



MARKET SURVEY NOTICE

Request for quotation

Select of economic operators to be invited to send a quotation for amounts below the European community threshold (Euro less 40000), to be carried pursuant to:

- art. 36, paragraph 2, letter b) of Legislative Decree 50/2016 and subsequent amendments and additions;
- art. 10 of Ministerial Decree no. 192 of 21 November 2017;

For the “**2020 SERVICE OF TEMPORARY EMPLOYMENT AGENCY – EMPLOYEE PAYROLLING SERVICES**” –

Pursuant to art. 36, paragraph 2, letter b) of Legislative Decree 50/2016 and subsequent amendments and additions, art. 10 of Ministerial Decree no. 192 of 21 November 2017 in conjunction with Guidelines no. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, no. 50, containing "Procedures for the awarding of public contracts for amounts below the thresholds of Community relevance, market surveys and training and management of lists of economic operators" (Resolution No. 1097 of 26 October 2016), and as regards Legislative Decree 19 April 2017, no. 56, it is announced that the ITA Amman intends to initiate a direct procedure for the acquisition of the service in question, proceeding with identification of economic operators — **Licensed by Jordanian State, with a minimum of 3 years of experience** — interested in participating in the procedure that are in possession of the general requirements and professional competence, as per articles 80 and 83 of Legislative Decree 50/2016.

Content of the requested service:

The Italian Trade Agency (ITA) – Amman Office – invites Temporary Employment Agency to submit a quotation for the monthly fee (“Mark up in % per monthly) for the “2020 SERVICE OF TEMPORARY EMPLOYMENT AGENCY – EMPLOYEE PAYROLLING SERVICE”.

DURATION OF SERVICE:

The duration of the agreement is for a year starting from January 16th, 2020 to December 31th 2020. once the contract has been signed and the participation requirements have been verified.

PRESENTATION OF APPLICATIONS FOR PARTECIPATION

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

BUDGET

There is a tentative maximum budget of 30000 JOD for pay rate of temporary work allocated for this 2020 project/service.

Requests for participation by economic operators interested in this procedure must be signed by a legal representative of the company, or his delegate, and sent to the e-mail address amman@ice.it **no later than 12:00 noon on 10th January 2020** Clearly indicating in the subject of mail the following statement:

2020 SERVICE OF TEMPORARY EMPLOYMENT AGENCY – EMPLOYEE PAYROLLING SERVICE”.

The quotation received after above deadline will not be considered.

The quotation does not lead to the Administration having any specific obligation regarding the continuation of the negotiation.

The procedure for the realization of the service in question will be awarded with the criterion of the most economically advantageous offer on the agency fee pursuant to art. 95, c2 of Legislative Decree 50/2016 and s.m.i. The detailed procedure for evaluating offers will be indicated in letter of invitation.

The agency fee must be expressed in JOD and FILS for this service and must be the same, regardless of the type of service cost or number of services purchased.

DISCLOSURE UNDER THE ARTICLES 13 ET SEQ. OF THE EU REGULATION 679/2016

In compliance with the provisions of art. 13 and under the EU Regulation 679/2016 on the protection of personal data of physical persons, as referred in art. 4 of the aforementioned Regulation, we inform you that your personal data is collected, processed, used and disseminated solely for the institutional purposes of ICE-Agency, as required by art. 14, paragraph 20, D.L.98 / 11 converted into L.111 / 11 as replaced by art. 22 c. 6 D.L. 201/11 converted into L. 214/11 and for this purpose will be included in the Central Data Bank of ICE.

Your personal data, merged into the Central Data Bank of ICE, can be used to send proposals of participation in initiatives organized by ICE, such as fairs, workshops, seminars, training courses, etc., and used to carry out customer satisfaction and other surveys concerning the activity of ICE.

This process will take place by means of paper and / or computerized methods. The data will be communicated and disseminated to other public entities to fulfill specific legal obligations.

We also remind you that you may exercise, at any point of time, the rights referred to in articles 17 and the ones EU Regulation 679/2016. For any information it is possible to contact the handling in charge of ICE-Agency, Via Liszt 21 00144 Rome or the data control in charge at the office.

This notice constitutes exclusively a request for quotation and therefore does not imply any obligation for the ITA towards the interested parties.

The Office of reference for the selection procedure is the ICE-Amman Office ([email: amman@ice.it](mailto:amman@ice.it)).

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/ Responsabile Unico del Procedimento (RUP)] is **Mr. Filippo Covino — The Italian Trade Agency - Amman, Italian Trade Commissioner.**

Signed by
Filippo Covino
Italian Trade Commissioner

