

PUBLIC NOTICE IN ACCORDANCE WITH ART. 50 OF LEGISLATIVE DECREE No. 36/2023¹, FOR AN EXPRESSION OF INTEREST AIMED AT IDENTIFYING AN ECONOMIC OPERATOR FOR THE ASSIGNMENT OF THE TEMPORARY EMPLOYMENT SERVICE

ART. 1 - Subject of the notice, duration and amount

1. With this notice, the Brussels office of the ICE Agency, hereinafter referred to as the “Contracting Authority”, located in *Place de la Liberté 12 – 1000 Bruxelles*, tel. 02/2291439, e-mail: bruxelles@ice.it, intends to identify Economic Operators to be invited to the procedure that will be opened in application of Art. 50, par.1, ltr. b), of Legislative Decree No. 36/2023, for the assignment of the personnel for temporary employment.

The use of fixed-term work goals to provide the ICE Agency in Brussels with a contractual instrument with the aim of allowing the temporary use of professional skills for the extraordinary needs deriving from the operational, organizational and logistical activities of the events related to the implementation of the promotional programs. These are mainly preliminary technical, administrative and office research activities, which the user cannot manage entirely with his own staff.

The number of workers hired will be determined by the ratio of the available budget to the unit cost of each worker, including the ratio applied by the agency.

Demand is presumed to be at least three full-time, with a university degree and proficiency in at least two languages (including compulsory Italian, and another between English and French).

The profile required is that of an employee with economic or administrative skills, knowledge of marketing and digitization. Other specific skills may be required for particular positions (e.g. for activities related to investment attraction, supervised by the ICE’s office in Brussels).

For each worker to be hired, ICE Brussels must receive at least 3 CVs of candidates, corresponding to the required characteristics. Resources will be employed with a fixed-term employment contract at the ICE headquarters in Brussels, with the possibility of going to the places and in the manner established by the Contracting Authority.

The resource management period may vary according to the Contracting Authority's needs and will be indicated in the corresponding administration orders.

Remuneration corresponds to that stipulated in CP 200 and may be increased as a result of economic improvements under contracts that may come into force during the fixed-term employee's period of service.

¹ The legislative framework is the New Public Procurement Code in Italy

2. The duration of the assignment is established, for information purposes only, **for a maximum period of 21 months (twenty-one months)**, from the date of signing the contract, **probably 01/04/2025 to 31/12/2026**, or until the funds made available are exhausted. On the expiry date, the effects of the contract will automatically cease, without the need to inform the parties. ICE/ITA reserves the right to withdraw from the contract at any time if the requirements indicated or satisfaction with the service are not met.

If the maximum expenditure has not been reached at the end of the contract, the Contracting Authority reserves the right to request an extension of the contract (for a maximum period of three months) under the same agreed economic conditions, to allow the execution of a new procedure.

3. The amount is **€ 139,000.00 (one hundred and thirty-nine thousand euros)**, excluding VAT, depending on the budgets assigned during the period of validity of this contract, to cover all expenses related to the provision of the temporary work service (including agency fees).

ART. 2 - Field of application

This notice is published in accordance with the regulations on selecting the Economic Operators to be invited to take part in the procedure, pursuant to Legislative Decree No. 36/2023, art. 50, par.1, l. b), for the purchase and supply of services for an amount of less than 140.000,00 € and below the thresholds referred to in art. 14 of Legislative Decree No. 36/2023.

ART. 3 - Subjects who can submit the expression of interest

Interested Economic Operators who meet the administrative, economic-financial and technical-professional requirements are invited to submit their expression of interest in participating in this procedure.

ART. 4 - Publication, documents and methods of presentation of the expression of interest

1. This Notice will be published on the website of ICE Brussels, in the “[Notices and Tenders](#)” section, on [LinkedIn](#) and on [Instagram](#).
2. Interested operators are invited to send their expression of interest on headed paper by e-mail to the address bruxelles@ice.it, **no later than 12.00 noon on 21 March 2025**, indicating in the subject line “SUPPLY OF PERSONNEL FOR TEMPORARY EMPLOYMENT”.
3. Offers received after this date or sent to e-mail addresses other than the one indicated will not be taken into consideration.

ART. 5 - Contract award criterion and anomaly

In accordance with the provisions of Article 2 of Annex II.1 to Legislative Decree No. 36/2023, this notice does not constitute an act of negotiation or an invitation to participate in tenders, but only a request for expression of interest. Therefore, the expressions of interest do not bind or commit ICE/ITA in any way, and do not imply any right for the applicants regarding the possible award of the service. ICE/ITA reserves the right not to proceed with the procedure if there are reasons that make it no longer necessary to acquire the service.

ART. 6 - Requests for clarification

Requests for clarification of a procedural and administrative nature will be accepted exclusively by e-mail to the address bruxelles@ice.it, up to **three days before** the deadline for the submission of the application.

ART. 7 - Minimum and maximum number of Economic Operators who will be invited to the next procedure

After the submission deadline, the Project Manager (*Responsabile Unico del Progetto*) will contact up to 5 economic operators, in order of receipt of expressions of interest, and send them a formal letter of invitation requesting a proposal.

ART. 8 - Rules of conduct of the Contractor's collaborators and/or employees

The Economic Operator undertakes, in carrying out the mission, to comply with the Code of Conduct adopted by the ICE Agency, approved by the Board of Directors with Resolution no. 619/23 of 27/01/2023. The ICE Agency's Code of Conduct is available on the website www.ice.it in the section "Transparent administration" - "General provisions" - "General acts". Violation of the obligations referred to in the Code will result in the right of the Contracting Authority to terminate the contract.

ART. 9 - Processing of personal data

The data will be processed, pursuant to Legislative Decree No. 196 of 30 June 2003, as amended, exclusively within the framework of the procedure regulated by this policy, available on the institutional website of the ICE Agency in <https://www.ice.it/it/privacy>.

Brussels, 05/03/2025

The Director

Tindaro Paganini