



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Houston Office

MARKET SURVEY NOTICE

Selection of economic operators to be invited to tender for amounts below the European Community threshold (Euro 221,0000.00) to be carried out pursuant to:

- art. 36, paragraph 2, lett. b) of Legislative Decree No. 50/2016, and subsequent amendments and additions
- article 7 and 10 of Ministerial Decree no. 199 of 21 November 2017

for the booking and issuing of travel, planning and organization of travel and ancillary assistance service in favor of the Italian Trade Agency of Houston

Pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016 and subsequent amendments and additions, art. 10 of Ministerial Decree no. 199 of 21 November 2017, along with Guidelines No. 4, issued by ANAC, as stated by Legislative Decree 18 April 2016, n. 50, entitled "Procedures for the awarding of public contracts for amounts below EU thresholds, market surveys and training and management of lists of vendors" (Resolution No. 1097 of 26 October 2016), and with regard to Legislative Decree 19 April 2017, n.56, it is announced that ITA Houston intends to initiate a negotiated procedure for the acquisition of the service in question, proceeding with the preliminary identification of economic operators – based in the US - interested in participating to the procedure that are in possession of the general requirements and professional skills, as per articles 80 and 83 of Legislative Decree 50/2016.

CONTENT OF THE REQUESTED SERVICES

The requested services are the following:

- Reservation and supply of airline tickets for national/international routes
- Reservation and supply of train tickets for national/international routes
- Hotel reservation in the USA and abroad
- Planning, organization and supply of travel packages (travel and accommodation, travel with all-inclusive formula) in the USA and abroad, individual or group responding to specific needs that will be reported from time to time by ITA
- Management and agreement with airlines, railway companies, hotel chains, car rentals, etc.
- Possibility of changing bookings and issuing new bookings and/or tickets when necessary,
- Solution of unforeseen problems (for example a strike, a delay, a canceled flight, an unregistered hotel cancellation, etc.)

Houston Office
1300 Post Oak Blvd., Suite 775
Houston, TX 77056
T +1 281 888-4288
houston@ice.it
www.ice.it

ICE – Agenzia per la promozione all'estero e
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- Collaboration in organizing travel for delegations representing ITA abroad and mutual exchanges

All of the above services will be requested with a "letter for service request" by ITA Trade Commissioner.

The agency entrusted with the service will have to commit:

- To deliver any travel or hotel ticket commissioned from ITA Houston or where specifically requested in the USA and abroad
- To respect the agreed delivery times
- To satisfy ITA requests as soon as possible considering the nature of the request and the technical times associated with it;
- To guarantee for the execution of the service its own personnel of proven reliability and competence, at complete disposal during the requested times, in possession of the technical and professional requirements and with an experience in the sector of at least three years. ITA reserves the right to highlight any unsuitable personnel
- To apply from time to time the most advantageous rates compared to the market rates on travel and hotel tickets compared to those quoted by the GDS (Global Distribution System) according to the class providing the appropriate advice
- To use as much as possible the tariffs obtained by agreement between the carriers and the ITA and to ensure however the search and use of the most convenient ones according to the most favorable route
- To guarantee an efficient and transparent policy on cancellation of reservation and related charges and reimbursements

DURATION OF SERVICES

The duration of the agreement is one year from the signing of the contract, verified the participation requirements

PRESENTATION OF APPLICATIONS FOR PARTICIPATION

This notice will remain published on the website of this office (contracting authority) for a period of 15 days, starting from the day following the date of publication.

BUDGET

Considering the amount spent by ITA Houston for tickets/services in the last 12 months, the total estimated amount for the above services during the life of the contract (1 year) will be **\$220,000.00 (Euro 192,224.00)**. This amount includes commissions and agency fees. Given that these are estimates ITA reserves the right to increase or decrease the contract amount by 20% max as needed, without any further obligation toward the awarded Contractor.

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Requests for participation for economic operators interested in the selection procedure in question must be signed by the legal representative of the company or his delegate and sent to the email address houston@ice.it no later than **4:00pm on January 23 2019** clearly indicating in the subject of the email the following statement

“Booking and issuing of travel, planning and organization of travel and ancillary assistance service in favor of the Italian Trade Agency of Houston”

And must include the following attachments:

- **Enclosed application form “A”**
- **IRS Form W-9 provided by the company;**
- **Enclosed declaration Form “B” duly fully completed, dated and signed by someone with contracting power (or with POA) along with a valid ID photocopy, in compliance with:**
 - **General requirements (pursuant to Article 80 of Legislative Decree 50/2016);**
 - **Requirements of professional skill (pursuant to Article 83, paragraph 1, letter a) of Legislative Decree No. 50/2016);**
 - **Technical and professional skills (pursuant to Article 83, paragraph 1, letter c) of Legislative Decree 50/2016).**

Applications for participation received after the above deadline will not be considered. The request for participation does not lead to the Administration having any specific obligation regarding the continuation of the negotiation

REQUIREMENTS FOR PARTICIPATION IN THE TENDERING PROCEDURE

In implementation of the principles of transparency, publicity, impartiality pursuant to art. 4 of Legislative Decree 50/2016, amended by Legislative Decree 56/2017, the ITA will proceed to invite to the tender procedure a number not less than five operators, if applicable that have properly applied for participation. If the minimum number of candidate that meet the selection criteria is not reached ITA will proceed pursuant to art. 91, c. 2 of Legislative Decree 50/2016 and subsequent amendments and additions also in the presence of a number of candidates lower than the above mentioned minimum

Companies which will be invited to participate in the negotiated procedure to be carried out will be required to meet the requirement on the enclosed declaration (form B).

The procedure for the realization on the service in question will be awarded with the criterion of the lowest price.

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The detailed procedures for evaluating offers will be indicated in the letter of invitation.

The letter of invitation and the documents necessary for the participation on the tender in question will be sent - to the selected operators - to the email address indicated in the application form A.

This notice constitutes exclusively a call for expressions of interest to be invited to the tender that will be carried out and therefore does not imply any obligation for the ITA toward the interested parties.

The Office of reference for the selection procedure is the ITA-Houston Office (email: houston@ice.it)

The only subject in charge of the proceeding (Chief Procurement Officer/Responsabile Unico del Procedimento) is **Ms Antonietta Baccanari – The Italian Trade Agency – Houston – Italian Trade Commissioner.**

A handwritten signature in black ink, appearing to read 'Antonietta Baccanari', is written over a vertical line that extends from the signature down to the printed name below.

Antonietta Baccanari
Italian Trade Commissioner - Houston Office, USA

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