

Ufficio di Bruxelles – Bureau de Bruxelles – Kantoor Brussel

SERVICE CONTRACT NOTICE

Selection procedure for the management and welcoming services at the Italian Pavilion at Floriade 2022

Location: Almere, The Netherlands

April - October 2022

Contracting authority

The Italian Trade Agency (hereinafter ITA) is a Governmental agency that supports the business development of Italian companies abroad and promotes the attraction of foreign investment in Italy. ITA is headquartered in Rome and operates through a net of services worldwide linked to Italian embassies working closely with local authorities and businesses.

As part of its activities, the ITA Office in Brussels, also responsible for the Netherlands, will launch a tender procedure pursuant to Article 7 paragraph 2 letter b of the Italian Ministerial Decree 192/2017, to provide the management and welcoming services for the Italian Pavilion at [Floriade Expo 2022](#) in Almere.

Contract description

Floriade 2022 will take place from April 14th until October 9th, 2022. The assignment regarding the management and welcoming services for the Italian Pavilion, therefore, will cover a period of around 26 weeks, including weekends and public holidays, approximately starting from April 10th.

During this period the selected company will provide the management and welcoming services operating in the Italian pavilion in Almere, through:

- A manager responsible for the Italian Pavilion;
- An adequate number of hostesses or stewards.

All required staff will meet the following requirements:

- previous experience in fairs and exhibitions activities;
- proficiency in English and Dutch.

The manager will be asked to work closely with the ITA Office in Brussels and will coordinate the other staff operating inside the Pavillion.

Conditions of participation and applications

ITA office in Brussels is preliminarily collecting **expressions of interest** from companies specialized in staff recruiting for international exhibitions and events, **with at least a 5 years experience in this field.**

This expression of interest on the attached form, duly signed and signed by the legal representative of the company, must be sent by email to bruxelles@ice.it, - indicating in the object **“EXPRESSION OF INTEREST - MANAGEMENT AND WELCOMING SERVICES AT FLORIADE 2022”**- must contain:

- Company name;
- Company address;
- Telephone number and website;
- Email for official communications related to the present procedure.

Maximum budget and award criteria

The maximum amount available for the above-mentioned services for the six-month period of the contract is **130.000,00 euros** net of VAT.

The contract will be awarded to the company submitting **the lowest price.**

The **deadline** to submit the application is **March 4th, 2022, at 12:00.**

Please, note that only the companies meeting the listed requirements will receive the complete tender dossier and will be invited to continue in the selection process,

Also note that the invitation to submit a detailed offer will be sent immediately after the deadline to submit the expression of interest.

This procedure could be suspended and/or canceled at any moment and for any reason by ITA at its sole discretion, without creating any obligation and incurring any liability.

Brussels, February 17th, 2022

Luigi FERRELLI
Director ITA Office in Brussels

Selection procedure for the management and welcoming services at the Italian Pavilion at Floriade 2022

Location: Almere, The Netherlands

April - October 2022

EXPRESSION OF INTEREST

(to be submitted by March 4th, 2022, at 12:00)

COMPANY NAME	
COMPANY ADDRESS	
TELEPHONE NUMBER	
WEBSITE	
EMAIL FOR OFFICIAL COMMUNICATION RELATED TO THE PRESENT PROCEDURE	

Place and date

The legal representative

Name:

Signature: _____