



ITALIAN TRADE AGENCY

ICE - Agenzia per la promozione all'estero e
l'internazionalizzazione delle imprese italiane

Ufficio di Stoccolma

Prot.: 01325511/20
Stockholm, 04/12/2020
Tender Number: 002/20
CIG: 85479485D6

Invitation to tender for booking and ticketing services, for the Italian Trade Agency (ITA), for the year 2021, from 01/01/2021 until 31/12/2021
The Italian Trade Agency will execute the bidding process according to Art. 36, Par. 2, Lett. b of Legislative Decree 50 of April 18, 2016 ("Codice sugli Appalti") which regulates public procurements in Italy.

1) ADMINISTRATIVE DOCUMENTS AND SELECTION CRITERIA:

The selection stage involves an examination of the following criteria:

- 1. The bidder uses an updated travel agent booking system/software which provide proposals in PDF version;**
- 2. The bidder guarantees a continuous assistance by having an emergency phone number to ITA's Staff and travellers;**
- 3. The bidder has a working team able to manage several number of booking requests the same time;**
- 4. The bidder guarantees a reply with a booking proposal in maximum one working day.**

You will find information in relation to the tender in the enclosed documents:

- a) Attachment AG**
- b) Supplier Standard Form**

The document referred to point a) Attachment AG, shall be used exclusively for the formulation of the Financial Proposal.

One copy of the document referred to point b) must be returned, stamped with Company stamp and under penalty of exclusion from the tender process, signed on each page by the legal representative or a delegate with power of attorney.

2) TERMINATION OF THE CONTRACT:

The budget available for the contract is: 145.000,00 Euro (the current exchange rate: 1.486.917,00 SEK). The contract will last one-year and will be **terminated**



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either on its expiration date or at the achieving of the indicated amount, without any notification between the parties.

3) APPLICATION PROCEDURE:

Tender must be submitted to:

Italian Trade Agency
Att: Andrea Mattiello – Director
Korta Gatan 7, 8th floor
SE-171 54 Solna
Tel.:+46 8 248960

The final date for the submission of tender is Tuesday 15th December 2020 within 17.00.

Under penalty of exclusion, the offer must be enclosed in a sealed envelope and must be submitted in the following way:

On the envelope you must write "DO NOT OPEN – Contains tender number 002/20"
Sender's name, full address and contacts

The above envelope must contain 2 separate, sealed envelopes:

- 1) ENVELOPE N° 1 – marked "FINANCIAL PROPOSAL" & Company's name, and containing, under penalty of exclusion:
 - One copy of the Attachment AG, signed by the legal representative of the tendering company.
- 2) ENVELOPE N° 2 – marked "ADMINISTRATIVE DOCUMENTS" & Company's name, and containing, under penalty of exclusion:
 - Fully completed and signed Supplier Standard Form;
 - One copy of ID of the legal representative signing the documents.

If you have any questions, please contact:

Mr. Andrea Mattiello
Phone : 08-248960
Email : a.mattiello@ice.it



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4) OPENING PROCEDURE

The public opening of the envelopes will take place on Wednesday 16th December 2020 at 10:00 am at the Italian Trade Agency's office.

The Director Andrea Mattiello will preside over the tender opening. In case of interest, one representative from each company that has submitted an offer may be present at the opening of the envelopes.

The tender will be awarded to the entrant who submits the most economical offer (lowest price offered). In case of equal, the awarded company will be selected with a draw. The contact person of the companies will be invited to the draw.

5) PAYMENT TERMS:

Italian law does not allow advance payments for public contracts. Therefore, all the payments will be made upon submission of appropriate invoice to our Stockholm office.

Please note that Italian Trade Agency is not VAT registered in the Sweden but only in Italy therefore all quotes and invoices must be without VAT.

If you have any questions, please contact:

Mr. Andrea Mattiello
Phone : 08-248960
Email : a.mattiello@ice.it

***Ice Agenzia – Stockholm Office
Director
Andrea Mattiello***