

Amman Office

Date: 17/10/2019

Ref. N.:

REQUEST QUOTATION INVITATION LETTERSubject: **PROJECT N.: U166T059M1****FDR – COLLETTIVA ALLA FIERA BIF 2019 ”****AUT. DEL C.A. n. A527P19 DEL 11/9/2019 - PROT. n. 0092931/19 DEL 12/09/2019****COAN: U166T059M1 - 1-10 November 2019**

Pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016 and subsequent amendments, in conjunction with Guidelines n. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, n. 50, containing "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators" (Resolution No. 1097 of 26 October 2016), and as regards D.Lgs. 19 April 2017, n.56, the Italian Trade Agency – Amman office (hereinafter referred to as "ITA") intends to initiate a negotiated procedure for the acquisition of the services in question, proceeding with the preliminary identification of build companies for built Italian Pavilion at Baghdad International Fair 2019

- 1) We hereby solicit your proposal for the buildup of the Italian Pavilion (according to the attached design), dismantling of the same (at the end of the trade fair), supply of stand furniture and/or coffee service for ICE – Italian Trade Agency during the Baghdad International Trade Fair which is set to take place between the 1st – 10th of November 2019 at Al Mansour District – Al Harthya Quarter - Show Grounds, Baghdad - Iraq.
- 2) To enable you to submit a proposal, please find enclosed:
 - a. Section 1: Instructions to this proposal
 - b. Section 2: Quotation Data Sheet
 - c. Section 3: Quotation Submission Sheet
 - d. Section 4: Technical Requirements
 - e. Section 5: Price Sheet
 - f. Section 6: Penalty
 - g. Section 7: Acknowledgment Letter
 - h. Section 8: Other Important Notes
- 3) Proposals must be delivered by mail at amman@ice.it **no later than 21/10/2018 at 13:00 hours Amman time.**
- 4) Your submission will be considered upon the provision with this Invitation to Proposal the following, failure in providing the requested documents may serve as a ground for disqualification of the company.
 - a. Company Profile with description of similar experience.
 - b. Reference List- with details of previous contracts in the same business field with description and amounts.
 - c. Financial Details and information - to demonstrate a sound financial standing.
 - d. The company must have a valid trade license and a well-defined business address.
 - e. Signed ICE – Italian Trade Agency administrative documents which will be sent to you along with this Request for Proposal.
- 5) This letter is not to be construed in any way as an offer of contract. Your quotation could, however, form the basis for a contract between your company and ICE – Italian Trade Agency. Company's are encouraged to acknowledge receipt of this PROPOSAL by E-mail to ICE – Italian Trade Agency's specified contact person(s). The recipients of this PROPOSAL are requested to acknowledge receipt of this solicitation document and any amendments thereto to ICE – Italian Trade Agency Amman Office by completing the Section 7 acknowledgement letter. The acknowledgement

letter must be signed, stamped and should be sent via email to amman@ice.it within **2 days** after receipt of this Request for quotation. Failure to submit the acknowledgement letter may result in the proposal being rejected.

- 6) After receipt of proposals, ICE – Italian Trade Agency reserves the right to request any additional information or seek clarifications from the company to ascertain responsiveness of offers received.

SECTION 1: INSTRUCTIONS TO COMPANYS

A. Introduction

1. **General:** ICE – Italian Trade Agency invites Sealed Proposals for the buildup+dismantling of the Italian Pavilion, supply of stand furniture and/or coffee service.
2. **Eligible Company's:** Company's should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by ICE – Italian Trade Agency to provide any type of services for the preparation of the design specifications, and other documents to be used for the construction of the Italian Pavilion and supply of furniture and/or coffee service under this Invitation to Proposal.
3. **Cost of Proposal:** The Company shall bear all costs associated with the preparation and submission of the Proposal, and ICE – Italian Trade Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

B. Solicitation Documents

4. **Examination of Solicitation Documents:** The Proposal is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Company's risk and may affect the evaluation of the Bid.
5. **Clarification of Solicitation Documents:** From the date of receipt of this PROPOSAL until instructed otherwise, all written or verbal communications by the Company with ICE – Italian Trade Agency or any party connected with this construction and furnishing activity must be directed exclusively to ICE – Italian Trade Agency's staff identified in Section 2: Proposal Data Sheet of this PROPOSAL as the contact person(s). Any information regarding the interpretation of this PROPOSAL must be requested in writing and received by ICE – Italian Trade Agency by the date indicated in Section 2: Proposal Data Sheet. (**No clarification requests will be accepted after this time**). Written copies of the response (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective quotation that received the Solicitation Documents by the date indicated in Section 2, Proposal Data Sheet.
6. **Amendments of Solicitation Documents:** No later than **Five (3) days prior** to the Deadline for Submission of Proposals, ICE – Italian Trade Agency may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Company, amend the Solicitation Documents. All prospective Companies that have received the Solicitation Documents will be notified in writing of any amendments. In order to afford prospective Company's reasonable time in which to take the amendments into account in preparing their offers, ICE – Italian Trade Agency may, at its discretion, extend the Deadline for the Submission of Proposals.

C. Preparation of Proposals

7. **Language of the Proposal:** The Proposal prepared by the Company and all correspondence and documents relating to the Proposal exchanged by the Company and ICE – Italian Trade Agency shall be written in the language indicated on the Section 2, Proposal Data Sheet.

8. **Documents Comprising the Proposal:** The Company or the Company's authorized agent shall sign the Proposal as indicated on the Proposal Submission Sheet of this PROPOSAL.

The Proposal must comprise the following documents:

- (a) A Proposal Submission form;
- (b) a Price list completed in accordance with Section 5, Price Sheet;
- (c) documentary evidence established in accordance with clause 9 of Instructions to Company's that the Company is eligible and qualified to perform the contract if its Proposal is accepted,
- (d) documentary evidence established in accordance with clause 10 of Instructions to Company's that the goods and supplementary services to be supplied by the Company are eligible goods and services and conform to the Quotation Documents;
- (e) a detailed description of the essential technical and performance characteristics of the offered goods must be submitted in the format provided in the Technical Data Sheet included with the PROPOSAL, and as may be required in Section 2, Proposal Data Sheet.
- (f) other documents as maybe specified in Section 2, Proposal Data Sheet. Each continuation sheet or attachment shall bear the company's name and the person signing the proposal must initial any erasures or other changes.

9. **Documents Establishing Company's Eligibility and Qualifications:**

The Company shall furnish evidence of its status as qualified Stands Builder and Furnisher. The documentary evidence of the Company's qualifications to perform the contract if its Proposal is accepted shall be established to ICE – Italian Trade Agency's satisfaction:

- (a) That, in the case of a Company offering to supply goods under the contract which the Company did not manufacture or otherwise produce, the Company has been duly authorized by the goods' manufacturer or producer to supply the goods in the country of destination.
- (b) That the Company and the manufacturer, in the case of an agent, has the financial, technical, and production capability necessary to perform the contract.

10. **Documents Establishing Goods' Conformity to Quotation Documents:**

The Company shall also furnish as part of its Proposal, documents establishing the conformity to the Quotation Documents of all goods and related services, which the Company proposes to supply under the contract. The documentary evidence of conformity to the Quotation Documents may be in the form of literature, drawings, and data, and shall consist of a detailed description of the essential technical and performance characteristics of the goods; including catalogues and photographs of the goods.

11. **Proposal Currency/Proposal Prices:** All prices must be quoted in JOD (Jordan Dinar) or USD (US Dollar). The Company shall indicate on the appropriate Price Sheet the unit prices (where applicable) and total Proposal Price of the goods it proposes to supply under the contract. ICE – Italian Trade Agency is a tax-exempt entity. All Proposals must be submitted net of any direct taxes or customs duties.

D. SUBMISSION OF PROPOSALS

12. **Format and Signing of Proposal:** The Proposal shall be typed or written in indelible ink and shall be signed by the Company or a person or persons duly authorized to bind the Company to the contract. A Proposal shall contain no

interlineations, erasures, or overwriting except, as necessary to correct errors made by the Company, in which case the person or persons signing the proposal shall initial such corrections.

13. Sealing and Marking of Proposals:

The proposal must consist of 3 documents:

- i. Document N. 1 containing the signed and stamped technical description provided by the Italian Trade Agency, your technical offer, material specifications, pictures, etc. and marked "TECHNICAL OFFER".
- ii. Document N. 2 containing the filled financial offer form and marked "FINANCIAL OFFER".
- iii. Document N. 3 containing the filled administrative documentation and marked administrative documentation.

14. Deadline for Submission of Proposals/Late Proposals:

- a. Proposals must be delivered to ICE – Italian Trade Agency on or before the date and time specified in the Letter of Invitation of these Solicitation Documents.
- b. ICE – Italian Trade Agency may, at its discretion, extend this deadline for the submission of the proposals by amending the Quotation Documents in accordance with clause 6 of Instructions to Company's, in which case all rights and obligations of ICE – Italian Trade Agency and Company's previously subject to the deadline will thereafter be subject to the deadline as extended.
- c. Any Proposal received by ICE – Italian Trade Agency after the Deadline for Submission of Proposals will be rejected and returned unopened to the Company.

15. Modification and Withdrawal of Proposals: The Company may withdraw its proposal after submission, provided that written notice of the withdrawal is received by ICE – Italian Trade Agency prior to the deadline for submission. No Proposal may be withdrawn in the interval between the deadline for submission of proposals and the opening of proposals.

16. No Proposal: If no Proposal is to be submitted, the documents should not be returned to ICE – Italian Trade Agency unless so requested. Written advice should be sent to ICE – Italian Trade Agency with reasons for not submitting a proposal and as to whether future invitations for the type of work covered by this request are desired. Failure to comply with the above may result in removal of the name of such recipient from the Service Provider list for the type of work covered by this PROPOSAL.

17. Confidentiality of Proposal: All information contained in this PROPOSAL and in all related further communications and information that may arise in the course of executing the contract, is to be deemed confidential and both parties shall not disclose such information to any Third Party.

18. Samples: Samples of items, when required, must be provided within the time specified and, unless otherwise specified by ICE – Italian Trade Agency, at no expense to ICE – Italian Trade Agency. Samples will not be returned.

Evaluation Criteria	
1.1	Compliance with administrative documentation requirements
1.2	Compliance with pricing conditions set in the PROPOSAL
1.3	Compliance with requirements relating to technical features or the products' ability to satisfy functional requirements.

1.4	Compliance with international health, safety and environmental standards
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Cost Evaluation

The cost evaluation shall be made according: LOWEST PRICE

E. AWARD OF CONTRACT

19. **Award Criteria:** ICE – Italian Trade Agency will Issue the Work Order to the lowest priced technically qualified Company. ICE – Italian Trade Agency reserves the right to accept or reject any Proposal, to annul the solicitation process and reject all Proposals at any time prior to award of work order, without thereby incurring any liability to the affected Company(s) or any obligation to provide information on the grounds for the ICE – Italian Trade Agency's action.
20. **ICE – Italian Trade Agency's Right to Vary Requirements at Time of Award:** ICE – Italian Trade Agency reserves the right at the time of making the award of contract to increase or decrease the quantity of goods specified in the Schedule of Requirements, without any change in unit price or other terms and conditions, by the amount indicated in Section 2, Proposal Data Sheet.
21. **Notification of Award:** Prior to the expiration of the period of Proposal Validity, ICE – Italian Trade Agency will send the successful Company the Work Order. The contract for the work order may only be accepted by the Supplier signing and returning an Acknowledgement copy of it. Acceptance of this Work Order shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of the work order.
22. **Signing of the Work Order:** Within **2 days** of receipt of the Work Order the successful Company shall sign, date and return it to ICE – Italian Trade Agency.

F. OTHER REQUIREMENTS:

23. **Delivery:** Actual delivery of the goods and performance of any related services shall be made by the Supplier, in accordance with the terms of any resulting Work Order as may be issued by ICE - ITALIAN TRADE AGENCY.
24. **Start-up & Commissioning:** When applicable, the Company shall include in the Proposal complete detailed plan for the start-up and commissioning of the work.
25. **Service Facilities:** When applicable, the Company must provide the name, address and a description of the local representative responsible for providing after-build service on the different functioning aspects of the Italian Pavilion and all the furniture/equipment provided.
26. **Errors and Omissions:** The Company will not be permitted to take advantage of any errors or omissions in the PROPOSAL. Should such errors or omissions be discovered, the Company must notify ICE – Italian Trade Agency accordingly.
27. **Material, Labor and Facilities:** No material, labor or facilities will be furnished by ICE – Italian Trade Agency or its clients unless specified in the PROPOSAL.

G. PAYMENT:

28. **Time of Payment:** Payment will be handled as follows:

- 20% upon signing the purchase order after received regular invoice.
- 80% after the dismantling phase is safely over and after the receipt of a confirmation letter from Baghdad International Fair (not exceeding 30 days from the date of contract).

The normal payment terms of ICE – Italian Trade Agency are 30 days upon satisfactory completion of the work (including dismantling) and acceptance thereof by ICE – Italian Trade Agency.

29. **Currency of Payment:** Payment will be made in the currency in which the Work Order is issued.

We have need Contractor’s full bank account details for payment in dollars or JD.

The total amount of the contract will be paid after completion of the assigned works, upon receipt of your final original invoices duly signed and stamped, and only after receiving a letter from the organizers of the exhibition certifying that no liabilities were signaled against the Italian pavilion’s contractor during the construction, exhibition period and dismantling phases. Kindly note that the payment will be made in JOD or USD.

SECTION 2: PROPOSAL DATA SHEET

The following specific data for the work to be done and furniture to be rented shall complement, supplement or amend the provisions in the Instructions to Companys. Whenever there is a conflict, the provisions herein shall prevail.

Requests for additional \ Information (clause 5)	20/10/2019
Language of the Proposal: (clause 7)	English, including supporting documents.
Documents Comprising the Proposal:: (clause 8)	<p>The following must be included in the Proposal submission:</p> <p>A. Cover letter (optional); B. Proposal Submission Form: Fully completed and duly authorized; C. Contact details of Company (address, tel./fax, e-mail, contact person), and manufacturer; D. Section 6: Technical Requirements (Technical Compliant Sheets) fully completed. E. Section 5: Detailed Price Sheet: Fully completed and duly authorized. F. Reference List: with details of previous contracts in the same business field with description and amounts. G. Financial Details: to demonstrate a sound financial standing H. Valid Trade License. Company’s must have a valid trade license and produce evidence of a well-defined business address. All submittals shall bear seal/markings/signature of Company N.B. Incomplete Proposals may be deemed non-responsive at the discretion of ICE - ITALIAN TRADE AGENCY.</p> <ul style="list-style-type: none"> • Quality of furniture: please send photographs or a catalogue containing images of the proposed furniture. • Quality of materials, structures, flooring: send samples and descriptions. • Quality of lighting system: please send photographs or a catalogue containing images of the proposed system.

	<ul style="list-style-type: none"> Quality of the structure: please send a rendering of the pavilion. <p><u>Post-employment/ "Revolving door" clause</u></p> <p>The selected company should duly fill, sign and stamp the attached post-employment form declaring that he has not signed any subordinated or autonomous employment contracts or have offered employment or private business missions or have benefitted from consultancy services from any ex-employee of ICE – Italian Trade Agency in the past three years. The document should be placed in the administrative documentation envelope (N. 3)</p> <p><u>Code of Conduct</u></p> <p>In the execution of the contract, the selected company undertakes the responsibility to fully adhere to the Code of Conduct adopted by the ICE – Agency (Italian Trade Agency) with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Directors by resolution no. 249 on 27 March 2015. The Code of Conduct and Disciplinary procedures of the ICE – Agency is available on the website www.ice.gov.it – at the section "Transparent Administration" – "General Provisions" – "Acts of general application".</p> <p>For any breach of obligations under the Code, if the same is considered serious, ICE – Italian Trade Agency will have the option to terminate the contract.</p> <p>Please also attach a clear copy of a valid passport/ID Card of the owner of the company or the legal representative of the company (whoever signed the documents).</p> <ul style="list-style-type: none"> List of exhibition works in the last 2 years (2017 – 2018) with details related to the size and structure. CV of project manager with reference works from the last 2 years. 	
Sealed Proposals to be received at / Proposals to be marked: (clause 13)	ICE – Italian Trade Agency Embassy of Italy – Amman' Jordan – amman@ice.it	"ATTENTION: Filippo Covino TRADE COMMISSIONER, NO.: DEADLINE: 21/10/2018 AT 15:00 Amman Time
Deadline for Submission of Proposals: (clause 14)	21/10/2018, 15:00 Hours (Amman Time)	
Samples (clause 18)	Samples of items, when required, must be provided within the time specified and, unless otherwise specified by ICE –	

	Italian Trade Agency, at no expense to ICE – Italian Trade Agency. Samples will not be returned.
Proposal Opening (clause 19)	Public proposal Opening is not required, as ICE - ITALIAN TRADE AGENCY Country Office will assign a Italian trade Commissioner to value the proposals.
Preliminary Examination (clause 21)	<p>Company's must satisfy ALL Criteria below to be admitted to Evaluation. Proposal Submission Shall include:</p> <ul style="list-style-type: none"> A) Proposal submission Form B) Contact details of Company C) Completion for Section 4: Technical Requirements D) Section 5: Detailed Price Sheet E) Company Profile F) Reference List G) Financial Details <p>Proposals will be evaluated on the following basis:</p> <ul style="list-style-type: none"> 1. Compliance with terms and conditions of the PROPOSAL including required submissions. 2. Compliance with technical specifications. 3. Price evaluation criteria.
Delivery terms (clause 28):	Please note that the Italian pavilion should be completed and handed over to the Italian Trade Agency representative completed, cleaned and in excellent shape and ready to be used not later than 12:00 pm on 31/10/2019.
The pavilion will be set up and furnished in:	Baghdad - Iraq
Deviations from Specifications:	Minor deviations from relevant specifications may be considered. Any deviations must be submitted in writing.
Completeness of Proposals:	ICE – Italian Trade Agency expects company's to complete and provide prices for all items in the Price Sheet.
All communication must be directed to ICE – Italian Trade Agency/Administrative Officers:	Name: Mr. Rosarita Catani and c/c Mr. Nawras Email: amman@ice.it
Responsibility:	All the acts related to the PROPOSAL are under the sole responsibility of the Trade Commissioner of ICE – Italian Trade Agency, Mr. Filippo Covino.

SECTION 3: PROPOSAL SUBMISSION SHEET

Must be duly completed by the Proposal and returned with the Proposal to: ICE - ITALIAN TRADE AGENCY/Amman Office, Jordan.

Dear Sir/Madam,

Having examined the above referenced Quotation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to build-furnish-dismantle the Italian Pavilion as described in Section 4 – Technical Requirements of this PROPOSAL in conformity with the said Quotation documents as may be ascertained in accordance with the Price Sheet attached herewith and made part of this Proposal.



ITALIAN TRADE AGENCY

Amman Office

If our Proposal is accepted, we declare that we have everything needed to fulfil this contract and we undertake to deliver the work in accordance with the requested delivery terms and schedule specified in the Quotation Documents.

We understand that if our proposal is successful, it does not oblige ICE - ITALIAN TRADE AGENCY to spend any dues whatsoever.

Provided that a work order is issued by ICE - ITALIAN TRADE AGENCY within the period of the Contract, the undersigned hereby offers, subject to the terms of such work order, to furnish any or all items at the prices offered and to deliver same to the designated point(s) within the delivery time stated in Section 2 – Proposal Data Sheet.

We understand that you are not bound to accept any Proposal you may receive.

Name of Company:
Address of Company:
Authorized Signature:
Date:

Name of Authorized Signature (type or print):
Functional Title of Signatory:

SECTION 4: TECHNICAL REQUIREMENTS - U166T059M1

Technical Compliance Sheet (TCS) to be completed by Company's...[please also refer to the attached Technical Specifications]

- Company's are required to provide all the data as per the following requirements. Failure to provide any or part of the items thereof may result in the Proposal being rejected.
- All Prices shall be in JOD or US Dollars.
- Company's must have a valid trade license and a well-defined business address.
- Technical Compliance for some items will be based on sample submission. Each sample submitted MUST BE CLEARLY MARKED WITH THE COMPANY NAME Sample will be scored on a scale of 0 – 2.
 - 0 - No Sample, 1- Poor Sample, 2 – Good (accepted)

A total area of 350 sqm must be organized to host x booths, 1 storage and 1 information booth as attached file excel:

SECTION 5: PRICE SHEET

N.	Description	Unit Price	Total Price
1	Flooring –		

2	lockable cabinet		
3	Meeting table		
4	Chair		
5	Brochure Rack/Shelf		
6	Coat Hanger		
7	Power Plug Point/Socket		
8	Waste Basket		
9	Back side logos printing		
10	Ministry logo printing		
11	Company Name signage		
12	Other graphics printing		
13	Partitions		
14	Stool		
15	Laptop		
16	All-in-one Printer		
19	Build Up		
20	Cleaning		
21	Dismantling		

- Please provide a separate Price list of any additional stand item that you can provide that are not listed here. ICE - ITALIAN TRADE AGENCY does not warrant that any quantity of Goods and/or Services will be required during the term of this arrangement, which shall be for 9 days.

SECTION 6: PENALTY

The Italian Trade Agency reserves the right to apply the following penalties:

- 5% of the total value for each hour of delay beyond the agreed delivery time in Section 2: Proposal Data Sheet (clause 30) and up until the official opening of the Trade Fair.
- 7% of the total value if the Italian Pavilion is not properly cleaned before the official opening of the Trade Fair.
- 9% of the total value in case of failure to carry-out the dismantling of the Italian pavilion according to the requirements of the Organizer of the Trade Fair.

SECTION 7: ACKNOWLEDGEMENT LETTER

PLEASE TYPE OR PRINT ELEGIBLY & RETURN BY EMAIL TO: amman@ice.it

Date: / /
 Ref.: [if applicable]

Dear Mr. Filippo Covino,

Subject: "PROPOSAL No: **U166T059M1** – for the buildup dismantling of the Italian Pavilion and supply of furniture and/or small catering service"

We the undersigned acknowledge receipt of your Request for Proposal dated 17/10/2019 for the buildup dismantling of the Italian Pavilion and supply of furniture and/or catering service for ICE – Italian Trade Agency during the Baghdad International Fair which is set to take place between the 1-10 of November 2019 at Al Mansour District – Al Harthya Quarter - Show Grounds, Baghdad - Iraq. and hereby confirm that



ITALIAN TRADE AGENCY

Amman Office

- a. we intend
- b. we do not intend

To submit a proposal to ICE – Italian Trade Agency by the **deadline of 21/10/2019.**

Name of our representative (s) designated for this engagement and

Firm/Company’s name (Proposer):

Address:

City:

State:

P.O. Box:

Website:

Email:

Signature of Authorized Representative:

Name:

Title:

Telephone No. Ext.:

Fax No.:

Email address:

SECTION 8: OTHER IMPORTANT NOTES

- The selected company must cover all necessary transportation charges related to the works.
- The selected company must provide assistance to ICE – Italian Trade Agency’s Staff during the setup of the booth.
- The selected company must provide to ICE – Italian Trade Agency the leased structure and furnishings in a ready-to-use state and in conformity with the laws of Iraq. In this regard, all materials must be in accordance with what is required and of good quality. The inflammable materials must conform to the anti-fire regulations in force in Iraq.
- The Italian Trade Agency reserves the right to ask for the removal, at the expense of the selected company, of all those materials which are not in accordance with the requirements. In accordance with the requirements of ICE – Italian Trade Agency, the construction must be completed with the necessary electrical installations, in conformity with local regulations.