



ITALIAN TRADE AGENCY

ICE - Italian Trade Commission

Trade Promotion Section of the Italian Embassy

سفارت ایتالیا - بخش توسعه بازرگانی

## SUBJECT: NOTICE OF TENDER FOR ACQUIRING COMPUTERS, PRINTERS, AND UPSs, IN FAVOR OF THE ITALIAN TRADE AGENCY- TEHRAN OFFICE

### Art.1) DESCRIPTION OF THE CONTRACTING ENTITY

The Italian Trade Agency-Trade Promotion Section of the Italian Embassy in Tehran, (hereinafter referred to as “ITA”) is the governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy.

### Art.2) DESCRIPTION OF THE SUBJECT OF THE NOTICE OF TENDER

ITA is launching a notice of tender for acquiring Computers, Printers and UPSs by a company based in Iran (hereinafter referred to as “Supplier”). The purpose of this notice of tender is to encourage the participation of the highest number of potentially interested companies in order to receive the highest number of offers.

ITA reserves the right not to proceed with the purchase that is the subject of this notice of tender if the offers received are not considered appropriate.

### Art.3) DESCRIPTION OF THE GOODS REQUESTED

The goods requested with this notice of tender consist of:

1. **8** All in one computers with the characteristics listed in the below table;
2. **2** Multifunction Color LaserJet printers (printer, copier, scanner);
3. **10** UPSs 800-1000 VA with battery for computers.

Description	Requirements
Processor/Technology	Intel i7 (at least 11° chip generation)
Operating System	Windows 11 Professional OEM 64 bit/Original with active license
Monitor	Multimedia LCD opaque NO TOUCH (at least 24”) with <a href="#">Eyesafe®</a> certification if available
Webcam	Built-in
Hard Disk	Hard Disk SSD (at least 256 GB) primary with the possibility of adding another HDD for backup
Memory	1x16 GB DDR4/DDR5 RAM or above with minimum 2 more available slots for extra RAM
Optical Drive	DVD Writer (from the eight computers only one must have DVD writer if compatible with All in one computers, otherwise the <b>Supplier</b> should provide us with an external DVD Writer)
Graphic Card	Integrated or dedicated minimum 2 GB
Audio	Integrated
Microphone	Built-in
Speaker	Built-in
Mouse	Wired optical Mouse with 2 buttons with scroll wheel

ICE – Trade Promotion Section of the Italian Embassy

17 Nelson Mandela Blvd, Unit 15, 7<sup>th</sup> floor, Navak Bldg,

1518643111, Tehran, IRAN

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[teheran@ice.it](mailto:teheran@ice.it)[www.ice.it](http://www.ice.it)

Certificate N. 38152/19/S  
ISO 9001 / UNI EN ISO 9001:2015

Member of CISQ Federation



CERTIFIED MANAGEMENT SYSTEM  
ISO 9001

Lan RJ-45	Integrated Ethernet 10/100/1000
Power	From 300W to 600W
Interfaces	Audio IN/OUT, at least 3 USB ports of which one should be 3.0
Software	Windows 11 Professional OEM 64 bit/Original with active license
Accessories	Wired Keyboard: - English and Farsi layout x 7 - Italian layout if available otherwise only English layout x 1
Guarantee	3 Years on site next business day and after sale services (please note that the <b>Supplier</b> is obliged to give the guarantee even if the guarantee is provided by the producer)
User manual	Each computer, printer and UPS, must have user manual in English and Farsi

Note: The **Supplier** should deliver and install the goods to No.17, Nelson Mandela Blvd., Unit 15, 7<sup>th</sup> floor, Navak Bldg., 1518643111, Tehran, Iran, within 7 working days from the signing day of the contract.

#### Art.4) SUPPLIER SELECTION PROCEDURE

The contract will be stipulated by direct negotiations. For the evaluation of the offers regarding this notice of tender, **ITA** will proceed with using the most appropriate offer criteria. The most appropriate criteria means the evaluation of the following items:

- price of goods;
- compliance with the payment conditions;
- compliance with the technical characteristics;
- compliance with the delivery and installation conditions.

#### Art.5) ESTIMATED BUDGET FOR THE GOODS

The maximum expenditure ceiling that can be incurred by **ITA** for the contract is IRR 6,100,000,000 (Six billion and one hundred thousand Rials), including delivery and installation costs, VAT and any other applied taxes, duties, etc.

#### Art.6) PERIOD OF VALIDITY OF THE CONTRACT

From the signing date of the contract to the total complying with all the obligations. At the complying with all the obligations, its effects will cease automatically, without any notification between the parties.

The calendar that shall be used for this notice of tender is the Gregorian one.

The calendar that shall be used for the following eventual contract is the Gregorian one.

#### Art.7) CONDITIONS REQUIRED FOR THE PRESENTATION OF AN OFFER

1. Suppliers interested in submitting an offer have to undertake the following items:

- Annex A (the offer) has to be filled up and emailed to teheran@ice.it;
- communication in English;
- respect the agreed delivery times;
- the offer must contain all the information requested;
- utilize for the execution of the services competent and capable staff, in terms of the technical and professional aspects and with at least three years of experience in the respective sector;

- the **Supplier** employees have to be covered by liability insurance.
- to have a valid license to operate as an IT company which it should be in full compliance with local laws and regulations;
- price of the goods has to be indicated in Rial.

2. Before signing the contract, the selected **Supplier** has to register to **ITA** Supplier list and provide the required documents requested. **ITA** Supplier list regulation at the following link:

["https://www.ice.it/en/sites/default/files/inline-files/ita-tehran-suppliers-list-regulation\\_2.pdf"](https://www.ice.it/en/sites/default/files/inline-files/ita-tehran-suppliers-list-regulation_2.pdf).

3. Provide a valid license to operate as an IT company which it should be in full compliance with local laws and regulations.

### Art.8) PAYMENTS

In consideration of the goods provided by the **Supplier**, **ITA** will pay the agreed compensation, upon presentation of a regular invoice as follows:

- The invoice should be in Rial;
- Payments for goods provided indicated in Art. 3 of this notice of tender will be made on presentation of an invoice (after the total complying with all the obligations indicated in the contract) indicating the contract number and the CIG (**ITA** identification code of the call for tenders) - sent to: **ITA** - Italian Trade Agency – Trade Promotion Section of the Italian Embassy in Tehran, 17 Nelson Mandela Blvd, Unit 15, 7th floor, Navak Bldg, 1518643111, Tehran, Iran, and the electronic version should be sent to the email: teheran@ice.it;
- Within 5 working days from the delivery and installation of the goods indicated in Art. 3 of this notice of tender, **ITA** will verify the total complying with all the obligations (all the obligations are totally complied when all the goods indicated in Art. 3 of this notice of tender, are delivered to **ITA**'s address and installed properly, followed by **ITA**'s written confirmation of proper functioning) and will send an email to the **Supplier** asking to issue the invoice. The **Supplier** should date the invoice and send it to **ITA**, only after receiving the above mentioned email;
- **ITA** will make the payment within 10 working days from receiving the invoice.

### Art.9) PENALTIES

1. Any delay of the **Supplier** on executing the agreed tasks (except for force majeure intended as events beyond the control of the **Supplier**) will result in a fine of 1/1000 of the net amount of the contract for each day of delay.
2. Should the **Supplier** not comply in carrying out the tasks within the terms and conditions of the contract, **ITA** will notify the non-fulfilment in writing, providing, if possible, the indications aimed at making the contract compliant with the non-

fulfilled dispositions, and allowing the **Supplier** to submit any potential documentation supporting their position. Failing to submit adequate explanations, the **Supplier** is required to follow the indications given by **ITA** and, if not executed within the indicated terms, a penalty will be applied as point 1.

3. The request or the payment of the penalty doesn't exonerate in any case the **Supplier** from the obligation to fulfil the tasks agreed by the contract.
4. Should the amount of penalties determined by this article reach 10% of the net value of the contract, or in any other case where any **Supplier's** non-fulfilment should arise during execution which causes a significant damage to **ITA**, **ITA** can rescind the contract due to severe non-fulfilment from the **Supplier**. In this case, **ITA** may claim compensation for the suffered damage. The **Supplier** will compensate **ITA** for all the higher expenses sustained by **ITA** in order to appoint a third party to complete the task.
5. In the case of a subsequent verification of the actual possession of the self-declared/certified requirements by the **Supplier**, if these are found to be inadequate, **ITA** will proceed with the termination of the contract. In this case, in addition to termination, **ITA** will provide the payment of the agreed fee exclusively for the part of the service already performed and within the limits of the utility received with the application of a penalty of no less than 10% of the contract value.

#### Art.10) EXCLUSION CONDITIONS

Suppliers which find themselves in the following conditions cannot express their interest: Conviction with final sentence due to the provisions contained in the Iranian and Italian legislations for one of the following causes:

1. participation in a criminal organization;
2. corruption;
3. fraud;
4. money laundering and criminal activity;
5. minor child labor and other forms of human trafficking;
6. if the **Supplier** has not complied with all the obligations relating to the payment of taxes or social security contributions and if this has been established by a decision of judiciary or the government having final and binding effect on the basis of the Iranian and Italian legislations.

#### Art.11) TERMS AND CONDITIONS FOR PRESENTATION OF OFFERS

This notice of tender is published on the website of this Office <https://www.ice.it/en/markets/iran/work-us> for 15 calendar days after the publication date.

The offers - established according to the model shown below (Annex A) and taking into account the information contained in this notice of tender – must reach **ITA** by email [teheran@ice.it](mailto:teheran@ice.it) by June 25th, 2024 also enclosing:

- a document indicating the legal representative of the company allowed to sign the contract;

- a copy of a national identification card of the signatory of the offer;
- a company profile.

Offers are not accepted if they:

- impose conditions to **ITA** other than the conditions indicated in this notice of tender;
- are not clearly accepting all its contents and the required conditions, which create misunderstandings about **ITA**'s desire to fully respect all the above-mentioned conditions;
- do not contain the necessary information required in this notice of tender;
- increasing price offers or multiple offers.

Each **Supplier** must participate by submitting only one offer.

### **Art.12) ITA CODE OF DISCIPLINE AND CONDUCT**

In the individual contracts to be concluded and in the contract procedure, the contractual parties involved, namely **ITA** and the **Supplier**, are required to act in accordance with the code of discipline and conduct of the Agency. Code of Discipline and Conduct for **ITA** provides that both employees of **ITA** and its contractual partners must comply with the following principles of: accuracy, loyalty, impartiality, sincerity, as well as respect for the principles, integrity, correctness, honesty, proportionality, objectivity, transparency, fairness, common sense. In addition, making and acceptance of donations, gifts and other benefits are prohibited. In particular, contractual partners who maintain commercial relations with **ITA** should not make cash donations, gifts and other benefits to employees of **ITA**. At the same time, **ITA** employee is strictly prohibited from accepting such and other donations. In the event of a breach of these obligations, **ITA** is entitled to terminate automatically the contract and to impose the related disciplinary measures against its affected employees. The code of discipline and conduct is available on the following link:

<https://ice.patisweb.it/download/322.html>.

### **Art.13) CONFIDENTIALITY OF OBLIGATIONS**

The **Supplier** with which the contract will be concluded is required to keep the data and information in its possession confidential and not to disclose and use in any way for purposes other than those necessary for the execution of the contract. In particular, it should be noted that all confidentiality of obligations will be respected even in the event of the breach of the existing relationship with **ITA**. The **Supplier** is responsible for exact compliance with the aforementioned confidentiality obligations on the part of its employees and consultants. In the event of non-compliance with confidentiality obligations, **ITA** has the right to automatically terminate the contract, it is understood that the contracting party will be required to pay compensation for any damage that may occur to **ITA**.

### **Art.14) PROCESSING OF PERSONAL DATA**

The data collected will be processed, in accordance with decree D.lgs. June 30 2003, n. 196, and of the European Regulation n. 2016/679 ("GDPR"), exclusively within the procedure referred to this tender of notice.

**It should be noted that this notice of tender has to be exclusively understood as an invitation to submit an offer under the procedure in question and therefore, does not entail any obligation by ITA towards the participant companies' interests and no offer may under any circumstances give rise to any rights or preferential titles for the purposes of supplying the mentioned services to ITA.**

#### **Art. 15) ITA PRIVACY POLICY**

The **Supplier** can acknowledge the information on processing of personal data according to Regulation (EU) 2016/679 ("RGPD") on the Client's website <https://www.ice.it/en/privacy>.

#### **Art.16) THE SOLE RESPONSIBLE OF THE PROCEDURE (R.U.P.)**

The sole person in charge of the procedure is Mr. Giancarlo Albano, Director of ITA Tehran. The contact details of the office are as follows:

**ITA** - Italian Trade Agency - Trade Promotion Section of the Italian Embassy, 17 Nelson Mandela Blvd., Unit 15, 7th floor, Navak Bldg, 1518643111, Tehran, IRAN.

**For any question please contact Mr. Meysam Firoozmand ([teheran@ice.it](mailto:teheran@ice.it), tel: 00982188889828).**

#### **Giancarlo Albano**

Director

Italian Trade Agency- Trade Promotion Section of the Italian Embassy

Tehran Office

#### **Annexure:**

- **ANNEX A- FAC-SIMILE OF THE OFFER** (to be written on company letterhead and emailed to [teheran@ice.it](mailto:teheran@ice.it))

## Annex A

The undersigned (Name and Surname) ..... born in (City, Country) ..... officially residing in (City, Country) ..... postal code ..... address ..... Legal Representative of the company (company registered name) ..... with its headquarter at (City/Country) ..... Postal code ..... Address..... Company National Number ....., within the subject of the notice of tender prot. n. 0067010/24 for the entry of a contract, for acquiring computers, printers, and UPSs in favor of ITA (Italian Trade Agency – Tehran office), published on the site of ITA on June 10th, 2024, presents below its best offer:

### OFFER

GOODS OFFERED*	SPECIFICATION/CONFIGURATION	UNIT PRICE IN RIAL	TOTAL PRICE IN RIAL
8 x All in one computer			
2 x Multifunction Color LaserJet printers (printer, copier, scanner)			
10 x UPSs 800-1000 VA with battery for computers			
		Total sum of the offer	

**\*The offer is valid when the above table is completely filled.**

**Note: The offer has to be sent to ITA by June 25<sup>th</sup>, 2024. The offer is valid for 7 working days from June 25<sup>th</sup>, 2024.**

## The undersigned

### Declares

- to be aware of what is indicated and provided in the notice of tender and accept its content and conditions unconditionally. The undersigned is also consciously aware that the notice does not imply any obligation by ITA towards the participant companies' interests and no offer may under any circumstances give rise to any rights or preferential titles for the purposes of supplying the mentioned goods to ITA;
- the absence of grounds for exclusion;
- to be able and in possession of all the conditions required for the stipulation of contracts with public administrations;
- to be in order with the obligations in terms of social charges with regard to its employees;
- to have provided similar goods in the last years (a brief description of these goods in the company profile);
- to have an insurance coverage for the employee's health and social assistance;
- to have understood that this offer does not give rise to any obligation to ITA of stipulating a contract with its company for the supply of the goods that are the subject of the notice of tender prot. n. 0067010/24.

### Requests

To be admitted to participate in the procedure for the selection of a company for supplying computers, printers, and UPSs to ITA.

Place and date .....

Name and Surname of the legal representative .....

Signature of the legal representative .....

company stamp

As requested, the undersigned attaches to this offer:

- a document indicating the legal representative of the company allowed to sign the contract
- a copy of the valid identity document
- a company profile