



Amman Office

Date: Amman

Dear Sirs,

REQUEST FOR Quotation (RFQ)

**Consultation of economic operators aimed at direct assignment pursuant to art. 7 paragraph 2 letter. a) of the D.M. 192/2017 for the booking and issuing travel, planning and organization for travel and ancillary assistance services for year 2023/2024
CIG: Z443B98038**

The Italian Trade Agency – Amman Office, intends to entrust the service/supply in question, through a market survey aimed at direct assignment, to be carried out pursuant to art. 7 paragraph 2 lett. a) of Ministerial Decree 192/2017.

1. AWARDING ENTITY

The Italian Trade Agency (“ITA”) – Amman office, Al Shmeisani – Abdel Hamid Shuman Street No. 10 - Matalqa Center – 5[^] Floor – Jordan – www.ice.gov.it- E-mail: amman@ice.it

2. BACKGROUND

The Italian Trade Agency is the government entity which promotes the internationalization of Italian companies along with the policies of the Italian Ministry of Foreign Affairs MAECI. ITA provides support to Italian and foreign companies. ITA is headquartered in Rome and operates with a net of offices worldwide linked to Italian embassies and consulates and works closely with local authorities and businesses.

ITA provides a wide range of services among which: The selection of business partners; Bilateral trade meetings with Italian companies; Trade visits to Italy; Participation to local fairs; Seminars conducted by Italian advisers.

The Amman Office is responsible for Jordan, Palestine, and Iraq.

For more information on the Italian Trade Agency and its presence in Italy and the world, please visit our website www.ice.gov.it (Italian/English).

The services covered by the assignment are detailed in the specifications attached to this request.

The documentation attached to this request for a quote is listed below:

- 1) Technical specifications
- 2) Detailed economic offer model
- 3) Declaration Form

Other document requested:

Copy of Chambre of Commerce Certificate.

The maximum amount available for the service in question amounts is: 30000 JOD.

The Italian trade Agency is not required to guarantee the level of expenditure indicated here, which is a mere estimate, because the services requested are subject to various conditions which make it impossible to establish a specific amount. Therefore, the actual level of expenditure may be higher or lower than the amount indicated above, based on your needs and available budget.

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It should be noted that once the amount indicated for the purchase of airline tickets and related services, including agency fees, has been reached, the contract will be considered terminated before the natural expiry of the contract.

For further information and/or clarifications, it is possible to contact by e-mail: amman@ice.it.

The Sole Manager of the Procedure is Elisa Caterina Maria Salazar, Italian Trade Commissioner of the Italian Trade Agency – Amman Office.

3. CONTENT OF THE REQUESTED SERVICE

The content and description of the services requested are specified in the attached technical specification which is an integral part of this quotation request.

4. METHODS AND DEADLINE FOR PRESENTATION OF THE QUOTE

Considering the above, this company is invited to send the documentation listed below, digitally signed by the legal representative of the company, or with a holographic signature attaching a valid identity document of the subscriber:

Estimate.

Technical specifications.

Declaration Form.

Copy of the certificate of registration with the local Chamber of Commerce and Industry.

Detailed economic offer form.

The mail containing the offers must be received by ITA, under penalty of exclusion from the tender, **no later than June, 25 2023 at 15:30 local time**, at the following e-mail address: amman@ice.it.

The delivery of the e-mail remains at the sole risk of the sender, and ITA Agency doesn't assume any responsibility where it did not arrive within the terms.

5. CONTRACT STIPULATION

We inform you that the ICE Agency, pursuant to art. 11 of DM 192/2017 will proceed with the direct assignment in favor of the company that will have presented the lowest price for agency fee.

The stipulation of the contract will be subject to the verification of the general requirements pursuant to art. 80 of the Italian Legislative Decree no. 50/2016 and subsequent amendments.

The contract will be stipulated, after the award, by the legal representative of Italian trade Agency – Amman Office.

Any possibility of tacit renewal is expressly excluded. The assignment, even partial, of the contract is not permitted.

We inform you that in the event of a serious breach, the Administration may decide to forfeit the deposit, and may also, after a formal injunction which has remained unsuccessful, order the execution of all or part of the service in question at the expense of the defaulting subject or company (except exercise of the action for compensation for any damage). Finally, the Administration may order the termination of the contract, subject, in any case, to compensation for the damage suffered. The Italian Trade Agency – Amman Office may terminate the contract following serious and continuous violations of the supply regulations, by giving 30 days written and reasoned notice.

6. GUARANTEES TO BE PROVIDED

The contractor company may be required to pay a definitive surety equal to 10% of the loan amount, net of _____ (mention any local taxes on consumption similar to VAT).

The surety can be, at the choice of the contractor, bank or insurance, with express waiver of the benefit of preventive enforcement of the principal debtor and effective within 15 days, upon simple written request from the contracting authority.

The guarantee is progressively released as the execution progresses, up to a maximum of 80% of the guaranteed amount, the remaining amount is released following verification of regular execution.

7. TERMS OF PAYMENT

The issuance of the invoice is subject to the release of the verification of regular execution to be carried out within a period not exceeding 7 days from the conclusion of the service by the sole manager of the procedure who will send a copy to the contractor company. Once the regular execution has taken place, the supplier of the good/service will be able to proceed with the issue of the invoice. The invoice will be paid within 30 days. Since its receipt.

8. PENALTIES AND CONTRACTUAL TERMINATION

For the penalties, refer to paragraph n.13 of the technical specifications.

The delay expressly authorized by the ITA Agency due to force majeure not attributable to the service provider will not be grounds for the application of penalties. In the event that the amount of the penalty exceeds 10% of the contractual amount, the Contracting Authority proceeds to declare the termination of the contract, without prejudice to the right to any compensation for the damage suffered due to the breach itself.

In the event of even partial non-fulfilment of the contractual obligations, the ITA-Agency reserves the right to autonomously terminate the contract and to request compensation for any damage caused.

9. TRACEABILITY OF FINANCIAL FLOWS

The payment of the amounts due to the assignee will be made using traceable methods exclusively on the dedicated bank account. To this end, the successful tenderer will be required to fill in the relevant declaration in lieu of the deed of notoriety, the model of which will be forwarded together with the stipulation document. In this regard, we inform you that this procedure is identified by the following C.I.G. code: **Z443B98038** which must be reported in the reason for payment.

10. RULES OF CONDUCT OF COLLABORATORS AND/OR EMPLOYEES OF THE CONTRACTOR

The economic operator also undertakes, in carrying out the assignment, to comply with the Code of Conduct adopted by the ICE-Agency, based on the provisions of Presidential Decree 62/2013, approved by the Board of Directors with Resolution no. 547/21 of 23-02-2021. The Code of Conduct of the ICE-Agency is available on the website www.ice.it – section “Transparent Administration” - “General Provisions” - “General Acts”. The violation of the obligations referred to in the code will result in the ICE-Agency being entitled to terminate the contract, if it is deemed serious.

11. REFERRAL RULES

For all other conditions and terms not regulated herein, please refer to the provisions of Ministerial Decree 192/2017; the civil law that governs the stipulation of the contract and the stage of execution is determined according to the applicable rules of private international law [list any specific local legislation of reference].

12. DEFINITION OF DISPUTES

All disputes arising from the contract are referred to the jurisdiction of the Judicial Authority of the Court of Amman, with the exclusion of arbitration jurisdiction.

13. PRIVACY POLICY AND RIGHT OF ACCESS

This company is invited to read the Information on the processing of personal data pursuant to Regulation (EU) 2016/679 ("RGPD"), available on the institutional website of the ICE-Agency at the address <https://www.ice.it/it/privacy>.

14. REPORTING WHISTLEBLOWS

Pursuant to art. 54-bis, paragraph 2 of Legislative Decree 165/2001 (amended by Law no. 179/2017) "Provisions for the protection of authors of reports of crimes or irregularities of which they have become aware in the context of a public or private employment relationship", companies supplying goods or services that operate on behalf of the ICE Agency can report any "unlawful conduct" of which they have become aware in the context of the contractual relationship. Reports are managed using an IT application, in total confidentiality, by accessing the website www.ice.it - "Whistleblowing" section, available at the following link: <https://ice.whistleblowing.it/#/>.

Best regards

Italian trade Agency – Amman Office
Italian Trade Commissioner
Elisa Caterina Maria Salazar

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