



Amman Office

Amman 03/07/2019

Market Survey for Rooms' Rental

Date: 3/07/2019

REQUEST FOR QUOTATION

Reference N.: Prot. N.

INVITATION LETTER N. 253

**SUBJECT: INITIATIVE: MISSIONE OPERATORI IN GIORDANIA ENERGIE RINNOVABILI
AUT. DEL C.A. A136P19 – DEL 27/02/2019 – PROT. N. 27231 DEL 13.3.2019**

COAN: A187Z016C4

Pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016 and subsequent amendments, in conjunction with Guidelines n. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, n. 50, containing "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators" (Resolution No. 1097 of 26 October 2016), and as regards D.Lgs. 19 April 2017, n.56, the Italian Trade Agency – Amman office (hereinafter referred to as "ITA") intends to initiate a procedure for the acquisition of the services in question, for the estimated value of the contract to be acquired, article 7, paragraph 2, letter a) of Ministerial Decree no. 192 of 2017, which provides that the contractor can be selected by direct assignment, therefore, invites prospective Hotels to submit their quotation towards the provision of Hotel services for an our event which will hold in Amman – on 22nd July till 23rd July 2019

Deliverables

1) ROOM RATE:

30 - 35 DUS rooms (King size bed, single use) for our guests participating in the event.

Date:

In: 21/7/2019

Out: 24/7/2019

2) TWO AREAS, one for the B2B section and the second area for the opening conference on the 22 July and the private business meetings. The tow activities can be hold in two different places near the B2B business room, as following:

Monday 22 July 2019

a) Ballroom Rate (22 July 2019):

The ballroom can be divided into two sessions as follow, or the ballroom will be dedicated to B2B meeting, and another area reserved to opening conference and private business meetings:

Conference Hall (left side)

Business Hall (right side)

b) Business hall/ right side of the ballroom

Date of the event: 22nd July 2019

B2B meeting: ballroom- Business Hall/session right side

Time: 10:00 – 13:00 – 13:45 – 18:00 (including lunch break)

Attendance: 75-85 persons (max guarantee)

Meeting set up: 22 - 25 rectangular tables (1.20x1.8 m) with 4 chairs per every table

Rental service: n. 16 Monitor (Led screed 24" or 32") with support as attached photo and 18 laptops

Other requirements: 1 Bottle of water with glasses for each table - Note pad and pens for each table

Free internet use for all during the event 8 electrical extension –

The arrangement of tables (inside and outside) will be set-up later according to Event management agency and our suggestions.

c) Opening Session (only for the morning of 22 July 2019):

Italian Trade Commission

Trade Promotion Section of the Italian Embassy

البعثة التجارية الإيطالية

قسم الترويج التجاري للسفارة الإيطالية

Amman Office

Date of the event: 22nd July 2019 only
Time: 09:00 – 10:00
Attendance: 50-70 persons
Meeting set up: Theater style

Equipment's: 2 wireless mic – free internet connection – 1 technician – projectors 5000 lumens - 2 laptops for the conference (complementary basis)

d) Networking Meeting Room:

Time: 11:00 – 17:30
Set up: Round meeting table with chairs, to add some sofa's if it's possible
Others equipment: Screen and projector, laptop connected to the projector, Writings pads, pencils, mineral water on tables (complementary basis)

e) Registration Desk

2 rectangle table (L shape set up) for registration desk with 5 chairs and 4 electrical extension – 1 color printer – 2 laptops
Sign holder and flipchart with markers.

f) Continues Coffee Break:

Time: 08:45 – 17:00

Continues coffee break must include: Mini Danishes, Cookies, brownies, Fruit mini tart, Cheese blend of freshly brewed regular coffee, decaffeinated coffee, Selection of teas and herbal infusions, seasonal Fruit. (please submit 3 options for the coffee break menu)

g) Light Lunch:

Date: 22nd July 2019
Time: 13:00-13:45
No. of guests: 80-90 PERSON MAX (minimum guaranteed)
Set up: 1 International buffet or other 3 menu options

Tuesday 23 July 2019:

a) Ballroom Rate (22 July 2019):

The ballroom can be divided into two sessions as follow, or the ballroom will be dedicated to B2B meeting, and another area reserved to opening conference and private business meetings:

Conference Hall (left side)

Business Hall (right side)

b) Business hall/ right side of the ballroom

Date of the event: 22nd July 2019
B2B meeting: ballroom- Business Hall/session right side
Time: 10:00 – 13:00 – 13:45 – 18:00 (including lunch break)
Attendance: 75-85 persons (max guarantee)
Meeting set up: 22 - 25 rectangular tables (1.20x1.8 m) with 4 chairs per every table
Rental service: n. 16 Monitor (Led screed 24" or 32") with support as attached photo and 18 laptops
Other requirements: 1 Bottle of water with glasses for each table - Note pad and pens for each table
Free internet use for all during the event 8 electrical extension –
The arrangement of tables (inside and outside) will be set-up later according to Event management agency and our suggestions.

d) Networking Meeting Room:

Time: 09:00 – 17:30
Set up: Round meeting table with chairs, to add some sofa's if it's possible

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Others equipment: Screen and projector, laptop connected to the projector, Writings pads, pencils, mineral water on tables (complementary basis)

e) Registration Desk

2 rectangle table (L shape set up) for registration desk with 5 chairs and 4 electrical extension – 1 color printer – 2 laptops
Sign holder and flipchart with markers.

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Time: 08:45 – 17:00

Continues coffee break must include: Mini Danishes, Cookies, brownies, Fruit mini tart, Cheese blend of freshly brewed regular coffee, decaffeinated coffee, Selection of teas and herbal infusions, seasonal Fruit. (please submit 3 options for the coffee break menu)

g) Light Lunch:

Date: 22nd July 2019
Time: 13:00-13:45
No. of guests: 80-90 PERSON MAX (minimum guaranteed)
Set up: 1 International buffet or other 3 menu options

4) DEADLINE: The quotation must be delivered by mail at: amman@ice.it before **4/07/2019**

The deadline is compulsory.

Submit PDF formatted documents should be duly signed, stamped, and dated; provided on the Company's letterhead with name and surname of responsible person.

REQUIREMENTS FOR PARTICIPATION IN THE TENDERING PROCEDURE

In implementation of the principles of transparency, publicity, impartiality pursuant to art. 4 of Legislative Decree 50/2016, amended by Legislative Decree 56/2017, the ITA will proceed to invite to the tender procedure a number not less than five operators, if applicable, that have properly applied for participation. If the minimum number of candidates that meet the selection criteria is not reached, ITA will proceed, pursuant to art. 91, c. 2 of Legislative Decree 50/2016 and subsequent amendments and additions, also in the presence of a number of candidates lower than the above-mentioned minimum.

The procedure for the realization of the service in question will be awarded with the criterion of the lowest price offer pursuant to art. 11, of the Ministerial Decree no. 192 of the 21 November 2017.

This notice constitutes exclusively a request for quotation that will be carried out and therefore does not imply any obligation for the ITA towards the interested parties.

The Office of reference for the selection procedure is the ICE-Amman Office ([email: amman@ice.it](mailto:amman@ice.it)).

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/ Responsabile Unico del Procedimento (RUP)] is **Mr. Filippo Covino — The Italian Trade Agency - Amman, Italian Trade Commissioner.**

Signed by
Filippo Covino
Italian Trade Commissioner



For any serious breach of rules set by Code, ICE-Agency will have the option to terminate your contract.