

Regulations for the registration and management of Suppliers Register of the Italian Trade Agency (ITA) in Istanbul

This Regulation summarizes the methods of registration and current management of the Supplier Register established at the ITA Office in Istanbul. The same considers the contents of the Guidelines n.4 of implementation of the legislative decree of 18 April 2016 n.50 approved by the National Anti-Corruption Authority with resolution 1097 of 26 October 2016 which also refer to the formation and management of the lists of economic operators.

Art.1 Interested parties (economic operators)

Companies that have their registered and operational headquarters in Istanbul and other major Turkish cities are eligible for registration in the Supplier Register of ITA Istanbul.

Art. 2 Supplier Register Structure

The Suppliers Register is divided into 5 macro-sectors as follows:

- Macro-sector A: Organization Exhibitions and Fairs;
- Macro-sector B: Office Supplies;
- Macro-sector C: Furniture and Office Machines;
- Macro-sector D: Works and / or maintenance;
- Macro-sector E: Services and Consultancy.

It is possible to request the insertion in a maximum of 2 macro-sectors.

Each macro-sector for which economic operators require registration must be consistent with the business objective of the company, resulting from registration with the Chamber of Commerce and referring to their prevailing activity.

Art.3 Requirements to request registration

For the purpose of accepting the registration request, the economic operator:

- must be registered with the Chamber of Commerce for the category of service or supply for which registration is requested or with competent professional Register;
- must not be in one of the situation for exclusion provided for by art. 80 of the legislative decree 50/2016;
- must declare to be in possession of the requirements of professional suitability, economic and financial capacity and technical-professional skills as per art. 83 of the aforementioned decree;
- must not be incurred in the three-year period prior to the application for registration in the proven and serious breaches and deficiencies in the performance of contracts or in the revocation of the award and deficiencies in the execution of contracts with the Agency that have resulted in the termination of the contract or the revocation of the award of tenders.

Art. 4 How to register and deadline for submitting the application

The registration in the Register of suppliers is started by entering companies data directly in the questionnaire. With regard to turnover data, they will have to refer to the last three years.

Art.5 Additional documentation required

The documentation referred to in this article, as mentioned above, must be sent together with the personal data.

1. Freelancers

- Curriculum vitae
- at least two references over the last three years issued by public or private entities for which the professional has carried out work services or supplies similar to those for which registration is requested;

It should be noted that the employment of individual professionals is provided only in specific cases related to the nature of the service to be rendered.

2. Individual and collective companies

- at least two references over the last three years, issued by public or private entities for which the company has performed works, services or supplies similar to those for which it applies for registration;

Art. 6 Special documentation

For the sector A.1 *Fairs stand constructions*, must be produced:

1. the references relating to the major fair stand construction made over the last three years, a detail with all the technical characteristics of the most representative stands, possibly supplemented by photographic documentation;

On the basis of the aforementioned elements, the registered company may be selected for the purpose of the call for tenders prepared by the ITA Agency in Istanbul.

Art.7 Time of the document investigation

The documentation produced will be examined and evaluated within 30 days of receipt and if it appears to be incomplete or irregular, the company will receive a request for clarification / integration by e-mail.

Art.8 Sample requirements

Pursuant to Article 71 of Presidential Decree 445/2000, ITA Istanbul proceeds to carry out appropriate checks on the veracity of the substitute declarations made by the company. In case of untruthful declaration, the company will be cancelled or suspended from the Register and, depending on the seriousness of the violation, will be reported to the competent judicial authorities.

Art. 9 Obligation to inform and update personal data

The subjects enrolled in the Register have the obligation to communicate to ITA Istanbul any variation of the data and information within the terms of 30 days from the occurrence of the aforementioned variations.

Art.10 Periodical update of the Supplier Register

The update of the Supplier Register of the ITA Istanbul will take place at annually.

ITA Istanbul will ask each company to update the information by sending an e-mail to the address indicated in the field of the legal and operative site during the registration.

Art. 11 Evaluation of registered suppliers

It should be noted that the registered suppliers entrusted with the supply of an asset, the provision of a service or the execution of a work for ITA Istanbul are subject to assessment by ITA Istanbul. This evaluation is expressed in scores from 1 to 5 (1 very poor, 2 insufficient, 3 sufficient, 4 good, 5 excellent). For each kind of supply different elements of evaluation are foreseen (not only technical, but also referred to for example at the time of delivery, to the conformity of the product-service rendered, to the percentage of disruption created, to problem solving). The evaluations are subsequently elaborated by ITA Office of Istanbul which develops for each contract an average compared to the various elements assessed also for the purposes of future selections. Moreover, in the event that a supplier stipulates more than one contract with ITA Istanbul, these will be subject to several evaluations, on which an average will be performed.

Art.12 Suspension of registration

The effectiveness of the registration in the Suppliers Register is suspended for a period of time not less than six months and not more than one year if the supplier reports an average rating inferior to 3. The suspension can be arranged even when an omission of communication of changes concerning the information contained in the company database, if the supplier has ongoing legal and/or arbitration proceedings with the Agency (until the end of the same) or if the supplier is guilty of delays in deliveries negative tests proves temporarily in breach of one of the obligations envisaged in the execution of the contract entrusted to him. The suspension provision is adopted by the director of ITA Istanbul and may be revoked: starting from the term indicated therein, when the interested party gives documented evidence that the conditions that led to its adoption have lapsed or may be turned into cancellation when it is established that these conditions have not lapsed. The suspension will be communicated to the interested party via e-mail.

Art.13 Cancellation

The cancellation from the Suppliers Register is arranged if the registered supplier is found:

1. non-compliant to with one of the situations reported in the art.3 of this Regulation;
2. in the presence of assessments that do not reach level 3, referring to more than one supply / service;
3. if the subject has already undergone non-revoked suspension provision or has reported at least 3 measures of suspension within 3 years;
4. is guilty of repeated breaches of contract;
5. if it has not given feedback for two years to the requested annual update;

The cancellation will be communicated to the interested party via e-mail.

The cancellation order is adopted by the Director of ITA Office in Istanbul.

Art.14 Participation in procedures - selection of registered operators

In the selection of suppliers to invite, ITA Istanbul conforms to the indications contained in the legislative decree 50/2016 in particular article 36 - contracts below threshold - as well as in the guidelines n.4 of the ANAC mentioned in the premise.



ITALIAN TRADE AGENCY

ICE - İtalyan Dış Ticaret ve Tanıtım Ajansı
İtalya Başkonsolosluğu
Ticari İlişkileri Geliştirme Ofisi

ITA İstanbul reserves the right to decide the convening of the registered subjects on the basis of assessments that consider both the company potential, and a rotation of the invitations between the members of the Register for the same product category, as well as the assessments referred to in the previous art.11.

Regarding the rotation will be also considered:

- the number of members in the category;
- the existence of other contracts in progress and the quality of the service already rendered;
- failure to reply to previous invitations;
- possession in some cases of particular technical-professional and financial-accounting requisites.

The registration in the Register suppliers itself does not entail any automatic title to receive invitations.

Art. 15 Personal data processing

All data of which ITA İstanbul comes into possession in implementation of this regulation will be collected and processed exclusively for the purposes permitted by law and in accordance with the provisions contained in the current legislation on the protection of personal data. The provisions of the Regulations must be considered replaced, abrogated

or automatically disappplied if the relative content is incompatible with the overdue and mandatory provisions of law or regulations.

Effective February 15, 2019