

Amman Office

## MARKET SURVEY NOTICE INTRODUCTION

The Amman office of the Italian Trade Agency is launching a request of quotation to select a provider for **SERVICE OF TEMPORARY EMPLOYMENT AGENCY – EMPLOYEE PAYROLLING SERVICES – STAFF RECRUITMENT AND STAFF OUTSOURCING SERVICE** for the period of 12 months. If you are interested, kindly submit a proposal, taking into account the instructions set forth in the specifications below. For more information on the Italian Trade Agency and its presence in Italy and the world, please visit our website: [www.ice.it](http://www.ice.it).

**AWARDING ENTITY** Italian Trade Agency – Amman office is located at 10, Abdul Hamid Shuman Street - Shmeisani – [www.ice.it](http://www.ice.it) Mr. Filippo Covino, Trade Commissioner, E-mail: [amman@ice.it](mailto:amman@ice.it), Tel. 0656622751/2

### Services Requested

**Your quotation must be in Fixed Fee Recruitment Service for every future recruitment of staff (“Mark up in % per P.O.).**

### CONTACT PERSON

The service supplier, when submitting a quotation, agrees to designate at least one of their employees as a contact person in charge of providing the services that are the objective of the Specifications attached hereto. The contact person shall ensure the proper execution of services, acting promptly to solve any problem that may arise and answering in a timely manner to any request made by the Italian Trade Agency Amman Office. The contact person shall not change during the life of the contract, barring justified hindrances duly explained by the supplier.

### LIFE OF THE CONTRACT

The contract, effective from the date of execution, will automatically terminate twelve (24) months after execution without any notification between the parties.

There will be no tacit renewal of this contract.

An estimate will be requested and agreed in writing every time a service is required for the recruitment of temporary staff.

It is understood that the cost of the agency fees will be the quoted one. The maximum total amount for hiring temporary staff on projects assigned to the ITA Office in Amman will not exceed 30,000 dinars (thirty thousand dinars) for the entire duration of the contract (24 months)

**AWARD CRITERIA** The contract will be awarded on the basis of the lowest price.

### PROCEDURES AND DEADLINE

Please fill out the following forms:

Attachment A – Declaration Form.

Attachment B – **Fixed Fee Recruitment Service** (Mark up in %) quotation

**HOW TO SUBMIT** Under penalty of exclusion, all quotation must be signed by the legal representative of the company, or his delegate, and sent to the mail address [amman@ice.it](mailto:amman@ice.it) no later than 4:15 p.m. on January, 27 2021 Clearly indicating in the subject of the mail the following statement: “ AMMAN 2021 –

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SERVICE OF TEMPORANEY EMPLOYMENT AGENCY – STAFF RECRUITMENT AND STAFF OUTSOURCING SERVICES. And must include the following attachment:

Attachment A – Mark up in % per month quotation

Attachment B – Declaration Form.

#### AWARD NOTIFICATION AND EXECUTION OF THE CONTRACT

After identifying the lowest quotation, the Italian Trade Agency will award and execute the contract. No full or partial transfer of the contract will be allowed.

The signing of the contract will be subject to the verification of the general requirements.

We inform you that in the event of serious non-fulfillment, the Administration may decide to forfeit the deposit, furthermore, after a formal injunction which has remained unsuccessful, it may order the execution of all or part of the service in question at the expense of the defaulting person or company (except for the exercise of action for compensation for any damage). Finally, the Administration may order the termination of the contract, without prejudice, in any case, to compensation for damages suffered. The ICE-Agency may terminate the contract following serious and continuing violations of the rules on supply, giving 30 days written and justified notice.

The contract will be stipulated, after the award, by the legal representative of the ICE-Agency or his delegate.

Any possibility of tacit renewal is expressly excluded. The transfer, even partial, of the contract is not permitted.

#### VALUE OF THE CONTRACT AND PRESENTATION OF APPLICATIONS

The payment will be made, if there are no grounds for complaint after the return of the operators and after 30 days from the date of receipt of the same through bank transfer to the bank account of the Contractor. The currency will be made in JOD.

ALSO BE AWARE FOR ACCOUNTING PURPOSES:

1. Being a foreign government agency, we are tax-exempt. Please DO NOT insert the taxes in your quotation.
2. Please provide your payment policy.
3. We will pay via Bank Transfer.

#### GUARANTEES TO GIVE

The contractor company may be required to pay a definitive surety guarantee equal to 10% of the credit line amount, net of \_\_\_\_\_ (mention any local taxes on consumption similar to VAT].

The surety can be, at the choice of the assignee, banking or insurance, with express waiver of the benefit of the prior enforcement of the principal debtor and with operation within 15 days, upon simple written request from the contracting authority.

The guarantee is progressively released according to the progress of the execution, up to a maximum of 80% of the guaranteed amount, the residual amount is released following verification of regular execution.

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## **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 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](http://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.

## **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>

## **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](http://www.ice.it) - "Whistleblowing" section, available at the following link: <https://ice.whistleblowing.it/#/>.

## **SUPPLIER'S OBLIGATIONS AND RESPONSIBILITIES**

The winning company shall execute all services under the conditions set forth in this letter, in the sole interest of the Italian Trade Agency – Amman Office, abiding by the instructions and requests that the Italian Trade Agency Amman Office will provide. The winning company is required to ensure the feasibility of its proposals at every stage. The winning company is not authorized to sign documents that may bind the Italian Trade Agency. The winning company shall observe professional secrecy and show diligence in the execution of services. For further information concerning this call for bids and the required specifications, kindly contact the Italian Trade Agency – Amman Office Office at 0656622751/2 Ms. Rosarita Catani or Ms. Afnan Hammad or via email at [amma@ice.it](mailto:amma@ice.it).

Thank you for your interest and we look forward to receiving your quotation.

Sincerely,

Filippo Covino  
Italian Trade Commissioner – Amman Office

