

MARKET SURVEY NOTICE

Selection of economic operators to be invited to tender for amounts below the community threshold, to be carried out pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016, and s.m. for the booking and issuing of travel, planning and organization of travel and ancillary assistance services, in favor of the Italian Trade Agency - Agency of New York, Chicago and Miami for 24 months.

Pursuant to art. 36, paragraph 2, lett. b) of Legislative Decree 50/2016 and s.m., in conjunction with Guidelines n. 4, issued by the ANAC in implementation of Legislative Decree 18 April 2016, n. 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 D.Lgs. 19 April 2017, n.56, it is announced that the ICE-New York Agency 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 competence, as per articles 80 and 83 of Legislative Decree 50/2016.

CONTENT OF THE REQUESTED SERVICES:

The service object of the agreement consists in the reservation and supply of:

- airline tickets for national / international routes;
- train tickets for national / international routes;
- tickets for other means of transport for national / international routes;
- hotel reservations 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 of agreements 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 reservation, etc.);
- collaboration in organizing travel for delegations representing ITA abroad and mutual exchanges.

All the services described above will be commissioned by completing a "service request letter", by the ITC director.

The agency entrusted with the service will have to commit:

- a) to deliver any travel or hotel ticket commissioned from the ITA offices or where specifically requested, in the USA and abroad;
- b) to respect the agreed delivery times;

- c) to satisfy ITA requests as soon as possible, considering the nature of the request and the technical times associated with it;
- d) 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 requisites and with an experience in the sector of at least three years. ITA reserves the right to highlight any unsuitable personnel;
- e) 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;
- f) to use as much as possible, the tariffs obtained by agreements 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;
- g) to recognize incentives for ITA to achieve annual turnover levels;
- h) to guarantee an efficient and transparent policy on cancellations of reservations and related charges and reimbursements;

DURATION OF SERVICES

The duration of the agreement is two years from the signing of the contract, verified the participation requirements.

VALUE OF THE CONTRACT AND PRESENTATION OF APPLICATIONS FOR PARTICIPATION

This notice will be published on the website of this contracting authority for a period of 15 days starting from the day following the date of publication.

The expected level of spending in the two-year contract is about **\$ 2,100,000.00** (net of statutory taxes), and corresponds to the total amount of travel documents, hotel vouchers and accessory services reimbursed by ITA, including commissions and fees agency. However, the ITA is not bound to guarantee the levels of expenditure indicated because the use of the service by external parties and ITA personnel is conditioned by factors that prevent their precise definition. Therefore, the level of actual expenditure related to the period considered may increase or decrease, considering both the real needs of travel and the actual availability of the budget. Therefore, no compensation is foreseen if the annual expenditure does not reach the amount indicated or exceeds it.

Applications for participation by economic operators interested in the selection procedure in question must be delivered - under penalty of exclusion - **in a sealed envelope to the New York ITA, 33 East 67 Street, New York, NY 10065, no later than the time and date indicated in the announcement.**

The envelopes must bear the following wording:

DO NOT OPEN – This envelope contains "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" for ITA – New York Office, Chicago and Miami for 24 months.

as well as an indication of the sender's name (complete with address and telephone number) and the email address to receive any communications from.



Applications for participation received after the above deadline will not be considered. The delivery of the envelope remains at the sole risk of the sender, not assuming the ICE-Agency any responsibility where it did not arrive within the terms or was not intact.

The request for participation does not lead to the Administration any specific obligation regarding the continuation of the negotiation.

Travel agencies interested in participating should send the following documentation to the New York ITA:

- **IRS Form W-9;**
- **enclosed declaration duly completed, dated and signed by the legal representative or its delegate with power of representation accompanied by a valid photocopy of the ID, in compliance with:**
 - **General requirements (pursuant to Article 80 of Legislative Decree 50/2016);**
 - **Requirements for professional competence in the sector of reference for the service requested (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).**

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, where they exist. If the minimum number of candidates that meet the selection criteria is not reached, we will proceed, pursuant to art. 91, c. 2 of Legislative Decree 50/2016 and s.m., also in the presence of a number of candidates lower than the above-mentioned minimum.

The procedure for the realization of the service in question will be awarded with the criterion of the most economically advantageous tender on the agency fee pursuant to art. 95, c. 2 of Legislative Decree 50/2016 and s.m.i. The detailed procedures for evaluating offers will be indicated in the letter of invitation.

The applications for participation will be examined by the person in charge of the proceedings in public session **on the day and on the date indicated in the announcement** at the premises of the ITA in New York. Only one legal representative, or his delegate, can participate in the public session for each economic operator.

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

The data provided by the applicants will be processed in accordance with Legislative Decree 196/2003 exclusively for the purposes connected with the completion of the procedure in question.

The Office of reference for the selection procedure is the ICE-New York Office (email: newyork@ice.it).

The Responsible of the Procedure is Dr. Maurizio Forte, Italian Trade Commissioner of the New York Office.

Signed by
Dr. Maurizio Forte
Italian Trade Commissioner
Executive Director for the USA

