



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e
l'internazionalizzazione delle imprese italiane

Italian Trade Agency in Ljubiana
Trade Promotion Section of
the Italian Embassy in Slovenia

CIG: Z3A260721D - Prot. n. P092201800563 – 29 November 2018

MARKET SURVEY NOTICE

ITALIAN TRADE AGENCY IN LJUBLJANA: SELECTION OF AN ECONOMIC OPERATOR FOR SERVICES OF PASSENGERS' ROAD TRANSPORT VEHICLES WITH DRIVER, AND ANCILLARY ASSISTANCE SERVICES FOR A PERIOD OF 24 MONTHS.

DESCRIPTION OF THE CONTRACTING AUTHORITY:

The Italian Trade Agency is the Governmental Agency that supports the business development of national companies abroad and promotes the attraction of foreign investment in Italy.

With a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion and training to Italian small and medium-sized businesses.

OBJECT OF THE NOTICE:

Considering the peculiar lack of direct air links between Slovenia and Italy and the poor existing train connections, on trade missions of Slovenian/Italian businessmen and of the staff of this Office (or other activities carried out by ITA Office in Ljubljana), a car transport service is necessary to reach Trieste's airport and/or railway station – as well as other locations in Slovenia and abroad.

This Agency is thus starting a procedure of direct assignment to an economic operator based in Slovenia to acquire transportation services for passengers. A framework contract will be accordingly produced for the duration of two years (24 months).

This agreement will be stipulated in direct assignment according with the provisions of Art. 36, paragraph 2, let. a) of the Italian Legislative Decrees n. 50/2016 and n. 56/2017 (issued in implementation of Directive 2014/24/ EU on public procurement), and according with the Guidelines n. 4, issued by ANAC (Italian anti-corruption authority) with Resolution No. 1097, 26/10/2016 and Resolution No. 206, 1/3/2018).

The Directive 214/24/EU by the European Parliament and Council was also implemented in Slovenia on 1 April 2016 through the Public Procurement Act (ZJN-3).

The offers presented following this present notice will be evaluated with the sole criterion being the lowest price of the offered services (as per Art. 95 of the Legislative Decree 50/2016 and subsequent amendments) that will be applied on the quotations formulated for the motorway sections most commonly used by this Office and which are indicated below:



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International:

Ljubljana - Ronchi dei Legionari Airport
Ljubljana - Trieste
Ljubljana - Milan
Ljubljana - Verona
Ljubljana - Bologna
Ljubljana - Belgrade
Ljubljana - Zagreb

Domestic:

Ljubljana - Brnik Airport
Ljubljana - Celje
Ljubljana - Gornja Radgona
Ljubljana - Postojna
Ljubljana - Piran/Portoroz
Ljubljana - Koper/Izola
Ljubljana - Brdo pri Kranju.

For each route it is necessary to indicate two rates, referring to the two services most commonly requested by this Office: car (up to 4 passengers) and van (up to 7 passengers).

The offer should also provide an estimate quotation per kilometre, to be applied to possible different routes. In case of bus, the proposals will be evaluated on a case to case basis, according to the foreseen number of passengers.

The above proposed fares must include the cost of fuel and any motorway tolls and be quoted without VAT, with separate indication of the amount and percentage of the VAT itself.

This notice is aimed at encouraging the participation of the largest number of potentially interested economic operators, therefore the receiving of an offer is not binding for the Ljubljana Office of the Italian Trade Agency, which reserves the right to identify the most suitable subject to entrust with the assignment.

In case the received offers are not considered appropriate, the Italian Trade Agency in Ljubljana reserves the right not to proceed with the assignment of the service object of this notice.

CONTENT OF THE REQUESTED SERVICES:

The service object of the agreement consists in the reservation and supply of:

- transportation services for individuals and / or groups by car, minivan and/or bus in Slovenian territory and abroad, meeting the specific needs that will be reported each time by Italian Trade Agency;
- flexibility in the hypothesis of changing in reservations or itinerary when necessary;



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- propose alternative solutions to unexpected problems related - for example - to strikes, delays, cancellations of flights or trains involving the transported or expected passengers, etc.

All the services described above will be ordered each time with a specific "service request letter" signed by the Director of the Italian Trade Agency in Ljubljana.

CHOICE OF ECONOMIC OPERATOR AND AWARD CRITERION:

Direct assignment, based on the provisions of EU Directive 2014/24, as per Art. 36 paragraph 2 letter a) of Italian Legislative Decree 50/2016 and subsequent amendments, and Guidelines n. 4 issued by the Italian Anti-corruption Authority-ANAC, as previously reported in this notice.

ASSUMED VALUE OF THE FRAMEWORK CONTRACT:

The expected level of spending in the two-year agreement is about € 25.000,00 (twenty-five thousand Euros), net of VAT, corresponding to the total amount of transportation services reimbursed by ITA.

However, ITA is not bound to guarantee the above indicate level of expenditure, because the use of the service by external parties and ITA personnel is conditioned by factors that prevent their precise definition in advance.

The level of actual expenditure related to the period considered may increase or decrease, considering both the real needs of travel and the actual availability of the budget. Therefore, no compensation is foreseen if the total spending does not reach the amount indicated.

DURATION OF SERVICES:

The duration of the agreement will be of two years from its signing, once verified the participation requirements. On the expiration date its effects will cease automatically, with no need for any notification between the parties.

Its duration may be modified in course of execution, for the time strictly necessary to complete the procedures to identify a new operator (as per Art. 106, paragraph 11, of the above Italian Legislative Decree 50/2016). In this case, the contractor is required to perform the services at the same - or even more favourable - prices, agreements and conditions of the agreement itself.

PARTICIPATION REQUIREMENTS:

The economic operator entrusted with the service will have to commit:

- a) to satisfy ITA requests in the shortest possible time, considering the nature of the request and the technical times associated with it;
- b) to respect the agreed pick-up and arrival times;
- c) to include in the specific offers the cost of fuel and any tolls;



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- d) to guarantee the use of adequate cars and - for the utilized vehicles - the presence of a comprehensive insurance, also extended to passengers, in order to cover any damage that may occur during their transportation;
- e) to guarantee, for the execution of the service, its own personnel of proven reliability and competence, at complete disposal during the requested times, in possession of the technical and professional requisites and with a driving experience of at least five years. ITA reserves the right to highlight any unsuitable personnel.

PAYMENTS AND PENALTIES:

During the two years of validity of the agreement, ITA will provide to the payment of each service within 30 days from the receipt of the related invoice - bearing the number of the letter of appointment, the code (CO.AN.) and name of the initiative - addressed to:

ICE-Agencija Ljubljana
Oddelek Veleposlaništva Italije za gospodarsko promocijo
Cankarjeva cesta, 10, 1000 Ljubljana.

In case the requirements indicated in this notice are not respected within any specific service, ITA reserves the right to apply a penalty, based on the gravity of the event occurred and in any case within 3% of the amount related to the service itself.

CLAUSES OF EXCLUSION:

All economic operators who find themselves in the conditions indicated in art. 57 of the European Directive 2014/24/EU are excluded from the present procedure, and notably:

- a) participation in a criminal organization
- b) corruption
- c) fraud
- d) money laundering and criminal activities
- e) child labour and other forms of human smuggling
- f) not compliance with the obligations related to the payment of taxes or social security contributions, established by a judicial or administrative decision, with definitive and binding effect, based on Slovenian and Italian legislation
- g) it is also not admitted the participation of economic operators sanctioned by the Slovenian and/or Italian regulations with the prohibition of signing agreements and stipulating contracts with public administrations.

HOW TO APPLY:

This notice will be published on the website of this contracting Agency for a period of 15 days, starting from the day following the date of its publication.

Under penalty of exclusion, the offers - prepared according to the model below and considering the indications contained in this notice - must be sent to the Italian Trade Agency, Office of Ljubljana via email at the following address:

lubiana@ice.it by 10 a.m., December 17, 2018 with attached:



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- a copy of the signer's valid identity document,
- the European Single Procurement Document (ESPD), signed on each page,
- a company profile.

CONFIDENTIALITY NOTICE:

The company that will sign the framework contract must keep all the data and information in its possession as confidential, and not disclose them in any way nor make them object of use for any purpose other than those necessary for its execution.

All confidentiality obligations must be respected even at the end of the contract with the Italian Trade Agency.

The Contractor is also responsible for the observance of the secrecy obligations by his employees and consultants. In case of non-observance of the confidentiality obligations, ITA has the right to declare the agreement automatically terminated, and the Contractor will be obliged to compensate all the damages that may arise to the Italian Trade Agency.

TREATMENT OF PERSONAL DATA:

According to the Italian Legislative Decree n. 196/2003 and the European Regulation n. 679/2016, the collected data will be processed exclusively within the procedure described in this notice.

This notice is exclusively intended as an invitation to submit a bid for the procedure in question, therefore it does not imply any obligation of the Italian Trade Agency towards the subjects concerned, nor an offer can in any case give rise to preferential rights or titles for the assignment of the framework contract by the Agency.

Mrs. Serenella Marzoli, Director of the Italian Trade Agency in Ljubljana, is the responsible for the procedure.

The contact details of the Office are as follows:

**ICE-Agencija Ljubljana
Oddelek Veleposlaništva Italije za gospodarsko promocijo
Cankarjeva cesta 10, 1000 Ljubljana
T (003861) 4224370 – F (003861) 4224375**

Signed by:

Serenella Marzoli
Director
Italian Trade Agency
Lubiana Office



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EXAMPLE OF APPLICATION

(to be written on company headed paper and returned via email to lubiana@ice.it by 10.00 am, December 17, 2018)

The undersigned _____
Born in _____
Resident in _____ postal code _____
Address _____

Owner or Legal representative (tick the appropriate definition) of the company

Legally established in _____ postal code _____

VAT number _____

in relation to the **SURVEY NOTICE FOR THE SELECTION OF AN ECONOMIC OPERATOR AND DIRECT ASSIGNMENT FOR SERVICES OF PASSENGERS' ROAD TRANSPORT VEHICLES WITH DRIVER, AND ANCILLARY ASSISTANCE SERVICES FOR A PERIOD OF 24 MONTHS, issued by the Italian Trade Agency in Ljubljana**, published on ITA the web site, presents its best offer below.

The proposed agency rates are the following:

INTERNATIONAL

EURO

Ljubljana - Ronchi dei Legionari Airport
Ljubljana - Trieste
Ljubljana - Milan
Ljubljana - Verona
Ljubljana - Bologna
Ljubljana - Belgrade
Ljubljana - Zagreb

DOMESTIC

EURO

Ljubljana - Brnik Airport
Ljubljana - Celje
Ljubljana - Gornja Radgona
Ljubljana - Postojna
Ljubljana - Piran/Portoroz
Ljubljana - Koper/Izola
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I undersigned declare that I am aware of what is indicated and envisaged in the Market Survey Notice for the above-mentioned procedure of direct assignment and that I unconditionally approve its contents.

Furthermore, I am specifically aware that the Notice does not imply any obligation on the side of the Italian Trade Agency towards the subjects concerned, nor does the prospective offer give rise in any case to preferential rights or titles for the assignment by the Italian Trade Agency.

As requested, I attach to this offer:

- a copy of my identity document
- the European Single Procurement Document (ESPD), signed on each page
- a company profile

Place and date _____ Signature and company stamp _____

A handwritten signature in black ink, appearing to be 'P. M.', is located in the bottom right corner of the page.