

Los Angeles Office
05.02.2022
P. 0053695/22

RE: FRAMEWORK CONTRACT (2 years) FOR THE “SERVICE OF TEMPORARY EMPLOYMENT AGENCY” (FULL SERVICES OR PAYROLLING SERVICES)

**FOR THE ITALIAN TRADE AGENCY (ITA) - LOS ANGELES OFFICE
CIG: 9181328F89**

PUBLIC SESSION NOTICE

As stated in the Invitation for Bid above mentioned (point no.10 “Evaluation process”), the opening of the Envelopes A “ADMINISTRATIVE DOCUMENTATION” will take place **during an open virtual session on May 3rd, 2022, at 11:00 am (PST)**, at the premises of the Italian Trade Agency – Los Angeles Office (1900 Avenue of the Stars, 90067 Los Angeles).

After checking the administrative documentation, as specified in the IFB, ITA’s authorized officer will proceed with the opening of Envelope B "Economic Offer".

For precautionary measures related to the COVID19, the public session attendance of the bidding companies will be granted through a video meeting Google Meet link.

Participating economic operators are invited to submit formal confirmation of their willingness to participate in the public session.

To participate, **please send your request, within May 3rd, at 10:30 am (PST), to losangeles@ice.it**, including:

- the name of the company
- the name of the legal representative or the person delegated by him to participate in the public session;
- the mobile phone number to be used in case of malfunctions or connection problems;
- a copy of a valid identification document of the participant.

In case of delegated person, please specify the role within the company and include a formal authorization to participate signed by the legal representative.

The technical requirements for participation in the video session are shown below:

- 1) Chrome browser;
- 2) "@ gmail.com" account where you can send the link useful for participation in the event;
- 3) In case of connection from a Desktop PC/Laptop, make sure that the "Google Meet" application is present on it;
- 4) In case of connection from Tablet / Mobile phone, make sure that the "Hangout Meet" application is present on it, downloadable from Playstore (Android) or Appstore (I Phone)
- 5) Webcam;
- 6) Microphone.

For any request, please write an email to: losangeles@ice.it .

