



*Istanbul, 6 August 2026
Prot. Out N.0097834*

NOTICE OF MARKET SURVEY AND REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL ASSISTANCE SERVICES CONCERNING THE ITA "TURKMENISTAN DESK"

ITA - Italian Trade Agency is the government organization responsible for promoting the internationalization of Italian companies and attracting foreign investment to Italy.

Pursuant to Ministerial Decree No. 192/2017 (as amended by D.M. No. 32/2024), which regulates public procurement procedures for Italian diplomatic and trade missions abroad, the ITA Istanbul Office (hereinafter referred to as "ITA Istanbul") invites proposals for the provision of **"Professional Assistance Services for the ITA Turkmenistan Desk"** covering a 16-month period from September 1, 2026, through December 31, 2027. The Turkmenistan Desk operates under the direct supervision of ITA Istanbul and in close coordination with the Embassy of Italy in Ashgabat.

Applicants must designate a qualified professional who, in the event of contract award, will be personally responsible for executing all activities associated with the Desk.

1. Scope of Services and Primary Duties

- Screen, monitor, and analyze market opportunities and macroeconomic developments in Turkmenistan, submitting detailed monthly progress reports to ITA Istanbul;
- Prepare sectoral research reports upon request by ITA Istanbul covering key industries of interest to Italian trade (e.g., textile machinery, food processing, oil & gas equipment, infrastructure, and renewable energy);
- Support Italian enterprises, institutions, and trade associations in identifying business opportunities and establishing commercial ties with local Turkmen partners;
- Proactively cultivate and maintain institutional relations with Turkmen public authorities, trade bodies, and private sector representatives;
- Provide operational, administrative, and logistical assistance during official trade missions of Italian companies to Turkmenistan, as well as for Turkmen delegations visiting trade fairs, workshops, and B2B meetings in Italy;
- Maintain continuous operational alignment with ITA Istanbul through monthly activity reporting and regular coordination meetings.

2. Applicant Eligibility and Qualification Requirements

This market survey is open to corporate entities and sole proprietorships legally established in Turkmenistan that specialize in international business consulting, market entry, and commercial promotion.

Applicant companies must fulfill the following organizational criteria:

- Be duly registered and legally operating under the laws of Turkmenistan;
- Demonstrate proven and consolidated experience in international business development and trade promotion services.

The Designated Professional proposed by the applicant must meet the following technical and professional requirements (evaluated on a Pass/Fail basis):

- Relevant university degree or equivalent higher education credential/professional qualification;
- In-depth knowledge of Turkmenistan's economic, industrial, and regulatory environment;
- In-depth knowledge of the Italian industrial structure, economy, and export sectors;
- Excellent interpersonal, organizational, and technical writing skills with strong attention to detail;
- Advanced professional fluency (written and spoken) in English, Turkish, and Italian, with native proficiency in Turkmen and Russian.
- Preferential Qualification (Advantageous Requirement): Prior professional work experience with Italian public institutions, diplomatic missions, or international trade promotion agencies (such as ITA / ICE) will be considered a distinct advantage.

3. Financial Framework, Budget Cap, and Funding Conditionality

MAXIMUM BUDGET CAP (BASE D'ASTA):

The overall maximum budget for this 16-month contract (September 1, 2026 – December 31, 2027) is fixed at **€ 26,000.00 (exempt from VAT)**. Consequently, the proposed monthly fee cannot exceed **€ 1,625.00 per month**. Any financial proposal exceeding either the monthly fee ceiling or the total budget cap shall be deemed non-compliant and automatically rejected.

FINANCIAL COVERAGE & 2027 FUNDING CONDITIONALITY CLAUSE:

Applicants are explicitly advised that financial coverage for the 2026 fiscal year (September 1 – December 31, 2026, totaling € 6,500.00) is fully allocated and secured. The performance of the contract and the corresponding monthly disbursements for the 2027 fiscal year (January 1 – December 31, 2027, up to € 19,500.00) are **strictly subject to and contingent upon** the formal allocation and authorization of the 2027 promotional budget by ITA Headquarters in Rome. In the event that the 2027 budget is not approved, ITA Istanbul reserves the right to terminate the contract effective December 31, 2026, without incurring any penalty, termination fee, or liability for compensation.

4. Award Criteria and Evaluation Process

The contract will be awarded through a direct assignment procedure based on the **Lowest Price** criterion among proposals that satisfy all administrative, technical, and professional requirements set forth in this notice. Evaluation will proceed as follows:

1. Technical & Administrative Compliance (Pass/Fail): Verification of submitted credentials, corporate registration, and a mandatory interview with the designated professional to confirm language proficiencies and technical capabilities.
2. Financial Evaluation: Among applicants deemed fully compliant in Step 1, the contract will be awarded to the qualified offeror submitting the lowest monthly fee.

5. Submission of Proposals

Interested candidates meeting all eligibility requirements must transmit their application packages via email to istanbul@ice.it no later than **August 26, 2026, at 12:00 PM (Istanbul Time)**.

Proposals must be signed by the company's authorized legal representative or an attorney-in-fact holding a valid power of attorney, and must include the following documents:

1. Company Profile detailing organizational background and internationalization track record;
2. Curriculum Vitae and professional credentials of the designated professional;
3. Official proof of legal registration issued by the competent authorities in Turkmenistan;
4. Duly completed and signed Self-Declaration Form ("Documento Unico", attached);
5. Financial Offer stating the requested monthly fee in Euros (€), net of VAT.

This request for quotation has been published on the website www.ice.it in the section "Turkmenistan" at the address: <https://www.ice.it/it/mercati/turkmenistan/avvisi-indagini-di-mercato>

6. Terms of Payment and Daily Penalty Clause

The selected Contractor shall execute the contract in close operational coordination with ITA Istanbul and the Embassy of Italy in Ashgabat. Contract execution is subject to the prior submission of the executed Self-Declaration Form.

Remuneration shall be disbursed in monthly installments upon receipt and verification of official invoices detailing the services rendered. Payments will be executed via bank transfer within 30 (thirty) days from the invoice date, subject to formal certification of satisfactory performance by ITA Istanbul.

In the event of delayed performance or non-fulfillment of contractual obligations, ITA Istanbul reserves the right to apply a daily penalty proportionate to the severity of the breach, set at **0.15% per day** of the total contract value, up to a maximum cumulative limit of 10% of the contract value.

7. Reservation of Rights (Important Notice)

ITA Istanbul reserves the right, at its sole discretion, to modify, suspend, or cancel this selection procedure at any time prior to contract execution, without thereby incurring any

liability, financial obligation, or legal commitment toward any applicant, regardless of whether such applicant meets the stated eligibility criteria.

8. Ethical Standards, Data Protection, and Whistleblowing

Code of Conduct:

In performing the contract, the Contractor agrees to adhere strictly to the Code of Conduct adopted by the Italian Trade Agency pursuant to Presidential Decree No. 62/2013 (approved by the Board of Directors via Resolution No. 619/23 on January 27, 2023). The Code of Conduct is published on www.ice.it under "Transparent Administration". Any material breach of the Code shall entitle ITA Istanbul to terminate the contract with immediate effect.

Protection of Confidentiality and Data Protection (GDPR):

The Contractor shall process all personal data acquired during the procurement process and contract execution strictly in accordance with EU Regulation No. 2016/679 (GDPR). Data shall be processed exclusively for the purpose of managing the contractual relationship and official administrative duties. The Contractor agrees to indemnify ITA Istanbul against any administrative fines or damages resulting from data protection breaches attributable to the Contractor.

Whistleblowing Protection:

The Italian Trade Agency, in compliance with applicable legislation, is committed to taking all reasonable steps to protect whistleblowers who report or disclose information on breaches of the law observed in the context of their work-related activities. The reports, which are kept fully confidential, are managed through an IT application available on the Home Page of the Italian Trade Agency – ICE ice.itsite - Whistleblowing section.

ITA - Istanbul Office
Director
Marco Pintus

A handwritten signature in blue ink, appearing to read 'Marco Pintus', is written over the printed name.