50/2016, in accordance with the provisions of the procurement code (Legislative Decree no. 50/2016) and Presidential Decree no. 445/2000.

The provision of your personal data is considered mandatory as it is necessary for the purposes of participating in the public evidence procedure and, possibly, for the purposes of the conclusion, management, and execution of the contract and is based on the following legal grounds:

- the necessity of processing for the purpose of concluding and executing the contract, or for the execution of pre-contractual measures adopted upon the request of the data subject (art. 6 par. 1 letter b of the GDPR);
- the necessity of processing to fulfill legal obligations to which the data controller is subject (art. 6 par. 1 letter c of the GDPR); for example, compliance with legal, regulatory, or contractual obligations, execution of orders from judicial or administrative authorities;
- the necessity of processing for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller; in particular for the



management of the public evidence procedure aimed at the selection of the contractor (art. 6 par. 1 letter e GDPR).

Your possible refusal to provide the requested data may result in the impossibility of allowing you to participate in the tender, your exclusion from it, the forfeiture of the award, or the impossibility of concluding the contract by ITA.

### **Upholding Individual Rights**

ITA aims to protect the personal data of whistleblowers, binding their processing to the principles of fairness, legality, and transparency provided by the Regulation. Only personal data that is adequate, relevant, and limited to what is necessary in relation to the purposes for which they are collected and processed are treated.

The data is processed by properly trained personnel who act as authorized data processing staff according to principles of fairness, legality, transparency, relevance, and not exceeding the purposes of the collection and subsequent processing.

The processing takes place in a manner that ensures adequate security of personal data, through the use of automated tools, as well as confidentiality and protection, through technical and organizational measures aimed at preventing data loss, unlawful or incorrect use, and unauthorized access.

Personal data may also be managed through online software or cloud services, located within the European Union, in compliance with the rights and guarantees provided by the General Data Protection Regulation (EU) 2016/679 (GDPR).

### **Data Retention Period**

Personal data will be retained for a period commensurate with the purposes of processing outlined above and in compliance with all legal obligations.

## **Data Sharing with Other Entities**

In the course of its public administration activities, data may be communicated to entities that perform control activities, public bodies or administrations if they are legally entitled to receive such information, Italian and foreign judicial authorities and other public authorities, for purposes related to the fulfillment of legal obligations, or for the performance of the obligations arising from your participation in this public selection process.

Specifically, you are informed that personal data may be communicated to:

- natural or legal persons appointed as Data Processors pursuant to Article 28 of the GDPR;
- authorities for the supervision of public contracts for works, services, and supplies;
- authorities responsible for inspection and fiscal and administrative verification;
- judicial authority or police forces, in cases provided for by law;
- any other public or private subject in cases specifically provided for by EU law or national law.

In any case, pursuant to Article 53 of Legislative Decree no. 50/2016, your data may be communicated to third parties if the legal conditions provided for by Law no. 241/90 and Legislative Decree no. 33/2013 regarding the right of access and administrative transparency are met.

The complete and updated list of any Data Processors is always available upon request at the email address: [privacy@ice.it](mailto:privacy@ice.it).

## **Rights of the Data Subject**

The data subject may exercise their rights at any time, and in particular, may access their personal data, request its correction or restriction, update it if incomplete or incorrect, and request its deletion if collected in violation of the law, as well as oppose its processing unless there are legitimate reasons on the part of the Data Controller. They also have the right to data portability, that is to receive personal data in a structured, commonly used, and machine-readable format.

For this purpose, it is possible to contact the Data Controller, or the Data Protection Officer. It is also informed that there is the possibility to lodge a complaint with the Italian Supervisory Authority – Guarantor for the protection of personal data - Piazza Venezia n. 11 - 00187 Rome, Italy.

For more information, you can send a request to the e-mail address: [privacy@ice.it](mailto:privacy@ice.it).

**This information notice may be supplemented in consideration of any regulatory changes or in relation to the measures of the European Commission and the European Data Protection Supervisor EDPS.**



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ANNEX B

**APPLICATION FOR INCLUSION IN  
THE ITALIAN TRADE AGENCY – TEHRAN OFFICE SUPPLIERS LIST (*Consultants & Professionals*)**

**Basic Information:**

Name :	Surname:
Related Certificate/ License Number:	National ID Code:
Website:	
Telephone:	E-Mail:
Registered Office:	
Address:	ZIP Code:
Region/Province:	City:

**Bank Details:**

Bank:	
City:	Region/Province:
Branch n.:	
Bank Account Holder	Bank Account Number::

**Category (Macro Sectors): \*kindly check the Agenda**

<input type="checkbox"/>	Macro Sector A – Exhibition, fairs and related services
<input type="checkbox"/>	Macro Sector B – Supply of office equipment/consumables
<input type="checkbox"/>	Macro Sector C – Furniture and electronic machinery
<input type="checkbox"/>	Macro Sector D - Works and maintenance
<input type="checkbox"/>	Macro Sector E – Services and consultancy

**Sectors:**

-
-
-

ICE – Trade Promotion Section of the Italian Embassy  
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1518643111, Tehran, IRAN  
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**Other information:**

Have you previously worked with ITA or other Italian public administrations?

If the answer is YES, on which projects

Notes:

**Supporting Documents:**

☐ Valid Business License/Business Registration Certificate

☐ C.V.

☐ Relevant professional certificate

☐ specific license, permissions, authorizations, consents and permits needed to provide the goods and/or services

☐ References from two previous customers and/or clients of the applicant in the last three years or as an alternative to the references, a copy of the original of the contracts, all of them dated not earlier than three years from the date of the application for the registration

☐ Valid ID documents, such as national ID card and Identity certificate(شناسنامه)/passport

☐ Other relevant documents: .....

Please note that you are required to provide the documents listed above in order to be considered for the inclusion in ITA-Tehran suppliers list.

**Declaration:**

The undersigned, by signing this form declares:

- to have reviewed and accepted the "Regulation for registration in the ITA-Tehran suppliers list"
- to comply with the "Regulation for registration in the ITA-Tehran suppliers list"
- to provide, true and correct information to the best of her/his knowledge, including that on any attached pages and documents.

Date and Place: \_\_\_\_\_

Name and Surname: \_\_\_\_\_

Signature & stamp: \_\_\_\_\_

## \*Sector's Agenda

### A. Exhibition, fairs and related services

1. Exhibition organizers
2. Exhibition set up (rental): furniture, equipment, flooring, electrical, etc.
3. Miscellaneous material for promotional events, gadgets and etc.
4. Audiovisual and other equipment (rental)
5. Audiovisual, web content and web design production
6. Transport, removal and storage
7. Currier and shipping
8. Other .....

### B. Supply of office equipment/consumables

1. Magazine and newspaper subscription, books, etc.
2. Office consumables, stationary products, toner, etc.
3. Printing
4. Other .....

### C. Furniture and electronic machinery

1. Office furniture and accessories
2. Office equipment and machinery
3. PC and accessories (hardware and software)
4. Office furniture, equipment, machinery, pc, IT (hardware, software, etc.) assistance and maintenance
5. Other .....

### D. Works and maintenance

1. Cleaning services
2. Construction and renovation works
3. Electrical, telephone, hydraulic, security system, etc., works and assistance.
4. Other .....

### E. Services and consultancy

1. PR, communication, advertising, marketing, Website and social media
2. Travel agency
3. Insurance, financial and banking
4. Administration, legal, tax and safety and security in the workplace
5. Medical surveillance
6. Architectural and engineering, projecting
7. Training and education
8. Market research and survey, data base, etc.
9. Hostess, interpreter and translation
10. Graphic and design
11. Event organization
12. Photography and video
13. Security
14. Car rental
15. Catering and restaurant
16. recruiting and temporary employment agency
17. Other .....

Last update 24/10/2022

## UNIQUE DOCUMENT OF REQUIREMENTS

All requested information must be entered by the economic operator, except where expressly indicated

### PART I

#### INFORMATION ON EUROPEAN PROCUREMENT PROCEDURE AND CLIENT

Identity of the Client	Response:
Name:	<i>ITA- ITALIAN TRADE AGENCY TEHRAN OFFICE</i> <i>Trade Promotion Section of the Italian Embassy</i>
Title or brief description of the contract:	
CIG	

### PARTE II: INFORMATION OF THE ECONOMIC OPERATOR

A. Identification data of the economic operator	Response:
Name:	
National identification number, if required (tax code, VAT number, registration ...)	
Mailing address:	
Contact Persons:	

B.1 Legal Representative of the Company:	Response:
Full name	
Date and place of birth	
Mailing address:	
Phone:	
E-mail:	



### PART III: EXCLUSION REASONS

#### A: Reasons for exclusion related to criminal convictions

Excluded from participation in the selection are those who have been convicted, with a final criminal sentence, for one or more of the following reasons: (1) participation in a criminal organization; (2) corruption; (3) fraud; (4) terrorist offenses or crimes related to terrorist activities; (5) money laundering or terrorist financing; (6) child labor and other forms of trafficking in human beings; (7) any other crime that results in the inability to negotiate with the public administration. The situations relevant to exclusion are those provided by the Italian law, as well as:

- in the Member States of the European Union, the situations indicated in the internal regulations adopting Article 57 of Directive 2014/24 / EU;
- **in non-EU countries, equivalent situations provided by the local criminal law.**

A. Grounds related to criminal convictions	Response:
1) The economic operator or a member of its management or supervisory bodies or anyone with economic, representation, decision or control powers have been convicted for one of the above reasons with a definitive sentence not exceeding five years ago or after which an exclusion period established in the sentence is still applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) If so, indicate (repeating for the necessary times): a) the date of the sentence, which points between those reported from 1 to 7 and the grounds for conviction; b) identification data of convicted persons; c) duration of the exclusion period established by the sentence of conviction.	a) Date: [.....], duration of the sentence: [.....] Reasons: [.....] b) [.....] c) duration of the exclusion period [.....]
3) In the event of convictions, what measures has the economic operator taken to prove its reliability (self-cleaning)?	[Indicate measures taken]

#### B: Reasons for exclusion related to the payment of taxes or social security contributions

B. Payment of taxes, fees or contributions	Response:
1) Has the economic operator met all the obligations relating to the payment of taxes, social security contributions or taxes, in the country where it is established, in Italy and in the country where the contract is being carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No

2) If not, indicate:	
a) the State where the non-compliance occurred;	a) [.....]
b) the amount;	b) [.....]
c) how the non-compliance was established;	c) [.....]
d) measures taken to repair	d) [.....]

**C: Grounds for exclusion related to insolvency, conflict of interests or professional offenses**

<b>C. Information on any insolvency situations, conflict of professional interests or offenses</b>	<b>Response:</b>
1) Has the economic operator breached, to the best of its knowledge, obligations in the field of health and safety at work, environmental, social and labor law?	[ ] Yes [ ] No
2) The economic operator is in one of the following situations or is subject to a procedure for ascertaining one of the following situations: a) bankruptcy, insolvency proceedings, liquidation, prior arrangement with creditors, receivership or other similar situation b) has ceased its activities	a) [ ] Yes [ ] No b) [ ] Yes [ ] No
3) Has the economic operator been guilty of serious professional malfeasance?	[ ] Yes [ ] No
4) Has the economic operator signed agreements with other economic operators to distort competition?	[ ] Yes [ ] No
5) Is the economic operator aware of any conflict of interest related to his participation in the procurement procedure?	[ ] Yes [ ] No
6) Did the economic operator or a related Client provide advice to the client or have otherwise participated in the preparation of the tender?	[ ] Yes [ ] No
7) Has the economic operator already experienced the early termination of a previous public tender or has he already been ordered to pay damages or other penalties in relation to a previous public tender?	[ ] Yes [ ] No
8) The economic operator: a) has he been seriously guilty of misrepresentation in supplying the information required to verify the absence of grounds for exclusion or compliance with the selection criteria? b) has concealed this information? c) was able to transmit without delay the additional documents requested by a Client? d) has attempted to unduly influence a client's decision-making process, have not attempted to obtain confidential information that could give it undue advantages in the procurement procedure, not provide misleading information that may have a significant influence on the decisions concerning the contract?	a) [ ] Yes [ ] No b) [ ] Yes [ ] No c) [ ] Yes [ ] No d) [ ] Yes [ ] No

9) In the event of an affirmative answer to any of the questions in this section C, indicate the situations that have occurred and what measures the economic operator has taken to demonstrate its reliability (self-cleaning)	[Indicate measures taken]
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**D: Reasons for exclusion provided for by Italian legislation and equivalent situations provided for by the law of the country where the contract is carried out**

<b>D. Reasons for exclusion provided for by Italian law</b>	<b>Response:</b>
Is the economic operator in one of the following situations?	
1) are there grounds for revocation, suspension or prohibition laid down by anti-mafia legislation?	1) <input type="checkbox"/> Yes <input type="checkbox"/> No
2) Is it subject to infiltration of organized crime?	2) <input type="checkbox"/> Yes <input type="checkbox"/> No
3) has been subject to the interdiction of the exercise of the activity or to another sanction that involves the prohibition to contract with the public administration?	3) <input type="checkbox"/> Yes <input type="checkbox"/> No
4) is entered in the electronic filing cabinet kept by the National Anti-Corruption Authority for having submitted false declarations or false documentation for the issue of the qualification certificate, for the period during which the registration persists?	4) <input type="checkbox"/> Yes <input type="checkbox"/> No
5) violated the prohibition of fiduciary registration?	5) <input type="checkbox"/> Yes <input type="checkbox"/> No
6) respects the rules on the right to work of the disabled?	6) <input type="checkbox"/> Yes <input type="checkbox"/> No
7) if he was the victim of extortion and extortion crimes committed by organized crime or by those who intended to facilitate the activity of organized crime and does not use a case of necessity or self-defense, denounced the facts to the judicial authorities?	7) <input type="checkbox"/> Yes <input type="checkbox"/> No
8) is it in relation to another participant in the same procedure of assignment, in a control situation or in any relationship, even de facto, if the control situation or the relationship implies that the offers are imputable to a single decision-making center?	8) <input type="checkbox"/> Yes <input type="checkbox"/> No
9) has concluded employment or self-employment contracts and, in any case, has assigned tasks to former employees of the Client who have ceased their working relationship for less than three years and who have exercised authoritative or negotiating powers for the last three years of service; account of the Client towards the same economic operator (pantouflage or revolving door)?	9) <input type="checkbox"/> Yes <input type="checkbox"/> No

**PART IV: SELECTION CRITERIA**

	<b>Response:</b>
Does the economic operator meet all the selection criteria required in the tender documents?	Yes <input type="checkbox"/>



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

سفارت ایتالیا بخش توسعه بازرگانی

## Part V: FINAL DECLARATIONS

The undersigned / undersigned declares / declares formally that the information contained in parts II to IV are truthful and correct and that the undersigned / undersigned is / are aware / aware of the consequences, including criminal nature, of a serious false declaration, provided for by Italian law and local law.

The undersigned / I undersigned hereby certifies the absence of the grounds for exclusion provided for in Part III and the possession of the requirements set out in Part IV.

The undersigned / undersigned authorizes / authorizes formally the Client, indicated in part I, to perform the verifications with the competent local authorities on the veracity of the declarations made on the requirements.

The undersigned accepts without reservations or exceptions the provisions and conditions contained in the letter of invitation and in Attachments 1 and 2 to the same letter, which are an integrated part thereof.

Teheran, ----/----/----

Name and Surname

Signature & stamp

**ATTACH COPY OF THE IDENTITY DOCUMENT OF EACH SIGNATORY.**

**IF REQUIRED BY LOCAL ORDER TO CONFIRM THE DECLARATION OF THE EFFECTIVENESS OF THE JURIED DECLARATION, THE DECLARATION MUST CONTAIN THE ATTESTATION WHICH HAS BEEN MAINTAINED INTO THE COMPETENT LOCAL AUTHORITY**

## STATEMENT ON INDIVIDUAL'S DATA PROTECTION

### As per Regulation (EU) 2016/679, art. 13

The processing of personal data is based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of individuals. To this end, the following information is provided:

1. The data holder is ITA- Italian Trade Agency-Trade Promotion Section of the Italian Embassy in the Islamic Republic of Iran, Tehran Office 17 Nelson Mandela Blvd., Unit 15, 7th floor, Navak Bldg., 1518643111, Tehran, Iran, T. 0098 21/88889828, email: [teheran@ice.it](mailto:teheran@ice.it).
2. ITA appointed an individual responsible for the protection of personal data that, for customer purposes, can be contacted at the following addresses: ITA – Italian Trade Agency - Via Liszt, 21 - 00144 Rome; e-mail: [privacy@ice.it](mailto:privacy@ice.it).
3. Personal data are necessary for the vendor selection and awarding process.
4. The transfer of data is mandatory under Italian law and any refusal to provide the requested data will result in exclusion from the selection procedure or the awarding.
5. Data management will be carried out manually or electronically by internal personnel.
6. The data will be transferred to internal and external auditing bodies of ITA. By signing this document, vendor provides consent to the transfer of the aforementioned data also to the competent local authorities for their verification and for the publication of the essential elements of the contract stipulated on the buyer's website in accordance under Italian law on the transparency of Italian public contracts.
7. Data shall be kept for a minimum period of 5 years from the moment when the contractual relationship ends due to completion of performance or for any other reason, including termination due to non-compliance. This term may be suspended in the event of a lawsuit.
8. Each vendor may obtain access to its data and apply for amendments. In these cases, vendor must submit a request to the addresses indicated in section 1, sharing such application with ITA data protection manager at the addresses indicated in section 2.
9. If you believe your rights have been violated, you can file a complaint with ITA Data Protection Officer. Alternatively, you can contact the Guarantor for the Protection of Personal Data (Piazza di Monte Citorio 121, 00186 Rome, phone 0039 06 696771 (switchboard), e-mail: [garante@gpdp.it](mailto:garante@gpdp.it) pec: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it)) or to the judicial authority.

Date ----/----/----

Signature of the interested party for acknowledgment and acceptance

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