ITALIAN TRADE AGENCY

Athens Office

MARKET SURVEY NOTICE 3/26

*BEST OFFER by 23.59 pm of **1/12/2026***

ITALIAN TRADE AGENCY IN ATHENS: SELECTION OF ECONOMIC OPERATORS FOR THE GRAPHIC DESIGN, CONSTRUCTION, SET-UP, AND DISMANTLING OF THE ITALIAN PAVILION AT "DEFEA 2027" EXHIBITION.

CONTRACTING AUTHORITY

The Italian Trade Agency (ITA) is the Italian 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.

REQUESTED SERVICES AND TECHNICAL SPECIFICATIONS

The Agency's Office in Athens is initiating a direct award procedure with an economic operator established in Greece. The scope of the contract comprises a turnkey solution for the

graphic design, construction, installation, on-site maintenance, and dismantling of the Italian Pavilion at the **DEFEA 2027** exhibition in **Athens (18-19-20 May 2027)**.

Technical Specifications:

- **Total Area:** 164 square meters.
- **Space Configuration:** Please note that the assigned area is **not a single contiguous block**, but it is divided into separate spaces/aisles (see the official floor plan attached). The design must ensure a cohesive visual identity across all separated blocks.
- **Layout & Workstations:** An "open space" layout is required, designed to accommodate the maximum number of co-exhibiting companies. Each workstation must come fully equipped with a counter desk, 1 table (round/square) and 3 chairs each for meetings, 1 low cabinet with key, 1 waste bin, 1 brochure display rack, 1 power socket, lighting, and customized company graphics/fascia.
- **Institutional Desk & Meeting Lounge:** The set-up must include a dedicated institutional presence *(see the plan below, the space designated is the D20)* comprising a reception/info counter (ITA station), a storage room and a dedicated lounge for official meetings, with:
    - **1 ITA station**, consisting of 1 reception desk and 2 stools, 1 waste bin, 1 multi-outlets 220V and a monitor (minimum 55″);
    - **Storage room**, with door, knob and lock included, no ceiling, 2 showcases with 3 shelves, 2 coat hangs, 1 waste bin and 1 small fridge, 2 multi-outlets 220V;
    - **Lounge for meetings**, with partition of clear plexiglass panel on the two longest sides, with closures using strip curtains or Venetian blinds, with or without light ceiling, with door, knob and lock included. Furniture required: 1 large meeting table with chairs — alternatively, a set of modular tables that can be combined to create a larger surface (please evaluate and propose the

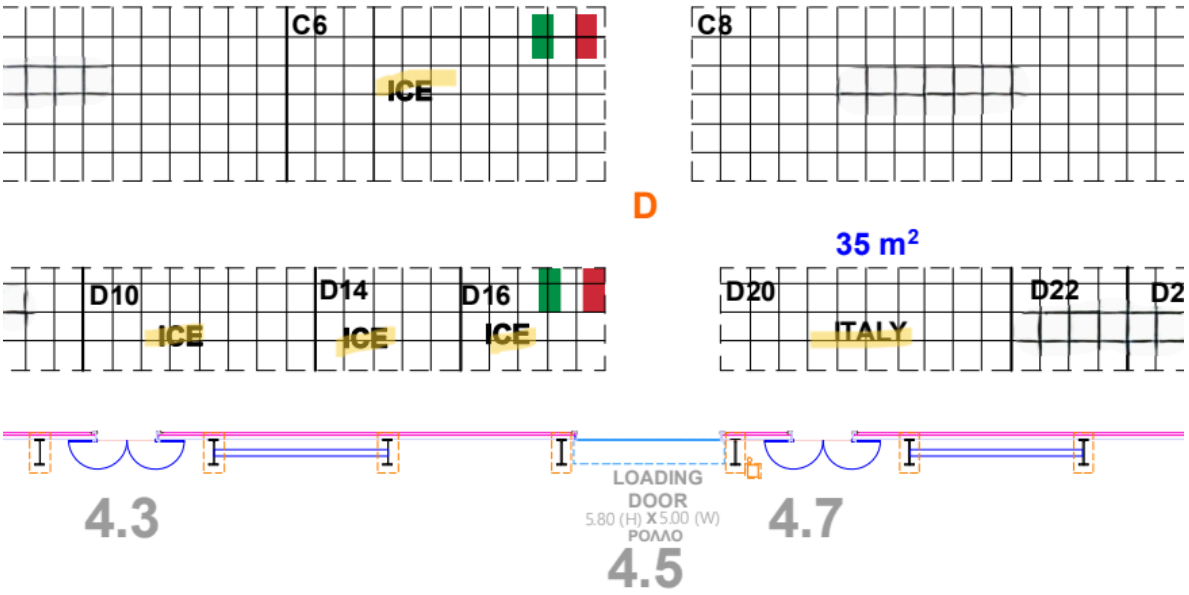
most suitable dimensions/configuration based on the available stand space), 2 armchairs with a low table, 2 low cabinets with keys, 1 coat hang, 2 waste bins, 2 multi-outlets 220V, n.1 NESPRESSO or LAVAZZA coffee machine with 500 coffee capsules, cups, spoons and sugar.

- **Additional Services:** The contractor must provide Oak melamine floor, 1 suspended cube with "ITALY" written on all four sides, lighting, structural build, n.1 WiFi router with at least 20 connections, including an internet line, six plant pots (each plant stands approximately 1.20 meters tall), 1 graphic printing/mounting, daily maintenance/cleaning, and strict compliance with DEFEA technical specifications and safety code.

All furniture and accessories must be of high quality and in excellent condition.
At this stage, please provide an indicative / preliminary quotation based on the above specifications, on the understanding that minor adjustments or additional small items may be requested at a later stage.

PLAN FLOOR ITALIAN PARTICIPATION AT DEFEA 2027

In order to facilitate the drafting of your quotation, please find below the designated space dedicated to the Italian Pavilion: C6, D10, D14, D16, D20 (this last unit could be appointed as the Institutional Area).



PARTIES CONCERNED - REQUIREMENTS

Economic operators admitted in participating in the procedures to bid to tenders are exhibition stand builders and contractors established in accordance with the Greek Legislation in force in Greece. Each economic operator willing to participate in the Italian Trade Agency - Athens Office tenders must:

- be registered under the Greek Law as a juridical subject with specific activity codes related to exhibition set-up/construction;
- have a fiscal position;
- not ever be declared bankrupt;
- comply with social and labour national collective agreements.

AWARD CRITERIA

The offers presented upon this notice will be evaluated by the criterion of the **lowest price** applied to the total turnkey service, provided that the submitted Technical and Graphic Project meets all the aesthetic and functional requirements demanded by ITA. The Italian Trade Agency in Athens reserves the right not to proceed with the assignment of the service object of this notice in case the received offers are not considered suitable or if the graphic proposals do not align with the institutional image required.

ASSUMED VALUE

The expected maximum level of spending for this contract is about **€ 76.000,00** net of VAT. ITA is not bound to guarantee the level of expenditure indicated. Therefore, no compensation is foreseen if the actual expenditure does not reach the amount indicated.

DURATION

The agreement will cover the entire period necessary for the preparatory phases, the assembly days allowed by the fair organizers, the duration of the DEFEA 2027 exhibition, and the mandatory dismantling operations at the end of the event.

PARTICIPATION REQUIREMENTS

This notice will be published on the website of this contracting Agency for a period of 15 days. Economic operators wishing to participate in the selection process must submit to the

Italian Trade Agency, Athens Office, via email at the following address: **atene@ice.it**, by **23.59 p.m. of 1 December 2026,** the following:

- **a Technical Offer, including:**
    - A comprehensive 3D rendering of the Pavilion;
    - A detailed technical floor plan and layout drawings.
- **a Financial Offer (Economic Offer)**, comprising an itemized price breakdown / detailed quotation.
- **a copy of an identity document of the legal representative**;
- **a company profile** / portfolio of past exhibition stands;
- **declarations** about Rules of Conduct, Anti-pantouflage Regulation duly signed and stamped (available at the end of this document).

The awarded contractor shall undertake to:

a) Promptly incorporate any graphic or structural revisions requested by ITA prior to final sign-off;

b) Guarantee handover of the fully fitted pavilion in strict compliance with the deadlines established by the DEFEA Organizing Committee;

c) Appoint a dedicated Project Manager and provide continuous on-site technical assistance throughout the exhibition;

d) Prepare and submit all technical documentation, as well as structural and electrical compliance certifications required by the venue and exhibition authorities.

PAYMENTS AND PENALTIES

According to the Italian Public Contracts Code (Legislative Decree n. 36/2023, Art. 125), an advance payment of up to 20% of the total contract value can be granted to the awarded contractor. The final balance will be paid upon satisfactory completion of the services, ITA will provide the payment for the service within 30 days of receipt of a regular invoice (upon completion and regular testing of the set-up).

Invoices must be issued using the following billing details:

Company Name: ***Italian Trade Agency (ICE - Agenzia)***
Address: ***Didotou 9, Athens, 106 80***
Italian VAT Number: ***IT 12020391004***

Please be advised that Proforma invoices are not accepted.

VAT Exemption (Reverse Charge): the invoice must be issued without the application of VAT. The transaction is subject to the Reverse Charge mechanism in accordance with the EU VAT Directive 2006/112/EC (Article 196), as assimilated and implemented by Greek legislation (Law 2859/2000, VAT Code) and Italian legislation (D.P.R. 633/1972, Art. 17, paragraph 2).

Payment shall be made in euro, bearing the CIG code, the name of the initiative, and the reference to the Letter of Appointment.

In case the requisites and deadlines indicated are not respected, ITA reserves the right to apply a penalty, determined on the basis of the gravity of the event occurred, up to 10% of the contract value, or to request the immediate restoration of the requested conditions.

CLAUSES OF EXCLUSION

All economic operators who find themselves in 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, corruption; b) fraud; c) money laundering and criminal activities; d) child labor and other forms of human smuggling; e) if the operator has not complied with the obligations related to the payment of taxes or social security contributions based on Greek and Italian legislation; f) it is also not admitted the participation of economic operators sanctioned by the Greek and Italian regulations with the prohibition of signing agreements and stipulating contracts with public administrations.

CONFIDENTIALITY NOTICE & TREATMENT OF PERSONAL DATA *(Standard ITA clauses apply as per the previous template: obligation of secrecy, GDPR compliance UE 679/2016, etc.)* Please find the Privacy Statement of Italian Trade Agency **here**

Mr. **Fabrizio Camastra**, Trade Commissioner of the Italian Trade Agency in Athens, is responsible for this procedure.

For enquiries: email atene@ice.it - T (+30) 210 0090 663