

Dear sirs,

## Request for Proposals (RfP) Exhibition Services

**Subject: Consultation of economic operators aimed at direct assignment pursuant to art. 7 paragraph 2 letter. a) of the D.M. 192/2017 for supply and service of Italian Trade Agency – Amman, exhibition stand at the Erbil International Beauty Expo (Erbil Middle East Beauty & Fashion Exhibition) 2023.  
CIG: ZE93BDA766 – COAN: U183T116T1**

PLEASE READ THIS REQUEST OF QUOTATION CAREFULLY AND VERIFY THE REQUIREMENTS IN ADVANCE. INCOMPLETE SUBMISSION WILL NOT BE ACCEPTED. ONCE A COMPLETE SUBMISSION IS RECEIVED, YOU ARE DEEMED TO HAVE UNDERSTOOD AND AGREED TO THE TERMS AND CONDITIONS OF THIS PROPOSAL. SHOULD YOU HAVE ANY QUESTIONS BEFORE SUBMISSION, FEEL FREE TO CONTACT ITA AMMAN AT THE EMAIL INDICATED BELOW.

### 1. AWARDING ENTITY

The Italian Trade Agency ("ITA") – Amman Office, Al Shmeisani – Abdel Hamid Shuman Street No. 10 - Matalqa Center – 5<sup>^</sup> Floor – Jordan – [www.ice.gov.it](http://www.ice.gov.it)- Mrs. Elisa Caterina Maria Salazar, Trade Commissioner of The Italian Trade Agency in Amman - E-mail: [amman@ice.it](mailto:amman@ice.it) Tel: 6 5622751/2 - Fax: 6 5622750

### 2. BACKGROUND

The Italian Trade Agency is the government entity which promotes the internationalization of Italian companies along with the policies of the Italian Department for Economic Development. 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](http://www.ice.gov.it) (Italian/English).

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### 3. INVITATION FOR PROPOSAL

Proposals are hereby invited for the supply/dismantling of the furniture and service at Italian Trade Agency exhibition stand at Erbil International Beauty Expo (Erbil Middle East Beauty & Fashion Exhibition) 2023 – from 3/9/2023 till 13/09/2023.

### 4. CONTENT OF THE REQUESTED SERVICE

The service object of the agreement consists in (as sample shown in attachment):

Flooring: White Wood Laminated, 10 cm platform height.

Partition walls: Red Wood (Pantone Cool Red 10 C)

ITALIA script lighted totem (total nos. 2)

#### **A) supply of:**

For ITA–Italian Trade Agency Information Booth (20 sqm) and cleaning services for 4 days:

- 1 Front/Reception desk 120cm h x 100cm w
- 2 Cabinets with lockable doors 80cm h x 120cm w
- 1 Stool
- 2 Brochure racks
- 1 Coat hanger
- 2 Tables
- 6 Chairs
- 12 Spotlights
- 3 Flags and Flagpoles (Italy, Iraq, European Union)
- 4 Decorative plants
- 1 Company name printing
- 5 Power plug point
- 1 Coat hanger
- 2 Waste baskets
- Wi-Fi connection
- 1 Laptop
- 1 All-in-one printer
- 1 Monitor TV at least 48 inch
- 1 storage room 2\*1 meters with lockable door
- 1 small fridge
- 1 Espresso coffee machine

#### **B) service:**

- 1 Host/Interpreter/translation personnel (Arabic/Kurdish/English language)
- 1 Helpers/Cleaners/Electricians personnel
- Small catering for 4 days: sweets and pastry, Nos 100 bottles of water and nos. 50 soda and juice
- 150 espresso coffee capsules compatible with machine with cups spoons and sugar
- print 2 Roll up units 185cm height \* 90cm width according to our graphics design which will be sent later
- Poster print 120cm high \* 90cm wide (2 units) according to our graphics design
- Poster print 120cm high \* 90cm wide (1 unit) Italy map according to our graphics design
- ICE Logo Poster print 50 high \* 90cm wide (2 units) according to our graphics design

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- Print Poster Logo MAECI 49cm height \* 90cm width (1 unit) according to our graphics design
- Print Poster "made in italy" 49cm height \* 90cm width (1 unit) according to our graphics design

## **5. PREPARATION OF QUOTATION**

The company is requested to quote for items and service mentioned in above point 4) by completing, signing, and returning:

- a) The quotation letters in Attachment A) with its annex for Proposal Declaration form. (Attachment B)
- b) the list of goods and service Price schedule (attached C "technical specification")
- c) registration in the Erbil or Sulaymaniyah Chamber of Commerce or equivalent title
- d) Company Registration Form (attachment D)

The company is advised to carefully read the complete request for sealed quotations documents, before preparing the quotation.

## **6. DURATION OF SERVICES**

The duration of the agreement is valid only for the period from 3 September 2023 till 13 September 2023, after verified the participation requirements.

## **7. VALUE OF THE CONTRACT AND PRESENTATION OF APPLICATIONS FOR PARTICIPATION**

This notice will be published on the website of Italian Trade Agency – Amman Office. This notice constitutes exclusively a request for quotation that will be carried out and therefore does not imply any obligation for the ITA towards the interested parties.

## **8. MINIMUM REQUIREMENTS FOR PARTICIPATION**

In order to participate in this call, your company shall meet the following requirements:

- a) It shall be eligible and possess the necessary qualifications, in full compliance with local laws.
- b) It shall be authorized and licensed to do business in the company's state of residence.
- c) the company must have a registered office or branch in the cities of Erbil or Sulaymaniyah

## **9. TECHNICAL COMPLIANCE**

The company shall submit along with their quotation documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

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## 10. LANGUAGE OF THE PROPOSAL

The Proposal prepared by the company and all correspondence and documents relating to the Proposal exchanged by the Company and ITA – Italian Trade Agency shall be written in the English language.

## 11. PRICE AND CURRENCY OF PAYMENT

Price shall be fixed in USD dollar.

## 12. SUBMISSION DEADLINE & REQUIREMENTS

The mail containing the offers must be received by ITA, under penalty of exclusion from the tender, **no later than July 27 2023 15:00 pm.**

The quotation, in English, drawn up pursuant to the rules of the Call for Request quotation and the specifications herein, must include all the documentation indicated above point 5 and, under **penalty of exclusion**, must be received **no later than July 27 2023 15:00 pm.**

The quotation must be delivered by mail at the following e-mail address: [amman@ice.it](mailto:amman@ice.it)

Application for participation received after the above deadline will not be considered. 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.

**The request for participation does not lead to the Administration any specific obligation regarding the continuation of the negotiation.**

## 13. APPLICABLE PROCEDURE AND AWARD CRITERIA

The direct negotiation procedure to be carried out pursuant to art. 7 paragraph 2 letter. a) of Ministerial Decree 192/2017 addressed to qualified suppliers on the expiry date of the deadline for submitting offers, under the call for " **supply/dismantling of the furniture and service at Italian Trade Agency exhibition stand at Erbil International Beauty Expo (Erbil Middle East Beauty & Fashion Exhibition) 2023 – from 7/9/2023 till 10/09/2023**", also in possession of the requisites required by this specification.

### Award criterion

Pursuant to art. 11 of Ministerial Decree 192/2017, direct assignment will be made in favor of the company that presented the lowest price. The Italian trade Agency - Amman Office will proceed with the award of this request for proposal even in the presence of only one valid offer, as long as it is deemed appropriate and convenient. Incomplete offers, not digitally signed by the legal representative, will be excluded.

**The procedure for the realization of the service in question will be awarded with the criterion of the lowest price offer on the agency fee pursuant to art. 95, c2 of Legislative Decree 50/2016 and s.m.i.** The detailed procedure for evaluating offers will be indicated in letter of invitation.

## 14. AMOUNT OF THE CONTRACT

The total amount of the contract was estimated at 21000 USD (twenty-one thousand USD)

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The award will also take place in the presence of only one offer, because it is considered valid and deserving of acceptance.

For further information and / or clarifications, you can contact by e-mail: the ITA Agency Office in Amman e-mail box: [amman@ice.it](mailto:amman@ice.it)

The sole person in charge of the procedure is Elisa Caterina Maria Salazar, head of the ITA Agency Office in Amman.

**Incorrect, incomplete, or irregular contents attached in the mail can be remedied, pursuant to Art. 83, Par. 9 of Legislative Decree No. 57/2017.**

## 15. METHOD FOR PRESENTATION OF THE QUOTE

Considering the above, this company is invited to send the documentation listed below, signed by the legal representative of the company, to the email address [amman@ice.it](mailto:amman@ice.it) no later than 3.00 pm on 07.27.2023 holographic signature attaching a valid identity document of the subscriber:

Estimate

Technical specifications

Declaration Form

Any additional documents

Detailed economic offer form

Copy of the Certificate of registration with the local chamber of commerce.

## 16. CONTRACT STIPULATION

We inform you that the ITA 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.

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

The contract will be stipulated, after the award, by the legal representative of ITA-Agency of Amman.

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

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Administration may order the termination of the contract, subject, in any case, to compensation for damages suffered. The ITA-Agency may terminate the contract following serious and continuous violations of the supply regulations, by giving 30 days written and reasoned notice.

#### **17. 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.

#### **18. 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.

#### **19. PENALTIES AND CONTRACTUAL TERMINATION**

For penalties, see paragraph no. 10 of the technical specifications document.

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 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.

#### **20. 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: Z4C3B83118, which must be reported in the reason for payment.

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#### **21. RULES OF CONDUCT OF COLLABORATORS AND/OR EMPLOYEES OF THE CONTRACTOR**

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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](http://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.

## 22. 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].

## 23. DEFINITION OF DISPUTES

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

## 24. 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>.

## 25. 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](http://www.ice.it) - "Whistleblowing" section, available at the following link: <https://ice.whistleblowing.it/#/>.

Best regards

Amman 20/07/2023

Italian Trade Agency – Amman Office

Italian Trade Commissioner

Elisa Caterina Maria Salazar

*Elisa Caterina Maria Salazar*