



ITALIAN TRADE AGENCY

Istanbul Office

SUBJECT: REQUEST OF QUOTATION FOR PROFESSIONAL ASSISTANCE AGREEMENT CONCERNING THE ITALIAN TRADE AGENCY DESK TURKMENISTAN ACTIVITY
SMART CIG - Z6E32D15D4

Pursuant to Ministerial Decree 192 of 21 November 2017 (Regulation of the Italian Ministry of Foreign Affairs and International Cooperation which rules in Italy public procurements to be executed abroad) Italian Trade Agency Istanbul (ITA) intends to receive an offer from your good company for the supply of "Professional Assistance concerning the ITA Desk Turkmenistan Activity" (for a period of 12 months).

The offer must contain the indication of the professional who will perform all the activities of the above mentioned ITA Desk in Turkmenistan.

The main functions and duties of the professional shall consist of the followings:

- a) to actively focus on, screen and monitor the potentiality of Turkmenistan market by reporting to ICE Istanbul on a monthly base;
- b) to draw reports on request about general outlook or any other aspect – duly instructed by ITA Istanbul- of Turkmenistan and on specific fields/sectors of interest for the Italian industry;
- c) to support Italian companies/persons/institutions in finding out market opportunities and local customers/partners;
- d) to assist with the building of relations with public or private institutions in Turkmenistan;

ICE – Italian Trade Commission
Trade Promotion Office of the Italian Consulate
Lütfi Kırdar Uluslararası Kongre ve Sergi Sarayı
Darülbedai Cad. N.4 34367, Harbiye, İstanbul, Turkey
T +90 212 373 03 00 / F +90 212 241 82 23
E-mail: istanbul@ice.it
www.ice.it
Cod. Fisc. / Part. Iva 12020391004

Certificate N. 38152/19/S
ISO 9001 / UNI ISO 9001:2015
Member of CISQ Federation





ITALIAN TRADE AGENCY

e) to assist missions of Italian companies participating to sectorial workshop and B2B meetings in Turkmenistan and missions of Turkmen delegations to Italy for attending trade fairs and/or workshop and B2B meetings;

f) to periodically keep informed ICE Istanbul with a monthly report related to the activities performed during the previous period.

For this purpose, ITA Istanbul intends to acquire the offers from companies legally registered in Turkmenistan and specialized in assistance and promotion for internationalization.

The company must:

- be based and registered in Turkmenistan;
- have extensive and consolidated experience in the field of assistance and promotion for the internationalization of companies;

The professional who will be appointed by the company to carry out the assignment must:

- have relevant educational qualifications or equivalent professional experience/qualification;
- have deep knowledge of Turkmenistan's economic and industrial context;
- have in-depth knowledge of the Italian industrial context;
- have very high communication skills and work ethic with attention to the details;
- have an advanced level of knowledge of Turkmen, Russian, English and Turkish languages. Knowledge of Italian and previous job experiences with Italian Institutions or Organizations will be an advantage;

Interested economic operators who meet all the requirements at the date of this request of quotation must send their proposals by e-mail to the following address: m.dinapoli@ice.it, r.landi@ice.it, n.ciantra@ice.it

The proposal must be signed by the legal representative of the company or by a delegate with the power of signature and must indicate the following information:

- company name and legal denomination;
- address of the registered office (full address);
- telephone, e-mail address;
- name of the legal representative or delegate, if any;

The deadline for the submission of the quotation is next 9/09/2021 at 12.00.

Requests for information must be addressed to: m.dinapoli@ice.it, r.landi@ice.it, n.ciantra@ice.it

This request for quotation has been published on the website www.ice.it in the section "Tender notices" at the address: <https://www.ice.it/en/markets/turkmenistan/ashgabat> and



ITALIAN TRADE AGENCY

on the website of the Italian Embassy in Ashgabat at the address:
https://ambashgabat.esteri.it/ambasciata_ashgabat/it/.

Method of submitting the offer

The offer must be submitted in €, VAT excluded (ITA has VAT exemption) to m.dinapoli@ice.it, r.landi@ice.it, n.ciantra@ice.it by the deadline of 9/09/2021 at 12:00.

The following documentation must be sent together with the quotation:

1. Company Presentation (specify the relevant experiences in the field of internationalisation and the institutions/organisations with which the company cooperated);
2. Name and CV of the professional appointed;
3. Legal registration with the competent Turkmen authorities;
4. "Documento unico" (form attached).

Criteria of adjudication

The offers received will be evaluated considering the level of satisfaction of the above-mentioned requirements and, subject to an interview with the appointed professionals aimed to ascertaining the required language skills.

The budget for the bid is € 20.000 (for a period of 12 months): to be considered valid, quotations must be equal or inferior to the total available budget.

ITA also reserves the right not to proceed with the awarding procedure if the offers are not considered satisfactory, at its discretion.

ITA reserves the right to cancel the selection procedure, should any conditions prevent it from occurring or to change the date, if necessary.

Contractual conditions

The assignee of the contract is obliged to guarantee the execution of the service in close relationship with ITA – Istanbul.

The assignee also undertakes to observe any further terms and procedures concerning the regulation of the obligations between the parties for the performance of the service, as well as the obligations deriving from the application of the current legislation.

The finalisation of the contract is subject to the signature of the assignee of the self-declared requirements in the attached form (Documento Unico)



ITALIAN TRADE AGENCY

Payments and penalty

The payment will be made monthly, upon presentation to ITA Istanbul of regular invoices for the services rendered. Payment will be made by bank transfer within 30 (thirty) days from the date of the invoice, upon certification of regular execution.

In the event of delay in providing the service or non-fulfilment of the obligations assumed with this contract, ITA Istanbul reserves the right to apply a penalty commensurate with the seriousness of the damage to be determined, in any case not exceeding 0,5 % (daily) of the amount of the contract.

Important notice

The selection procedure can be interrupted or cancelled at any time and for any reason by the ITA-Agency at its complete discretion without generating any moral or legal commitment towards candidates, including those who fully meet the requirements.

Rules of conduct of contractors and/or staff of the contractor

In the execution of the contract/assignment/agreement, the trader/professional/contractor undertakes to fully respect the Code of Conduct adopted by ITA (Italian Trade Agency) with respect to the provisions of Presidential Decree 62/2013 approved by the Board of Directors by resolution no. 547/21 on 23 February 2021. The Code of Conduct and Disciplinary procedure of the ITA is available on the website www.ice.gov.it – at the section "Amministrazione Trasparente" - "Disposizioni generali" - Atti generali:

http://ww2.gazzettaamministrativa.it/opencms/export/sites/default/gazzetta_amministrativa/amministrazione_trasparente/agenzie_enti_stato/agenzia_ICE/010_dis_gen/020_att_gen/2014/Documenti_1389874530679/1620809957804_code_of_conduct_2021.pdf

Protection of confidentiality and right of access

The company will accept, declare and undertake to act always in compliance with the GDPR (EU Regulation no. 2016/679) and the Law on the protection of personal data no. 6698 which was published in the Official Gazette of 07/04/2016 and numbered 29677 ("LPDP"). The company will accept and undertake that all information that may be collected during the execution of the agreement which will be signed, agreement and all information relating to real persons that may be transferred to it are personal data (personal data and / or special personal data must be indicated as "Personal Data" collectively), these Personal Data will be processed in accordance with the LPDP and the conditions of this agreement and / or in accordance with the GDPR (EU Regulation no. 2016/679). ITA Istanbul will have the right to appeal to the company for any payment due to an administrative fine delivered to ITA Istanbul for a reason attributable to the company, reserving the rights of indemnity and any other rights which will be provided for in the agreement.



ITALIAN TRADE AGENCY

Whistleblowing

Pursuant to art. 54-bis, paragraph 2 of Legislative Decree no. 165/2001, as amended by Law no. 179/2017 concerning "Provisions for the protection of persons who report unlawful activities or wrongdoing based on information acquired in a public or private work-related context", the suppliers of goods or services to the Italian Trade Agency - ITA are also entitled to report any unlawful conduct or wrongdoing of which they have learnt within the context of the contractual relationship. The reports, which are kept fully confidential, are managed through an IT application available on the Italian Trade Agency - ITA website - "Whistleblowing" section, at <https://www.ice.it/it/en/whistleblowing> .

Istanbul Office

Director

Riccardo Landi

A handwritten signature in blue ink, appearing to read 'Riccardo Landi', is written over the printed name.