



**ITALIAN TRADE AGENCY**

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

Ufficio di Stoccolma

Prot: 0125237/20

Stockholm, 19/11/2020

Tender Number: 001/20

CIG: 85286207DD

**Invitation to tender for the supply of Temporary Workers and Recruitment Process 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 governs public procurements in Italy.

### **1) ADMINISTRATIVE DOCUMENTS**

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

- a) Attachment A
- b) Supplier Standard Form

The document referred to point a) Attachment A, shall be used exclusively for the formulation of the Financial Proposal (percentage value)

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: 200.000,00 Euro (the current exchange rate: 2.100.000,00 SEK). The contract will last one-year and will be terminated either on its expiration date or at the achieving of the indicated amount, without any notification between the parties.

### **3) APPLICATION PROCEDURE**

**Tenders must be submitted to:**

**Italian Trade Agency**

**Korta Gatan 7, 8th floor**

**SE-171 54 Solna**

**Tel.: +46 8 248960**

**Att: Andrea Mattiello – Director**

The final date for the submission of tenders is on Thursday 3rd December 2020 at 17:00.



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Under penalty of exclusion, the offer must be enclosed in a sealed envelope / packet and must bear the following:

"DO NOT OPEN - Contains tender number 001/20" Sender's name, full address and contacts  
The above package 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 A (a), 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 (b);
  - One copy of ID of the legal representative signing the documents.

#### 4) OPENING PROCEDURE

The public opening of the envelopes will take place on Friday 4th December 2020 at 10:00 am at the Italian Trade Agency's office - Stockholm.

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 factor). In case of equal factor, the awarded company will be selected with a draw. The contact person of the companies will be invited to the draw.

#### 5) PAYMENT TERMS

We will require you to provide a monthly invoice for each candidate:

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

**Ice Agenzia - Stockholm Office**

**Director**

**Andrea Mattiello**