

Stockholm Office

Prot. 0134138/21

26th November 2021

CIG: 8998799BD8

TENDER NUMBER 001

Invitation to tender for the supply of Temporary Workers and Recruitment Process

1) PRESENTATION OF THE CUSTOMER

The Italian Trade Agency is a Governmental agency that supports the business development of the Italian companies abroad and promotes the attraction of foreign investments in Italy.

With a motivated and modern organization and a widespread network of overseas offices, ITA provides information, assistance, consulting, promotion, and training to Italian small and medium-sized businesses. Using the most modern multi-channel promotion and communication tools, it acts to assert the excellence of Made in Italy in the world.

2) THE NOTICE

The ITA Stockholm Office needs to make use of a recruitment agency for the supply of staff administered through the signing of a framework agreement lasting 12 months, from January the 1st, 2022 until December 31st 2022.



3) DESCRIPTION OF THE SERVICE

The ITA Office in Stockholm invites the personnel recruiting agencies to submit an economic offer for the "temporary employment service"

The service provided by the selected agency will include the research, selection, administrative and legal management of the staff to be recruited.

Requests aimed at identifying the resource for covering the position and the related administrative management will be written in an Administration Order sent by email by the director of the ITA Office in Stockholm.

The recruitment agency will select candidates according to the requests received and send the proposal to the Director of the Office for an evaluation and authorization.

On the date indicated in the Administration Order, the selected candidate will start working at the ITA Office in Stockholm.

The Administration Orders will specify:

- The number of resources required
- The level of employment
- The requirements of the above mentioned resources
- The type of activity to be carried out
- The duration of the work performance
- The duration of the contract.
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The recruitment agency that intends to submit its application must undertake to:

- Respect the deadlines required in this notice
- Respect the terms indicated in the Administration Order
- In case of selection of personnel, submit a CV suitable for the characteristics of the request received for each job position
- Prepare an economic proposal for the administrative management of the requested staff unit taking into account the salary
- Keep the "Multiplication factor" referred to in the following point 4). unchanged throughout the duration of the Framework Agreement.

4) SELECTION PROCEDURE AND EVALUATION CRITERIA

The Italian Trade Commission will execute the bidding process according to:

- Art. 6, Par. 2, Lett. b of Legislative Decree 50 of April 18, 2016 ("Codice degli Appalti") which governs public procurements in Italy.
- Art. 7, co. 2 lettera b) of DM 192/2017 (Regulation of the Italian Ministry of Foreign Affairs and International Cooperation containing general guidelines governing the procedures for choosing the contractor and the execution of the contract abroad)

The tender will be awarded to the entrant who submits the most economical offer (lowest multiplier 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) ASSUMED AMOUNT

The maximum estimated value of the Framework Agreement, according to the budget available for the contract, is: 200.000,00 Euro (the current exchange rate: 2.004.960,00 SEK, 1 euro = 10,025 Kr).

This amount includes the salary/contribution amount to be paid to the workers employed by the client, an estimate reimbursement of the travel expenses for working in Italy and abroad, the agency fee that will be subjected to the evaluation (multiplication factor), as well as the provision of all related services (research, selection, training and administrative and legal management of the personnel subject to the administration).

The amount of the contract is presumptive, considering that the number of resources, the duration of the individual assignments and the relative value of the salaries and contributions will be determined on the basis of the services actually requested within the individual Administration Orders, issued according to the actual needs of personnel, also taking into account the financial constraints.

The amount indicated is therefore in no way binding for the Customer, since the actual overall amount disbursed under the framework contract will only be quantified with the issuance of the individual administration orders.

6) TERMINATION OF THE CONTRACT

The contract will last one-year and will finish either on its expiration date, without any notification between the parties, or at the achieving of the indicated amount, that will be noticed by the Customer.

Any possibility of tacit renewal of the agreement is excluded.

7) PAYMENT TERMS

We will require the selected agency to provide a monthly invoice for each candidate (indicating the order number of the contract, the CO.AN, the contractual reference), addressed to:

ITALIAN TRADE AGENCY
STOCKHOLM OFFICE
KORTA GATAN 7
17154 SOLNA, STOCKHOLM

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 - Director
Phone : 08-248960
Email : a.mattiello@ice.it

8) METHOD OF SUBMITTING OFFERS

Agencies interested in participating in the procedure must make their offer, taking into account the information provided in this notice and the documents required for the award.



9) APPLICATION PROCEDURE

The recruitment agency intending to submit its offer must declare the possession of the moral requirements (Article 80 of Legislative Decree 50/2016) - annex b to this announcement.

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 **Friday 10th December 2021 at 17:00.**

Under penalty of exclusion, the offer must be enclosed in a **sealed envelope / packet** with the following details:

"DO NOT OPEN - Contains tender number 001" 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:
 - copy of this notice duly signed on each page
 - Supplier Standard Form certifying the non-existence of reasons for exclusion (b); fully completed and signed on each page by the legal representative or a delegate with power of attorney. This document must be returned signed under penalty of exclusion from the tender process
 - One copy of ID of the legal representative signing the documents.

Please Pay Attention: The economic offer must be inserted exclusively in envelope n. 1 "FINANCIAL PROPOSAL" and NOT in envelope n. 2 "ADMINISTRATIVE DOCUMENTS" under penalty of exclusion from the procedure

Offers will be considered invalid:

- If received after the deadline indicated
- If they do not contain one or more essential elements required in this notice

The contract will be awarded even in the presence of only one valid offer. The ITA-Agency reserves the right not to proceed with the assignment of the contract according to the principle of self-protection.

10) OPENING PROCEDURE

The public opening of the envelopes will take place on Monday 13th December 2021 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 having submitted an offer may be present at the opening of the envelopes.

The tender will be awarded to the bidding company submitting 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.

INTEGRATION OF LACKING ADMINISTRATIVE DOCUMENTS

In case of incomplete administrative documents, 7 (seven) additional days may be granted to allow their integration. This possibility is excluded for documents relating to the economic offer.

RULES OF CONDUCT OF COLLABORATORS AND / OR EMPLOYEES OF THE CONTRACTING COMPANY


The economic operator undertakes, in the execution the assignment, to comply with the disciplinary and conduct code adopted by the Italian Trade Agency and available at the following link:

<https://drive.google.com/file/d/1w9o2zBgfmOM1nDAPRUPprx3QSI4eamC3/view>

ICE-Agenzia – Stockholm Office

Director

Andrea Mattiello


Andrea Mattiello
Il Direttore