

MARKET SURVEY NOTICE

Selection of vendors to be enrolled into the Italian Trade Agency's (ITA) – Agency of New York database, specifically to the field of Tradeshow Booth Design, Rental and Decorating Service firms, pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree No. 50/2016. Only vendors enrolled into ITA's database will be considered for invitations to future tenders for the fulfillment of Tradeshow Booth Design, Rental and Decorating services.

Pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016 and amendments, along with Guidelines No. 4, issued by ANAC, as stated by Legislative Decree 18 April 2016, n. 50, entitled "Procedures for the awarding of public contracts for amounts below EU thresholds, market surveys and training and management of lists of vendors" (Resolution No. 1097 of 26 October 2016), and with regard to Legislative Decree 19 April 2017, n.56, ITA intends to initiate a process for the identification of vendors – **based in the US** - interested in being included in ITA database for possible future business services. Those vendors must meet the requirements and professional skills stated under articles 80 and 83 of Legislative Decree 50/2016.

SCOPE OF FUTURE SERVICES:

In a near future, ITA needs to select a vendor able to provide the following services:

- Custom tradeshow booth design, rental and decorating services (the "Services");
- Rental of furniture and accessories for non tradeshow events (the "Services");
- Customized Graphics (the "Services").

All the Services will be assigned after the issuance of a "service offer" letter by ITA's Trade Commissioner.

LENGTH OF SERVICES

The duration of the Service is specified in the individual "*Invitations for Bid*" that will be issued.

PRESENTATION OF APPLICATIONS FOR DATABASE ENROLLMENT

This notice will be published in the ITA website for 15 days, to be calculated from the first day of publication.

Each vendor that meets the requirements herein indicated and that intends to enroll into ITA database should send ITA the following documentation:

- **IRS Form W-9;**
- **Declaration (here attached) fully completed, dated and signed by someone with contracting power (or with POA) along with a valid ID photocopy, in compliance with:**
 - **General requirements (pursuant to Article 80 of Legislative Decree 50/2016);**

- **Requirements of professional skill** (pursuant to Article 83, paragraph 1, letter a) of Legislative Decree No. 50/2016);
- **Technical and professional skills** (pursuant to Article 83, paragraph 1, letter c) of Legislative Decree 50/2016).

Enrollment submissions received after the above deadline will not be accepted.

A complete and timely documentation submission, satisfactory to ITA, will lead to the database enrollment. However, it does not imply the existence of a right to an automatic invitation to tenders or/and to any bid organized by ITA.

Interested vendors must send the requested documents to the ITA-New York Office (email: newyork@ice.it).

The Responsible of this Procedure is Mr. Maurizio Forte.

Signed by
Mr. Maurizio Forte
Italian Trade Commissioner
Executive Director for the USA